Wildwood Environmental Academy

Parent and Student Handbook

2021-2022

This handbook belongs to:

Name:

Address:

City/Town:

Zip Code:

Phone:

Wildwood Environmental Academy 2021-2022
Parent and Student Handbook

A Message from the School Leader

This handbook is published so that all students and families enrolled in Wildwood Environmental Academy (WEA), have easy access to information that will allow for a successful school year. It is essential that parents and students read the Handbook. We are more than happy to answer any questions or concerns that you may have.

We strive to foster a partnership between home and school and look forward to working with you throughout the school year.

Wildwood Environmental Academy is located in two adjacent buildings, both of which are used across the grade levels. The Elementary school is defined as kindergarten through grade five. Middle school is grades six through eight. High school is grades nine through twelve. When reference is made to the "district", this includes grades K – 12 at either location.

The policies and procedures included in this document comply with state laws and have been approved by the WEA School Board. If you would like further information on any of the information herein, please submit a written request to the school office including the specific information you are seeking.

Thank you and welcome to the 2021-2022 school year.

Elizabeth A. Lewin
School Leader

Wildwood Environmental Academy Mission:

The Mission of Wildwood Environmental Academy is to develop the personal, social, and academic potential of each student. We design programs that integrate Ohio's learning standards, and Standards for Teaching and Learning with a broader consideration of environmental sciences to foster environmentally responsible citizens who work and volunteer in their community to make a difference.

SCHOOL CONTACT INFORMATION

Administration

Elizabeth A. Lewin, School Leader

Susan K. Brimmer, Assistant School Leader

Emily Carpenter, Academic/Behavioral Support Coordinator

Cynthia M. Fisher, Office Manager/SeniorAdvisor

Toni L. Orns, Office Manager/Enrollment Specialist

Gretchen Mossing, Instructional Coach/Special Education Coordinator

Building Addresses

Wildwood Environmental Academy
Grades K – 3
1546 Dartford Road
Maumee, Ohio 43537
(419) 868-9885

Grades 4 – 12
1628 Henthorne Drive
Maumee, Ohio 43537
(419) 868-9890

E-mail

E-mail addresses are formatted as follows for all WEA employees: first name.lastname@leonagroup.com. Links to email addresses can also be found on the website.

School Office Phone

(419) 868-9885: Dartford Campus

(419) 868-9890: Henthorne Campus

Web address:

www.wildwoodisgreen.com

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This copy is for your records.

Please sign and return the copy on the last page.

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received, read, and agree to uphold the policies outlined in the Parent and Student Handbook, including the School's Right to Search, the Code of Conduct, and the Attendance Policy.

Parents MUST inform the school of changes in residence, custody, and home, work, and emergency telephone numbers. If the school is unable to contact you directly, or through identified emergency contact numbers, we reserve the right to take the necessary steps in the best interest of the child.

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____

Grade _____ Homeroom Teacher _____

COMPUTER USAGE AGREEMENT

My signature below indicates that I have received, read, and agree to uphold the Computer Usage Agreement included in the Parent and Student Handbook.

Please check the appropriate response:

____ My student may use the Internet while at school pursuant to the board policy and agrees to abide by the rules of the policy.

____ My student may not use the Internet while at school.

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____

Grade _____ Homeroom Teacher _____

FIELD TRIP PERMISSION

My signature below indicates that I give permission for my student to attend, participate in, and travel with the class to and from all field trips.

Parent's Signature _____ Date: _____

STUDENT DIRECTORY

_____ I DO want my child included in the WEA school directory.

Phone Number to be included in the directory:

_____ I DO NOT want my child included in the WEA school directory.

SECTION 1- DISTRICT INFORMATION & POLICIES

Admissions

Students transferring from another school will normally be placed in the grade level recommended by the previous school based on records received. For elementary and middle school students, a request will be made for official records to be sent to us within fourteen days. Official transcripts will be required prior to enrollment in High School classes (grades 9 – 12). Parents are asked to notify the school at the time of enrollment if their student has an IEP or 504 plan so that WEA can provide services and a smooth academic transition.

New entrants at all grade levels will be required to present, at the time of enrollment, an official birth certificate or other evidence of birth, proof of having received or being in the process of receiving required immunizations, proof of residency or custody information, if applicable.

Additionally, students entering the 4th grade must have evidence that they have taken and passed the third-grade reading guarantee state test.

Nothing in this policy is intended to supersede state law. In areas of conflict between this policy and state law, state law shall control all aspects.

Authorizer

Ohio Council of Community Schools
3131 Executive Parkway, Suite 306
Toledo, Ohio 43606
419-720-5200

Compulsory School Age Kindergarten Admissions

In accordance with the State Law and the school board policy of the same title, WEA requires a child to be 5 years old by August 1 of the year of admission.

Computer Usage Policy

WEA will employ appropriate measures to restrict and monitor materials accessed by students. WEA will not be liable if a student overrides these protective measures or purposefully does not follow the direction given when using a school computer.

Students are encouraged to use the school’s computers/network and the internet connection for teacher-assigned, educational work. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, Chromebooks, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, and any other piece of equipment or software which is part of the school's computer system. Students using the school's computers are expected to abide by the following rules:

Students may only access the district network and/or the Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.

The Computer Usage Policy must be read and agreed to, in writing, by each student and, in the case of students under the age of eighteen, the student’s parent, guardian, or custodian. WEA reserves the right to filter any Internet sites.

Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school’s course of study may be run, as required, for that course of study requirements, with teacher supervision.

Violations of the computer usage policy may include but are not limited to the following:

- Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
- Students may not download music, videos, or files not authorized by the teacher.
- Students may not use the Internet to engage in "hacking" or other unlawful activities.
- Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student that are part of an assignment in a school's course of study may be run, as required, for that course of study requirements, with teacher supervision.
- Students should only use computer programs approved by the classroom teacher.
- The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection, and/or any vulgar or obscene content.
- Only one student may work at a single computer. Only a teacher may assign more than one student to work on a single computer.
- Students are not to send messages over the network nor participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
- Students are not to enter the network's operating system.
- Students are not authorized to use school computers to copy programs or flash drives. A teacher may authorize the copying of student-created work to CDs or flash drives.
- Students may not eat or drink while using a computer.
- All copyright laws are to be enforced.
- Students are not to unplug or change any computer device or network connections.
- Students are not to change any display screen settings.
- Students are not to change any program's toolbars or settings.
- Students are not to add or delete any program icons on the desktop or Start Menu.
- Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
- Students are not to remove, modify, damage, or destroy any computer or networking equipment.
- Students are not to modify or remove any identifying labels on computer equipment.
- Students are not to modify or remove any printer settings.
- Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.

Students are to advise their teacher when a computer malfunctions in any way.

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. Damage to computers or technology may result in financial fees for which the parent is responsible.

Communication Policy

It is the goal of the staff at WEA to build strong relationships with the families of our students. These relationships facilitate an awareness of academic and personal circumstances that are unique to each student. Parents are encouraged to contact the school when any questions arise or changes occur that may affect a student's academic experience.

Teachers can be reached in several ways. It is expected that all communication be respectful, constructive, and relevant to the student.

E-mail addresses are formatted as follows: first name.last name@leonagroup.com for all staff members.

Telephone messages can be left in the office either with staff members or on the voice mail system at any time. Messages will be returned in a timely manner.

Written communication is best done in the student agenda books provided by the school. All notes received in the office will be delivered to the appropriate staff member.

Face-to-face conversations should only be held outside of class hours and never during dismissal. We strongly encourage parents to call and set up a time to speak to the staff for the most effective communication. Teachers will not be available to take phone calls during teaching hours. However, if you stop in to speak to a staff member, please go to the office and the staff member will be located for you.

Please understand that due to Covid-19, meeting with a staff member may require an appointment to be made. Some meetings may be held virtually.

Please respect the privacy of meeting rooms, offices and the staff lounges at all times.

Complaint Policy

All parties who interact with the school have the right to file a complaint regarding a public education agency's alleged violation of federal and state law. All complaints must be filed in writing and must be clearly marked as a complaint. Any complaint must be filed within 3 days of the alleged incident.

An internal review for all written complaints will be conducted within 7-10 days. Depending on the nature and severity of the complaint, an investigation may take up to 3 months to be resolved.

The following steps must be followed for all complaints:

Step 1 Classroom Teacher	Always start with the classroom teacher when there is a problem with your student's education. Teachers are available before and after school and can be reached by calling the school office.
Step 2 Office Manager	If you are not satisfied with the outcome from the classroom teacher you may submit your written complaint to the Office Manager. The Office Manager will follow up and respond to the complaint.
Step 3 Assistant School Leader	If you are not satisfied with the outcome from the Office Manager, you may submit your written complaint to the Assistant School Leader. The Assistant School Leader will follow up and respond to the complaint.
Step 4 School Leader	If you are not satisfied with the outcome from the Assistant School Leader, you may submit your written complaint to the School Leader. The School Leader will follow up and respond to the complaint.
Step 5 Leona Group Representative	If you are not satisfied with the outcome from the School Leader, you may submit your written complaint to the Leona Group Representative. They will follow up and respond to the complaint.
Step 6 Leona Group HQ	If you are not satisfied with the outcome from the Leona group representative, you may submit your written complaint to the Leona Group Headquarters Office. The Leona Group Headquarters will follow up and respond to the complaint.
Step 7 OCCS	If you are not satisfied with the outcome from the Leona Group Headquarters, you may submit your written complaint to the Ohio Council of Community Schools.

Educational Service Provider/Management Company

The Leona Group, LLC
2125 University Park Drive
Okemos, MI 48864
Tel: 517.333.9030

Emergencies and Drills

In the case of a student emergency, do not try to handle it alone. Secure the aid of a teacher right away and then report the emergency to the school office. The staff has been trained to deal with an emergency situation and can secure aid sooner if they are informed properly and promptly. In the case of electrical outages, students will remain in the classroom until instructed otherwise by the School Leader or designee.

Fire drills and tornado drills will be held periodically during the year. When these alarms are sounded, it is important for the students to cooperate and to react quietly and calmly to directions. Procedures for these events will be provided by the classroom teachers during the first weeks of school and throughout the year as needed.

Building lock-down drills will also be held to practice the procedure. A building lockdown may be used in the case of a threat to the school or proposed threat. Students will be instructed on these procedures during the first weeks of school.

During any drill or emergency situation, students who are away from their classroom (i.e., restroom, drinking fountain, hallway) should proceed to the nearest classroom.

WEA has developed an Emergency/Crisis Management Plan, which will be implemented in the event of a crisis. The Emergency/Crisis Team will be responsible for directing all activities during the emergency/crisis situation. Parents are encouraged to refrain from calling the school during an emergency and to listen to local media for updated reports. When circumstances allow the use of the phone system, a call will be sent out using the “One Call Now” system alerting parents of the situation. During weather-related emergencies, parents are asked to refrain from picking up their students and are encouraged to allow the staff to follow the safety procedures that are in place to ensure the safety of your student.

Emergency Information

Each student is required to have on file in the school office, the following accurate and current information which may be accessed in case of emergency. It is the responsibility of the parent/guardian to provide this information to the school and to alert the school anytime there is a change to it:

- Parent or guardian names
- Complete and up-to-date addresses
- Current home phone, cell phone, and parent work phone numbers
- Emergency phone number of a friend or relative
- Physician’s name and phone number
- Medical alert information
- Alternate/Emergency Dismissal Plans
- List of people authorized to pick-up your student.

Updated phone numbers are crucial to the safety of your child. Please make sure the people we have been asked to contact in case of emergency are willing and able to accept responsibility for your child in case you cannot be reached. Identified persons should be able to be reached during the school day at the numbers you have provided. Emergency contacts will be called when a parent can not be reached in case of fever of 100+, any contagious illness, head lice, or exceptional discipline. In the event WEA is not able to contact you or any of your emergency contacts, the School Leader is authorized to proceed with any action deemed in the best interest of the child. This includes contacting the police and/or children's services if warranted.

Federal/State/Local Compliance/Title IX

WEA complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

Inclusive Education

At Wildwood,we strive to practice Inclusive Education as much as appropriate to meet the needs of all students.

> Inclusive education is when all students, regardless of any challenges they may have, are placed in age-appropriate general education classes that are in their own neighborhood schools to receive high-quality instruction, interventions, and supports that enable them to meet success in the core curriculum (Bui, Quirk, Almazan, & Valenti, 2010; Alquraini & Gut, 2012).

This means that students with special needs are integrated into the general education classrooms as much as possible. This benefits all students, celebrates diversity, promotes tolerance and develops a sense of belonging.

Mission Statement

The mission of Wildwood Environmental Academy is to develop the personal, social, and academic potential of each student. We design programs that integrate Ohio's Learning Standards and with a broader consideration of environmental sciences to foster environmentally responsible citizens who work and volunteer in their community to make a difference.

Multi-Cultural Awareness

WEA is committed to increasing awareness of, and sensitivity to, cultural diversity in our school community.

Notice to all Parents: Child Find

WEA participates in Child Find: a school-wide effort to identify, locate, and educate all children who may have disabilities. For more information regarding assistance for students with disabilities, or if you suspect a child may have a disability, please contact the School Leader.

Covid-19 Pandemic Protocols

The following protocols were developed and implemented in response to the Covid-19 Pandemic. These protocols may be followed based on the direction of the Governor and the Lucas County Health Department (LCHD).

Should the Governor or the LCHD advise that schools return to following Pandemic Protocols, the following procedures may be implemented completely or in part, additionally, new protocols may be added.

> *Students in grades 3-12 will be required to wear a face covering that covers their nose, mouth and chin. A mask, gator, bandana will all be accepted. Students will be required to sanitize their hands upon entering the building, follow handwashing guidelines, follow arrows for traffic flow, and socially distance as much as possible. A student must be fever free (below 100.4) and free from symptoms to be in school.*
>
> *Despite the hard work and collaboration in planning, we all remain at the mercy of COVID-19 and its impact on our community. WEA will monitor the situation and communicate regularly with as much notice as possible as changes occur in our operating plans. Wildwood will move between three Operating Plans (A, B, and C). A fourth plan, Plan D or Parent DIrected, Teacher Assisted at-home learning, will run congruent to Plans A, B and C. The School Leader will communicate the Operating Plan the school is following via One Call Now, an email from the office, along with postings on Facebook and the website, wildwoodisgreen.com. In addition the teachers will notify you of any changes using communication apps/newsletters. Please see the table below for further information.*

Operating Plan	*Description*	*Further Explained*
A (All)	*All Return* *New Safety Precautions*	*Face to face learning, 5 days a week* *Minimum social distancing*
B (Both)	*Both at home and in-school learning*	*New safety precautions in place. Students divided into two groups.* *Blue--Mon and Tues Green--Thurs and Fri.*

		Modified schedule. In school 2 days, at home learning 3 days.
C (Closed)	*Buildings are closed and everyone is learning from home*	*Learning from home for 5 days a week. Packet lessons On-line assistance available. Weekly Packet Swap Sundays: 6:30-8:00 pm Mondays 7:30-9:00 am*
D (Directed)	*Parent Directed, Teacher assisted at-home learning*	*Learning from home for students who complete the application and are selected to participate. All work is completed at home by students under parent direction. The teacher will support the lessons.*

Plan D

In an effort to help all students and staff feel comfortable in the changing times of COVID-19, Wildwood is offering a plan for at-home learning. If a parent(s) applies and is approved, they will work with their students at home, directing their learning with the assistance of a teacher to complete school work. On-line instruction and assistance will be provided. Plan D requires a commitment from both family and student(s). For further information regarding Plan D and the requirements, please visit our website or call the offices.

Changes due to COVID-19

The following changes have been made to ensure the safety of students and staff. These changes will be in place until the School Leader communicates otherwise. If a change is made, parents will be notified via all of the relevant communication systems.

- *Grades 4-12 no use of the microwaves*
- *Grades 4-12 no use of the vending machine*
- *No unscheduled visitors in the buildings*
- *If you need to speak with someone, call the offices to make arrangements.*
- *No birthday treats can be brought to the building. For students in K-5 birthdays will be recognized by the school office.*
- *Grades 6-12 will not be using lockers. They will be asked to carry their supplies in a backpack*
- *Students will be eating breakfast and lunch in their classrooms or designated areas*
- *No Field Trips*
- *No library book check out*
- *Additional hand sanitizing stations have been added.*
- *Classes will not mingle with other classes.*
- *Touchless faucets have been added.*
- *Drinking fountains have been replaced with touchless water bottle stations (Students are encouraged to bring a refillable water bottle.*

Parent/Student Rights Regarding Surveys (PSRA)

Under the Protection of Pupil Rights Amendment (PPRA) and amendments to the Act under No Child Left Behind (NCLB), parents have the right to prohibit their child from participating in surveys. Rights afforded to parents include:

- To inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- To know of arrangements to protect student privacy in a survey, including the right to opt-out, if it includes questions regarding political affiliations, religious practices, or other questions outlined in PPRA and NCLB; and,
- To receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third-party surveys.

Parents will be contacted by the school in advance of any survey being distributed to their student.

Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Intervention and Supports are methods used to identify and support desired behaviors in the school setting. PBIS focuses on teaching, modeling and providing practice time for desired behaviors in all school settings. It is a proactive approach to behaviour management. PBIS provides a structure for earning rewards through accumulating and spending points.

Release of Student Photos/Media Interviews

During the year, WEA will often have the opportunity to photograph and videotape students in a variety of school-related activities. Student recognition programs, academic, and fine arts programs are a few examples of these activities.

As such, these personally identifiable photographs and/or videotape footage may be used in communication tools such as the Leona newsletter and calendar and in communicating with the media, such as allowing interviews or photographs with students. WEA reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our school is an integral part of reporting responsibly to our community and is a way of sharing in the success of our school and students. However, it is our primary goal to respect your privacy.

Parents also have the right to submit a written request to the school office, within two weeks after the first day the student is enrolled in a school year, directing WEA not to release the information as listed above.

Release of Student Records (FERPA)

WEA also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the School Leader.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's educational records; of which include:

- The right to inspect and review the student's educational records.
- The right to request the amendment of the student's educational records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, date of birth, place of birth, dates of attendance, achievement awards or honors earned, photograph, parent names, and previous school or school district.
- Parents have the right to submit a written request (to examine their children's official school records) to the school office, within two weeks after the first day the student is enrolled in a school year. Public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures.

Safe Schools Helpline

1-800-325-4381 Keep our school a safe place to learn.

School Closings

WEA will follow Springfield Local Public Schools for closings and delays due to inclement weather. When weather conditions are marginal, parents/guardians (hereafter referred to as parent(s)) should stay tuned for updates on local media sources. Whenever possible, a call will be made to all students' homes using the "One Call Now" system to alert families of closings. If we must close during the day, we will contact the media for public announcement and make every effort to contact parents through email, automated calls, social media and website announcements.

School Emergency Communications

In the event of an emergency closure, safety lockdown, catastrophe or other occurrence that poses a threat to the school, parents will be notified by the "One Call Now" system, email, Facebook, newsletters and the school's website.

Seclusion and Restraint

The purpose of this policy is to guide the school's use of positive behavior intervention and support, and the limited use of restraint and seclusion. At WEA every effort is made to prevent the need for the use of restraint and/or seclusion. The focus of managing student behavior is on rewarding the positives and supporting the student. Restraint or seclusion is used only when there is an immediate risk of physical harm to the student or others. The following outlines the program that WEA staff members are trained to employ when engaging a student at risk.

The Nonviolent Crisis Intervention program is a safe, non harmful behavior management system designed to help human service professionals provide for the best possible Care, Welfare, Safety, and Security© of disruptive, assaultive, and out-of-control individuals-even during their most violent moments. This program was developed by CPI, a training organization devoted to training staff in the safe management of potentially violent individuals. This program taught the staff and is utilized at the last resort to maintain safety. Please feel free to contact the school office with any questions or comments regarding this training and the use of these methods of providing for the Care, Welfare, Safety, and Security© of all those who are involved in a crisis situation.

Title I Part A

Wildwood Environmental Academy currently offers a Schoolwide Title I Program. Title I is a federal program based upon income levels of families whose children attend our school. The program ensures that students are equipped to meet high standards of academic performance. Schoolwide Title I resources support schools with a high percentage of low-income families, but allow services to be provided to any student in that school. Schoolwide Title I programs use funds to provide such interventions as our leveled reading groups (EPAT) and increased professional development for staff members.

Wellness Policy

WEA works toward helping our students, staff, and families become more aware of their healthy habits and healthy choices. A Wellness Committee is active and meets to discuss our policies and ways to improve the awareness of healthy living in our school and community.

Withdrawal from School

In order to withdraw from WEA, a withdrawal form must be completed by a parent and returned to the school office. Failure to attend school without notifying the office for seven (7) consecutive days will trigger a review, possible notification of juvenile services, and may result in the student being withdrawn from school.

SECTION 2- STUDENT CODE OF CONDUCT AND DISCIPLINE

In addition to the student code of conduct, the following matrix of expectations will be used to promote positive behavior and student success. At WEA bullying behaviors will not be allowed. Students will be instructed in what these behaviors are and how to prevent and respond to them. Please contact the school office for further information.

WEA School Expectations

"We will respect others. We will try to help those in need. We will try to include students who are left out. If we know someone needs help, we will tell an adult at school and an adult at home."

	RESPECTFUL	RESPONSIBLE	HONEST	SAFE
CLASSROOM	• Speak kindly • Take care of materials • Use appropriate voice level	• Come prepared on time • Be on task • Follow directions • Complete/turn in assignments on time	• Always be honest and truthful with yourself and others	• Stay in personal space • Use materials/space appropriately
HALL	• Always walk • Be polite/kind • Use appropriate voice level	• Have permission/hall pass • Be aware of others • Go directly to/from destination	• Always be honest and truthful with yourself and others	• Walk correctly on the right • Keep halls clear and clean
RESTROOM	• Keep facility clean • Respect the privacy of others • Wait patiently • Use appropriate voice level	• Have permission • Do your business and leave • Flush the toilet • Throw trash away • Report any issues • Wash hands	• Always be honest and truthful with yourself and others	• Stay in personal space • Use materials/space appropriately • Keep it clean
CAFETERIA	• Wait patiently • Use good manners • Use appropriate voice level	• Follow directions • Stay in a designated seat • Clean up your area • Use time wisely	• Always be honest and truthful with yourself and others	• Stay in personal space • Keep area clean • Be aware of surroundings
SCHOOL GROUNDS (Playground, GreenSpace, Field Trips)	• Follow directions • Respect others' space • Respect nature • Use appropriate voice level	• Follow directions • Use equipment appropriately • Dispose of any trash • Stay in the approved area	• Always be honest and truthful with yourself and others	• Always be accompanied by staff • Use equipment appropriately • Be aware of surroundings

Student Code of Conduct

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, parents, teachers, administrators, staff, and community members - show pride in our school and ourselves by doing our share to make our school a better place to learn and work.

The goal of the school staff is to develop self-discipline and positive self-esteem in all students.

All school rules apply while on school property, school buses, or at any school activity at or away from school. Students shall be given due process before any disciplinary action is taken.

All eligible students residing in Ohio have a **right** to participate in and have access to all educational resources necessary to receive an education. This includes curricular as well as extra-curricular activities.

In the process of pursuing their education, students have the **responsibility** not to interfere with the rights of others who are also pursuing the same educational opportunities. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

The student Code of Conduct is meant to outline the expectations for all WEA students. Students should take pride in themselves and their conduct when in or out of school. Students must follow all building rules in addition to the Code of Conduct when at school or school-related events. Failure to abide by the Code of Conduct will result in disciplinary action being taken.

All students at WEA will be held accountable for the following expectations:

- All WEA students are SAFE:
    - Be aware of your surroundings and careful to prevent danger.
    - Be sure your actions will not cause harm to yourself or others.
- All WEA students are RESPONSIBLE for their own behavior:
    - Attend school. Do everything possible to be sure that your attendance is regular.
    - Be on time for school and for classes.
    - Use all technology as intended and with permissions
    - Be prepared for class.
    - Participate in class.
- All WEA students are RESPECTFUL of self and others:
    - Treat others with respect and courtesy.
    - Respect others' belongings.
    - Do not take, use, or damage others' things.
    - Respect yourself at all times.
    - Do not bring harm to yourself or others verbally, physically, or mentally.
    - Use only appropriate language, actions, and attire.
    - Be positive in your actions, words, and behaviors.
    - Be sure to only involve yourself in activities that are respectful.
- All WEA students are HONEST at all times:
    - Be honest with yourself at all times.
    - Answer truthfully at all times.
    - Do your own work and assignments

Minor infractions will be handled in the classroom following the classroom teacher's policy. Infractions that warrant an administrative decision may result in parent notification and include a disciplinary action as defined below. Any discipline issued will not be discussed with anyone other than the student receiving consequences and his/her family.

Lunchtime/Recess Detention

Students who are assigned a Lunch Detention will report to the assigned room or table for the entire lunch period. Parents will be notified that the detention was served. Partial recess privileges may also be lost as part of this discipline. A student may be required to participate in community service which could include cleaning the cafeteria as a natural consequence of their actions during lunchroom times.

Before/After-School Detention

Some student offenses will result in detention held before or after school hours. Students are notified of the infraction and are to serve the detention on the date assigned. Parents will be notified that the detention was issued and/or served.

Failure to serve the first detention will result in the assignment of a second detention. Failure to serve the two detentions at the arranged times may result in other disciplinary actions. Students who have served multiple detentions and continue to exhibit negative behaviors may be assigned additional consequences, including suspensions. Detentions are assigned by the School Leader or designee. Transportation to/from detention is the responsibility of the student/parent.

The following rules must be followed in detention:

- No talking or moving from the assigned seat.
- No electronic devices
- Students need to bring schoolwork and complete assigned work.
- Work may be assigned to the student to complete during the detention based on the violation.
- No sleeping.

Saturday School

Some student offenses will result in Saturday School. Students are notified of the infraction and are to serve the discipline on the date listed on the notice. Parents will be notified that the discipline has been issued and when it is to be served.

Saturday School is served from 8:30 a.m. until noon on a Saturday. The building will be open at 8:20 a.m. and will close at 12:10 p.m. A $1.00 per minute charge will be assessed after 12:10 p.m. and is due that day. Absence from an assigned Saturday School, without prior approval of an administrator, may result in a suspension. Transportation to and from Saturday School is the responsibility of the student/parent.

Saturday School guidelines:

- Students are to sign the Saturday School sign-in sheet.
- Students are to bring schoolwork.
- Talking, eating, and drinking are not permitted.
- Appropriate breaks will be determined by the monitor.
- Students will be dismissed at 12:00 p.m.
- No sleeping will be permitted during Saturday School.
- Work may be assigned to the student to complete during the detention based on the violation.

In-School Suspension (ISS)

The School Leader or designee may decide a student would benefit from ISS rather than Out-of-School Suspension (OSS). Students serving In-School Suspension will be permitted to make up and receive credit for assignments during the day of ISS. Parents will be notified of ISS and when it is/was to be served.

Guidelines for ISS will be issued and discussed upon assignment of ISS and may include special projects related to the infraction. Students are to bring schoolwork and complete assigned tasks. Students who serve ISS are not able to participate in afterschool or school-sponsored events.

Failure to comply and/or serve assigned ISS will result in further disciplinary action.

Emergency Removal

A student may be removed from the school setting without the formal suspension and expulsion procedures when it is determined that his/her presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Parents will be notified and further discipline may be assigned.

During a period of suspension, expulsion, or removal, the student may not enter into any school building or be on the premises of a building owned by or being used by The Leona Group, nor may the student attend or participate in any school-related activities.

Out-Of-School Suspension (OSS)

When the School Leader or designee determines that an OSS is warranted, the student will be notified of the infraction and provided with documentation indicating the parameters of the suspension. The O.R.C. provides that a School Leader may suspend a child from school for not more than ten days. The student and parents will be notified of the intent to suspend in writing and will include the specific reason(s) for the action. A student will be given the opportunity to appear at an informal hearing to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. Suspension may be invoked immediately after the documentation of the intent to suspend is issued and the student has been given the opportunity to explain his/her actions. Within 24 hours after the time of suspension, a written notice will be provided to the student and the parent, which includes among other things, the reasons for such suspension, the right of the student or parent to appeal the action, and the right to be represented in the appeal by a representative of choice.

- If a suspension is issued that is longer than the school days left in the school year, the student may be required to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension.
- Students may not attend any school functions, home or away while serving an OSS.
- Students are not permitted on school grounds while serving an OSS.
- Following the OSS, students must request coursework to be completed.
- Work that is missed during an OSS will be accepted at the teacher's discretion.

During a period of suspension, expulsion or removal, the student may not enter into any school building or be on the premises of a building owned by, or being used by, The Leona Group, nor may the student attend or participate in any school-related activities.

Court Referral

Referral to the Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students may be referred and another notice if they are referred.

Expulsion

If all other attempts to modify student behavior are unsuccessful, or a failure to serve previously issued consequences, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. The Ohio Revised Code provides that a Superintendent or School Leader may expel a pupil from school for periods up to eighty (80) days and that a student is subject to a one (1) year expulsion for bringing a gun or a dangerous weapon on school property. If a student is expelled, the length of the expulsion may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

For an Intent to Expel, a formal hearing is scheduled to be conducted not sooner than three days nor later than five school days from the date of the notice to expel. For a Removal with Intent to Expel, the formal hearing must be heard within 72 hours (3 school days) of the time of removal.

A student will be given a written notice of the intent to expel which includes the specific reason(s) for the action. Parents are advised of the intended action by telephone, when possible. A copy of the notice is mailed within 24 hours and advises the student and the parent of the parameters of the expulsion including:

- The time and place of the hearing
- The reason(s) for the intended expulsion
- The right of the student or the parent to challenge the reason(s) for the intended expulsion or explain the student’s actions
- The right to be represented at the hearing by a representative of choice

During a period of suspension, expulsion, or removal the student may not enter into any school building or be on the premises of a building owned by or being used by, The Leona Group, nor may the student attend or participate in any school-related activities.

Permanent Exclusion

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district. The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated as a delinquent child for committing, when he/she was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult on property owned or controlled by a school board or at an activity held under the auspices of a school board:

- Illegal conveyance or possession of a deadly or dangerous weapon on school premises.
- Carrying a concealed weapon, a municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
- Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration.
- Complicity in any violation described in paragraph 1, 2 or 3 above that was alleged to have been committed in the manner described in paragraph 1, 2 or 3 above, regardless of whether the act of complicity was committed on the property.

Disciplinary Appeal Process

Students are afforded the right to explain a situation that has possible disciplinary consequences and the opportunity to know what the consequences may be. Should you not agree with a disciplinary action, please start the appeal process where it originated (i.e., If a teacher assigns a detention you do not agree with, discuss it with the teacher. If the School Leader recommends expulsion, discuss it with the School Leader.) Further appeal information will be provided with any suspension or expulsion. Any discipline issued will not be discussed with anyone other than the student receiving consequences and his/her family.

The following table is a list of possible infractions and the possible consequences. This table is meant to serve as a guideline and is subject to the School Leader's discretion.

Violations or Infractions	SUSPENSION	EXPULSION	MANDATORY EXPULSION
1. Disruption of School/Disorderly Conduct	●	●	
2. Harassment/Bullying	●	●	
3. Threats	●	●	
4. Use of Obscene Language/Materials	●	●	
5. Failure to Obey Instructions/Insubordination/ Disrespect/False Identification/Information	●		
6. Forgery	●		
7. Cheating/Plagiarism	●		
8. Fighting	●	●	
9. Physical Assault/Harassment	●	●	
10. Sexual Assault/Harassment	●	●	
11. Inappropriate Display of Affection	●		
12. Damage of Property/Vandalism/Serious Vandalism	●	●	●
13. Theft/Robbery	●	●	●
14. Breaking and Entering	●	●	
15. Trespassing/Unauthorized or Unsupervised Areas	●		
16. Narcotics, Alcoholic Beverages and Drugs			●
17. Tobacco	●	●	
18. Hazing (Initiations)	●		
19. Explosives/False Fire Alarm/Bomb Threat			●
20. Arson			●
21. Dangerous Weapons and Instruments			●
22. Attendance	●	●	
23. Dress Code	●		
24. Computers	●	●	
25. Animal/Plant Harm or Mistreatment	●	●	
26. Violation of Bus Rules	●	●	
27. General Misconduct	●		
28. Gross Misconduct		●	

The penalty of mandatory expulsion for selected offenses as listed above may be waived at the discretion of the School Leader. The School Leader has the right to adjust/change the disciplinary consequences on a case-by-case basis.

Notice: Video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive a discipline referral as a result of what is recorded, regardless of whether the incident was or was not witnessed by a staff member or volunteer.

1. **Disruption of School/Disorderly Conduct:** Students shall not, by the use of violence, force, coercion, threat, harassment, insubordination or any other means, cause disruption or obstruction to the normal operation of this school, including classroom instruction.
2. **Harassment/Bullying:** Students shall not harass or bully other students, school employees, persons that are guests of the school, or persons conducting business for the school. This category applies to dating violence, remarks or actions of a race, color, creed or religious affiliation, ethnicity or national origin, disability, age, gender, sex or sexual orientation. Bullying behavior is defined as "when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. There are three components of bullying behavior. 1. Involves aggressive behavior. 2. Typically involves a pattern of behavior repeated over time. 3. Imbalance of power or strength. Any student that purposely and knowingly causes another student to feel afraid, intimidated, isolated, embarrassed, or singled out will be held accountable for harassment or bullying.
3. **Threats:** Students shall not, through verbal, written, technological or any other means make statements that physical or emotional harm may come to another person or to an institution. Bomb threats and other serious threats will result in expulsion from school.
4. **Use of Obscene Language/Materials**: Students shall not, verbally or by the written word, use obscene, vulgar, or profane language, make inappropriate gestures, or possess vulgar materials.
5. **Failure to Obey Instructions/Insubordination/Disrespect/False Information/False Identification:** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, School Leaders, or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested. No student shall misrepresent their identification. Failure to comply with basic school rules will be considered Insubordination. Failure to comply with the school rules regarding cell phone possession/smart-watch/tablet, or other technology, will also be considered insubordination.
6. **Forgery**: Students shall not misrepresent a signature on any document.
7. **Cheating/Plagiarism**: Students shall not give or receive unauthorized information regarding classwork or class activities, misrepresent the results of research or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in the failure of academic subjects.
8. **Fighting**: Students shall not physically fight with another person. At the discretion of the School Leader or designee, the police may be called in to manage students who physically fight on school grounds.
9. **Physical Assault/Harassment:** Students shall not knowingly or recklessly cause or attempt to cause physical harm to another person. Violation of this rule will result in a mandatory suspension and may result in a permanent expulsion. At the discretion of the School Leader or designee, the police may be called in to manage students who physically assault or harass another person on school grounds.
10. **Sexual Assault/Harassment:** A student shall not sexually assault another person. This may include any unwelcome sexual advances in oral, physical, spoken, symbolic, or written format. Violation of this rule will result in a mandatory suspension and may result in a permanent expulsion. At the discretion of the School Leader or designee, the police may be called in to manage students who sexually assault or harass another person on school grounds.
11. **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss, sit on each other's laps, or demonstrate other similar acts of affection. Students shall maintain appropriate personal space. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
12. **Damage of Property/Vandalism:** Students shall not cause or attempt to cause damage to school property. Students shall not touch or handle another person's (including teachers and staff) property without their permission. Students must pay for any damages they cause to school equipment, materials, or facilities and may be subject to additional disciplinary action. Serious vandalism will result in mandatory suspension. (Serious vandalism is vandalism which causes damage to property in the value of $150 or more.) Students must pay for damages prior to returning to school.

13. **Theft/Robbery:** Students shall respect the personal ownership rights of others and not take what does not belong to them. The School Leader may exercise the prerogative of reporting thefts to local authorities.
14. **Breaking and Entering:** A student shall not forcibly enter the school building, the greenhouse, or any vehicle on school grounds.
15. **Trespassing/Unauthorized or Unsupervised Areas**: Students may not be in areas for which they have not been authorized or areas that are unsupervised. A student shall not enter the premises while under suspension, expulsion, or other removal situation.
16. **Narcotics, Alcoholic Beverages, and Drugs**: Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to, during, or after school or at school functions. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly.
17. **Tobacco**: Tobacco, in any form, shall not be carried or used by any student or adult on school property or at school events, home or away. Paraphernalia, used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators will refer violators of the tobacco policy to Juvenile Court.
18. **Hazing (Initiations)**: Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
19. **Explosives/False Fire Alarm/Bomb Threat**: A student shall not possess, handle, transmit, conceal, or use any fireworks, explosive device, or substance which can be used as an explosive. Violation of this rule will result in a mandatory expulsion. A student shall not cause a false fire alarm to be sounded, nor shall a student falsely communicate or cause to be communicated that a bomb is located in the building or on the premises. A student shall not damage or otherwise tamper with a fire alarm system or equipment. Violation of this rule will result in a mandatory expulsion.
20. **Arson:** A student shall not burn property nor cause property to be burned. Violation of this rule will result in a mandatory expulsion.
21. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle, or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle, or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (O.R.C. 2923.122.)
22. **Attendance**: No student shall fail to comply with state attendance laws including, but not limited to, "skipping", truancy, or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
23. **Dress Code:** Refer to Dress Code Policy. Repeated dress code violations will result in disciplinary action which may include suspension.
24. **Computers**: Computers/technological devices are provided for student use for teacher-assigned work in courses or programs. (See Computer Usage Policy)
25. **Animal/Plant Harm or Mistreatment:** As part of the environmental program, any harm brought to animals or plants, on school grounds or in the field, through purposeful intent or through inappropriate behavior, will result in discipline being issued.
26. **Violation of Bus Rules**: Students must follow all bus rules as outlined. Failure to do so could result in disciplinary action or loss of bus privileges.
27. **General Misconduct**: Students shall refrain from throwing objects, being disruptive, abusive, or excessively noisy in their behavior. Students must respect the rights and feelings of others.
28. **Gross Misconduct:** Repeated violations of the Code of Conduct.

SECTION 3- ATTENDANCE

Attendance Policy

Elementary School (K – 5) is in session from 8:30 a.m. until 3:15 p.m.
Middle School (6 – 8) is in session from 8:15 a.m. until 3:00 p.m.
High School (9 – 12) is in session from 8:15 a.m. until 3:00 p.m.

Students are not permitted on either campus before 7:50 a.m. or after 3:45 p.m. without permission from the School Leader. Students arriving prior to class start times are to wait in the cafeteria/designated area. Students will not be allowed in any other area of the building prior to their class start time.

The following policy is based on the Ohio Revised Code, chapter 3321 School Attendance and includes the requirements of House Bill 410.

If a student is absent from school, a parent or guardian must call the school office to notify the school of their child's absence by **10:00 a.m. and provide a written note upon return**. A parent note will excuse an absence unless it becomes excessive; then a medical note will be required. Without this notification, Ohio law requires that the school contact parent(s) by phone or letter to inform them of the student's absence.

The following conditions may excuse a student from school attendance:

- Personal illness or injury - a doctor's medical verification note is required if absent for more than 3 consecutive school days.
- Family illness - an emergency situation requiring the student to be absent from school.
- Quarantine of the home by local health officials.
- Death in the immediate family, limited to 2 days unless extenuating circumstances exist and are approved by the School Leader.
- Observance of a religious holiday consistent with a student's established creed or belief.
- Medical, dental, or legal appointments that cannot be made during out-of-school hours will be excused for the duration of the appointment. For example, leaving the doctor's office at 10:00 a.m. will not excuse a student for the entire day.
    - Due to House Bill 410, all time missed from school counts towards truancy.
- Other legitimate reasons that receive prior approval from the School Leader – these are generally college visits, job interviews, legal appointments, or reasons of emergency.

Ohio law requires that students returning to school after all absences bring a written note from their parent or guardian stating:

- **The dates of absences**
- **The reason for the absences**
- **The parent or guardian signature and phone number**
- **Failure to provide a written note will result in the absence remaining unexcused.**

The parent or medical verification notes must be submitted to the school office the day the student returns to school. Absences documented with medical verification notes will be considered excused when provided **the day** the student returns to school. Attendance reports will be sent home every quarter. The school will make every effort to engage the student and his or her family prior to filing a complaint with the juvenile court.

It is the parent's responsibility to ensure the attendance of their student(s). Excessive absences are damaging to the child's learning. Wildwood Environmental Academy has contracted the services of a Truancy Officer. The Truancy Officer will assist the school with the requirements of House Bill 410, (HB 410). If a student is excessively absent from school, a written notification will be sent to the student's parents within seven days of the triggering absence. The student will follow the school's plan for absence intervention and the student and family may be referred to community resources. If unexcused absences become habitual, an absence intervention team, including a parent or guardian will meet to develop a plan which may include supportive services for students and families. Counseling,

parent education, parenting programs, and mediation may also be considered. If no progress is made then the juvenile court will be contacted. WEA will follow all of the requirements of HB 410.

Skipping classes/school will result in disciplinary action and the involvement of local law enforcement.

Classroom work missed during excused absences can be made up by asking the classroom teacher for the work. Students in grades higher than 3rd are responsible for requesting the missed assignments. The acceptance of work missed during unexcused absences is at the discretion of the teacher. Students who are habitually absent will be at risk of being retained.

In the instance that a student must be absent for extended periods due to health/mental health reasons, documentation from a doctor must be submitted on the healthcare professional's letterhead, with inked signatures, including a diagnosis and treatment plan. Absences documented with medical verification notes will be considered excused when provided **the day** the student returns to school.

Excessive absences are damaging to the child's learning. Wildwood Environmental Academy has contracted the services of a Truancy Officer. The Truancy Officer will assist the school with the requirements of House Bill 410, (HB 410).

The following policy is based on the Ohio Revised Code, chapter 3321 School Attendance and includes the requirements of House Bill 410.

If a student is excessively absent from school (as defined below), a written notification will be sent to the student's parents within seven days of the triggering absence. The student will follow the school's plan for absence intervention and the student and family may be referred to community resources. If unexcused absences become habitual, an absence intervention team, including a parent or guardian will meet to develop a plan which may include supportive services for students and families. Counseling, parent education, parenting programs and mediation may also be considered. If no progress is made then the juvenile court will be contacted. WEA will follow all of the requirements of HB 410.

H.B. 410 has established the following thresholds:

Habitually truant is when a student is:

a. Absent 30 or more consecutive hours *without* a legitimate excuse;
b. Absent 42 or more hours in one school month *without* a legitimate excuse; or
c. Absent 72 or more hours in one school year *without* a legitimate excuse.

Excessive Absences are defined as:

a. Absent 38 or more hours in one school month *with or without* a legitimate excuse; or
b. Absent 65 or more hours in one school year *with or without* a legitimate excuse

Attendance will be sent home every quarter as part of the grade card. The school will make every effort to engage the student and his or her family prior to filing a complaint with the juvenile court.

Attendance to Participate in Extracurricular Activities

A student must be in attendance at school by 10:00 a.m on the day of the event to participate that day, evening or weekend. The 10:00 a.m deadline also applies to any delays in the starting time. A student who leaves school early due to illness may not participate in any afterschool activities that day. If a student is absent from school all day, he/she may not attend any after-school activities that day.

College Visits

Students will not be marked absent for a college visit if the visit is arranged in advance with the School Leader or designee. The number of approved visits may be limited. Upon return, documentation must be provided.

Denial of High School Credit (9th-12th grade)

A large part of any student's learning takes place with the interaction which occurs in a classroom. It is imperative that students maximize this opportunity by actually being in class. Therefore, students may lose credit for any course in which they exceed 10 unexcused class absences per semester in a semester course or 18 unexcused class absences per year in a full-year course. School-sponsored activities and approved college visits are not included in these totals.

Three tardies in a class are equivalent to one additional absence. Additional absences accrued due to tardiness are counted toward the total for denial of credit.

The School office will check for documentation of long term medical leave before a credit denial letter is issued. Teachers will be informed of these special circumstances.

If a student does not earn the necessary credits, they will be retained.

The appeal of Denial of Credit (non-attendance reasons)

Parents, students, and teachers may appeal the denial of credit in writing to the School Leader. The Review Panel will review the case and will notify the parents and teachers of the results of the appeal. During the appeal, students are required to remain in class.

Early Pick Up

In order to minimize interruptions to the dismissal process, no student will be released 15 minutes prior to the end of the school day. **No transportation changes will be accepted beyond 2 pm on the day they are to occur.**

Arrangements should be made with the classroom teacher and the school office should be notified if an early pick up is going to be necessary. Picking up students prior to the end of the school day is disruptive to the class and limits your student's instructional time. When early pick up is necessary due to a family emergency or doctor appointments, missed work can be picked up the next day. Homework or missed work due to leaving school early without prior notice to the teacher is accepted only at the teacher's discretion.

Habitual early pick up will be treated as tardiness and will result in disciplinary action, parent meetings, and if necessary, truancy action will be taken. **The minutes a child is not in school due to an early pick up are counted toward the excessive absence and habitually truant thresholds.**

Illness/Injury While at School

If a student should become ill or is injured during school, he/she should notify their teacher or the supervising adult(s). If the student becomes physically ill (vomit/diarrhea/fever), then they must be picked up and taken home. The school must obtain parental permission in order for a student to be released from school due to illness. Students will not be released to anyone that is not listed on the emergency medical forms on file in the school office. Prior to leaving school, students will be signed out in the office. A parent note must be presented upon return if the child is absent the following day.

Parents are required to report all communicable diseases to the office (i.e. pink eye, head lice, ringworm, flu, etc). If a child has a communicable disease or a temperature of 100.4 or higher, they must be **immediately** picked up from school and be symptom-free for 24 hours before returning. If a parent cannot be reached, emergency contacts will be called. This includes a fever of 100.4 or higher, a contagious illness, head lice, or any other medical concern.

Illness/CoronaVirus

If a student has a positive CoronaVirus test or someone living in the same home has a positive test, the school must be notified. The student may be asked to quarantine after the positive test. The guidelines provided by the LCHD and the CDC will be considered. The school may require a note from a doctor releasing the student to return to school. If a student is fully vaccinated for Covid-19, they do not have to quarantine after an exposure.

Attendance Intervention Team

Parents or students may request in writing, within 5 days after the end of the grading period, for a review panel to examine their case if there is a discrepancy in the attendance records or if extenuating circumstances resulted in attendance issues. If the review panel finds that extenuating circumstances caused the student's excessive absences, then a determination will be made regarding make-up work or grading affected by the absences. A review panel will consist of a building administrator and four teachers chosen by the building administrator. This request must be submitted in writing to the School Leader.

Tardiness

Students should be at their desks and ready to learn at the scheduled start of class. Grades K-5 start at 8:30 a.m., grades 6-12 start at 8:15 a.m. When students arrive late they interrupt classes already in session and may have difficulty catching up with lessons already in progress. **It is the parent's responsibility** to have their child at school on time. Excessive tardiness is damaging to the child's learning and will be reported to the Juvenile Division of the Lucas County Prosecutor's Office. Time missed due to tardiness counts towards the excessive absence and habitually truant thresholds.

After the school day has begun, **students and parents must report to the office** immediately upon their arrival to obtain an Admit Slip. Parents may not drop their child off at the door. Students must be escorted by an adult to the office.

After 10 tardies have occurred, a parent meeting may be held and disciplinary actions may occur.

Vacations

Although the school does not encourage this, occasionally it may be necessary for students to accompany parents on vacation. In anticipation of an arranged absence, it is the responsibility of the student to request course work from the teacher(s), at least one week prior to the event. The absence is considered an unexcused absence under state law. Students may be permitted to make-up missed work if the above requirements are met. The time absent counts toward the habitually truant and excessive absence thresholds.

SECTION 4- ACADEMICS

Academic Integrity

All students shall maintain academic integrity. It is the responsibility of all students to do their own classwork and homework to the best of their ability. Students are required to try all work given by instructors. Student's grades will reflect the completion of all work. Not doing assigned work is unacceptable. Learning is the primary purpose of school and doing the assigned work is the process for learning. Using others' work as one's own is prohibited. This includes all forms of copying and /or plagiarism. Parents must refrain from completing their child's work for them. Failure to maintain academic integrity will result in disciplinary action and may result in no credit being given for the work.

Achievement Testing

The Ohio Department of Education requires that all students in grade 3 and above be given state achievement tests. Students in grade K – 2 are given screening tests that may lead to further diagnostic measures so teachers can plan the best academic interventions for each student's success.

Agenda Books (Planners)

Agenda books will be given to all new students in grades K-12 grade. If your planner is lost, it must be replaced (for $7.00) within 5 days. Students are expected to keep a written record of all class assignments and important information, including communications from the teacher/office. Parents are expected to review the planner nightly for academic, clerical, or behavioral notes from school personnel. Parents are encouraged to use the planner to communicate with the teachers.

College Credit Plus Program (CCP) Policy

Students in grades 6-12 will be provided with information and notification of informational meetings explaining CCP. The policy can be requested in the school office and found on the school's website under the Quality School tab. For additional questions, please call the school office.

Cheating/Plagiarism Policy

Plagiarism and/or cheating is defined as any act wherein a student seeks to receive any level of academic credit for work which is not the student's own unless that work is properly attributed to the actual source. Plagiarism/Cheating includes, but is not limited to:

- Submitting academic work that is copied whole or in part from another source without proper attribution
- Submitting academic work that includes major themes, ideas, or quotations that are not the student's own without proper attribution.
- Seeking, taking, supplying, or receiving copies or lists of questions or answers prior to the time of any exam or quiz.
- Sending or receiving questions or answers through the use of telecommunication or electronic devices during any exam or quiz.
- Copying from another student or source during any exam or quiz
- Copying homework or any other class assignment from another student except in the case of a group project assigned by the teacher.
- Submitting academic work as your own when it was completed by someone else.

Penalties that can be applied for violations of this policy are:

- Level One – The student will receive no credit for the work.
- Level Two – The student will receive a failing grade for the nine-week grading period.
- Level Three – The student will receive a failing grade for the semester.

The relative grade weight of the assignment, the number of past incidents, and the nature and extent of the violation will determine the level of penalty.

- Level One penalties apply to tests, quizzes, homework and other class assignments that carry similar grade weight.
- Level Two penalties apply to second offenses of Level One and to major term assessments such as research papers and lab projects.
- Level Three penalties apply to third offenses of Level One, second offenses of Level Two, and major semester assessments such as semester exams and certain research papers or projects. Level Three penalties will also apply to especially grievous violations that involve theft and /or distribution of secure material.

Teachers will apply the basic tenets of this policy to the nature of their course assignments and assessments.

Classification by Grade (9-12)

The following lists the minimum credit requirements for grade classification for high school.
SIX (6) credits to be classified as a Sophomore
TWELVE (12) credits to be classified as a Junior
EIGHTEEN(18) credits to be classified as a Senior

Credit Recovery (9-12)

Credit recovery is offered at times during summer school and the regular school year. Credits will not be given to replace the previously failed grade on the transcript. It is used simply to obtain required credit for graduation and will be totaled within the cumulative GPA. Fees may be incurred for credit recovery.

Flex Credit

The high school offers flexible plans to earn credits for graduation. The policy can be requested in the school office.

Grading Policy

The grading policy at WEA outlines the minimum number of assignments and types of assessments necessary per grading period. Teachers may offer more opportunities for grades and assessments at their discretion. For detailed information on the grading policy, please see the classroom teacher or the administrative staff.

An "incomplete" is sometimes necessary in order to give students a chance to make up for missed work due to illness. Work missed during excused absences may be made up and turned in before the last week of the quarter.. Students must take responsibility in contacting the teachers for make-up work.

Students will be able to turn in any missing work or redo/retake assignments and assessments until the last week of each quarter. The procedure for redoing an assignment or assessment includes completing a form available from the teacher and scheduling a conference with the teacher. The student's most recent grade will be the one entered in the grade book. Points will not be taken off for late work, but consistent late work will be reflected in the student's personal behavior/work habits grade. Other items reflected in this grade include but are not limited to: a student's preparedness for class, quality of work and classroom behavior.

Grade Cards

Parents of students in grades 4-12 can access their students' grades via the Parent Portal of Powerschool. Paper copies of midterms and grade cards will no longer be sent home with students unless requested. Parents will be expected to access the Parent Portal to see their child's grades. Teachers are required to have their grades entered by Wednesday of every week. Please see the office with questions regarding accessing the Parent Portal.

Grades K-2

The grading policy incorporates letters O for Outstanding; S for Satisfactory; N for Needs Improvement; U for Unsatisfactory. "I" indicates that the student has incomplete work and is unable to be given a grade.

O: 93-100%	S+: 85-92%	S: 80-84%	S-: 75-79%	N: 70-74%	U: 69 or below

Grades 3-12

A+	99-100	B+	91-92	C+	83-84	D+	75-76	F	69 or below
A	95-98	B	87-90	C	79-82	D	72-74		
A-	93-94	B-	85-86	C-	77-78	D-	70-71		

Grade Completion Determination

At the end of the school year, the last grade card will indicate grade completion determination. This will be indicated by marking one of three categories; retained, placed, or promoted. The following explains each of these terms.

- Retained - the student has not met all of the requirements for completion of the current grade level and will repeat the current grade level.
- Placed - the student has not met all of the requirements for completion of the current grade level however, due to additional circumstances the student is not retained. Placing a student alerts the teacher and staff that additional support may be required for the student to be successful.
- Promoted - the student has met all of the requirements for completion of the current grade level and is promoted to the next grade level.

Graduation Requirements

To earn a high school diploma in Ohio, you must complete the courses and requirements and then choose a pathway to show that you are ready for college or a job. Please note that even though graduation requirements have changed, and may continue to change, each graduating class will be accountable for satisfying the requirements based on the year they will graduate. The graduation requirements for the classes of 2021 and beyond include curriculum and pathways to showing readiness for next steps in college and careers. Every HS student will meet with an advisor to ensure they are on-up-to date with requirements and understand the pathways.

Curriculum Requirements to Graduate

English Language Arts	4 units
Health	½ unit
Mathematics	4 units
Physical Education	½ unit
Science	3 units
Social Studies	3 units
Electives	5 units
Other Requirements	

Additional requirements from the State of Ohio include instruction in economics and financial literacy and complete at least two semesters of fine arts. CPR and AED training is also required.

Graduation Requirements Notification

The Ohio Department of Education requires the school to notify parents of high school graduation requirements and that one consequence of not completing the required curriculum is ineligibility to enroll in most state universities in Ohio without further coursework. Please feel free to contact the office for additional information.

Graduation Seal Requirements

Wildwood Environmental Academy authorizes students to earn the following seal(s) to fulfill State requirements to earn a diploma.

A. Community Service Seal

Wildwood Environmental Academy believes that high-quality community service experiences help prepare students for success in the workplace by allowing them to apply academic and technical skills in a real-life setting. Community service also connects students with the community in a positive way and teaches them to become good

citizens.

A student may earn a Community Service Seal by completing a minimum of 73 hours of community service during high school in a high-quality community service experience.

A high-quality community service experience achieves the following:

1. helps students make invaluable connections in their community
2. gives students an opportunity to explore possible career options in the public, nonprofit and philanthropic sectors and gain valuable work skills
3. exposes students to the needs of their community and promotes an understanding of and the value in civic engagement as well as volunteerism
4. provides students with an opportunity to demonstrate social and emotional skills, academic knowledge, leadership, professionalism, and critical reasoning

Community service should be completed with an approved charitable organization which is preferably located and registered as a nonprofit organization in Ohio. Students may verify whether a nonprofit organization is registered in Ohio on the Ohio Attorney General's website at https://charitableregistration.ohioattorneygeneral.gov/charities/Research-Charities.aspx.

Community service experiences must be approved by the District's designated community service advisor in advance. To obtain approval, students must submit the following information:

1. name and description of the organization
2. a description of the proposed community service activities
3. a timeline for completing community service hours

Students will be required to submit a completed community service agreement that is signed by the advisor, student, parent and an individual at the organization who will oversee the student's work.

Community service hours must be documented and verified by an individual at the community service organization before they are submitted to the school advisor for final approval.

Students will be required to reflect on the community service work during the experience. Reflections must be submitted to the advisor in writing and include a summary of the tasks completed as well as an assessment of how the service has benefited both the student and community at large before hours will be approved.

B. Ohio Means Jobs Readiness Seal

Wildwood Environmental Academy is requiring all senior students to complete the requirements for obtaining the "Ohio Means Jobs Readiness Seal" on their diploma. For more information regarding this Seal, please see the office or go to http://education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal.

Homework Policy

Recognizing that home study is a necessary part of each student's educational program, teachers do assign work to be completed outside of class. Although only the individual student can determine the amount of time necessary to successfully complete assignments, each student must expect to spend some time in addition to scheduled class times to successfully complete homework. Homework not only directly affects grades but indirectly as well, by better preparing students to participate in class and to pass quizzes and tests. Adequate preparation eliminates "surprises" and excuses.

Some assignments, especially in more advanced classes, are long-range in nature and require home study over a period of time for adequate completion. Planned study eliminates the need to spend too much time completing assignments the day before they are due.

Juvenile Justice Transitions

The Academy works with the student, transition team, probation, family members, and other outside agencies as necessary to transition students back into the school from the juvenile justice center. Once the student has

transitioned to school, The Academy continues working with the transition team to ensure the success of the student. The "You Got This" document provided by the U.S. Department of Education is used as a resource.

The Academy accepts full and partial credit(s) for academic work and graduation requirements that a student may earn while in a juvenile justice center

Ohio Means Jobs

Ohio Means Jobs K-12 is a new, no-cost online career planning tool that helps students discover career interests, explore future job options, build a future budget, create a resume, and more.

Visit http://ohiomeansjobs.com/ to learn more about this resource.

Parent Responsibility Policy

It is a necessity for parents and guardians to be active participants in their child(ren)'s education. This includes, but is not limited to,reading and signing the planner/agenda book, reaching out to teachers for questions and/or concerns, in grades 6-12 utilizing Power School for grading updates, following communication apps used by teachers (class Dojo/Remind/LiveSchool), paying fees in a timely manner, attending PTO and academic meetings, listening to One Call Now messages, reading SMORES Newsletter(s) or other email messages sent from the office, referencing the school website, following Facebook for additional WEA info, and returning school messages to set up appointments as needed when concerns arise.

Physical Education Requirements K-12

Students will be given a grade for PE. Students are expected to participate in PE and when appropriate, change/dress for PE. The PE grade is included in the overall GPA.

Retention

Students who fail two or more academic subjects for 2 or more quarters or 2 semesters **OR** become habitually truant will be flagged for retention meetings and may be retained unless the Student Based Intervention Team or Administration determines it is in the best interest of the student to be "placed" in the next grade level.

Student-Based Intervention Team (SBIT)

Concerns about academic performance or emotional, social, or behavioral problems will be discussed by the Student Based Intervention Team (SBIT). SBIT members may include regular educators, parents, school administrators, a psychologist, special educator, speech/language therapist, or other appropriate school personnel. Parents or school personnel may make referrals to the SBIT. All referrals for special education services must be made through the SBIT process. The focus of the team is to assist students who are struggling in any area through a collaborative effort including parents and educators. This team is designed to welcome the involvement of parents and encourage the student through accommodations and supports in the classroom.

Test Security for Standardized Testing

Each year, WEA students are required to take a number of "standardized" tests. These include state achievement tests and "norm-referenced" tests. All practice tests are included in the security requirements. All of these tests are considered "secure." The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests – even after the test is given. Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the building administrator for disciplinary action.

Textbooks

WEA furnishes all necessary textbooks. For identification, each book is labeled. Each student is responsible for all textbooks loaned to him or her and is expected to return each book at the end of participation in the course. Students will be responsible to pay for any book that is lost, damaged, destroyed, stolen or mutilated. Report cards, records,

transcripts, or diplomas may be held until all textbooks, library books, or borrowed materials are turned in and/or fees paid.

Third Grade Reading Guarantee

The Third Grade Reading Guarantee requires that third-graders must show a level of proficiency on a state-mandated assessment in order to be promoted. Law requires the State Board of Education to raise the cut score for promotion each year the third grade English Language Arts assessment is given until it reaches the proficient level. To learn more about the Third Grade Reading Guarantee go to http://education.ohio.gov/Topics/Early-Learning/Third-Grade-Reading-Guarantee/Third-Grade-Reading-Guarantee-Family-Resources.

The following information was taken from the Ohio Department of Education and allows for a student to be promoted to 4th grade under specific conditions regardless of not meeting the established promotion score. http://education.ohio.gov/Topics/Reset-and-Restart/Third-Grade-Reading-Guarantee-Reading-Achievement

Under newly enacted legislation for the 2021-2022 school year (Section 18 of House Bill 164 of the 133rd General Assembly), no district, community school, STEM school or chartered nonpublic school shall retain a student in the third grade who does not meet the promotion score of 683 on the Ohio's State Test for grade 3 English language arts if the student's principal and reading teacher agree that other evaluations of the student's skills in reading demonstrate the student is academically prepared to be promoted to the fourth grade. This provision applies to students who are in third grade for the 2021-2022 school year and would be enrolling in the fourth grade for the 2021-2022 school year, unless retained.

The promotion score of 683 established as the basis for promotion for third grade students completing the 2019-2020 school year and who will be in fourth grade (unless retained) at the beginning of the 2021-2022 school year will remain the same for third grade students completing the 2021-2022 school year and who will be in fourth grade (unless retained) at the beginning the 2021-2022 school year.

SECTION 5- RIGHTS AND RESPONSIBILITIES

Anti-Harassment, Intimidation, and Bullying Policy

The following is taken from and in compliance with the WEA School Board policy titled **Anti-Harassment, Intimidation, and Bullying Policy.** WEA prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at a school-sponsored event. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. The staff at WEA will refuse to tolerate any act of harassment and/or bullying.

"Harassment, intimidation, or bullying" means either of the following: 1) any intentional written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of "harassment, intimidation, or bullying" also includes the above-described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying".

The School reserves the right to discipline students' off-campus behavior which substantially disrupts the school's educational process or mission, or threatens the safety or well-being of a student or staff member.

Some acts of harassment, intimidation, bullying, and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying, or cyberbullying that they require a response either in the classroom, school office, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying, or cyberbullying range from positive behavioral interventions up to and including suspension or expulsion.

All school personnel, volunteers, and students are required to report prohibited incidents of which they are aware of to the School Leader or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The School Leader or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the School Leader or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident. Once an investigation is completed, if the reported incident has been substantiated, the parent of any student involved in the prohibited incident shall be notified. All school personnel, volunteers, and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

WEA prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the School Leader or his/her designee after consideration of the nature and circumstances of the act, in accordance with school policies and procedures. However, students who deliberately make false reports of harassment, intimidation, or bullying will be disciplined up to and including suspension or expulsion.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" will warrant disciplinary action, whether and to what extent to impose disciplinary action (i.e., detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the School Leader or designee. Anonymous complaints that are not otherwise verified may not be the basis for disciplinary action.

Alcohol, Tobacco, & Other Drug Use/Abuse Policy (ATOD)

WEA acknowledges the fact that the use and abuse of alcohol and other mood-altering chemicals are wrong and harmful for any student. Use and abuse of mood-altering chemicals have become an insidious problem for our country. Communities are becoming increasingly aware of its harmful effects and realize that experimentation can

lead to a lifestyle that is out of control. Consequently, this disrupts the maturation process, alters physical and emotional well-being, and interferes with performance capabilities of the user.

WEA believes that every child should have the opportunity to live, grow, and develop free of mood-altering chemicals. We believe that the most desirable goal for our students is to abstain from such use of chemicals.

A copy of the Student Handbook containing the Alcohol, Tobacco, and Other Drug Use/Abuse Policy (ATOD) will be given to each student. Compliance with the ATOD policy is mandatory.

WEA (including e-cigarettes/vaping products) expects that all staff and parents refrain from smoking while on school grounds, including the parking lot and while chaperoning field trips. It is the primary objective of WEA to ensure that the education of all students proceeds in an efficient, orderly, and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling, or supplying of mood-altering chemicals, drugs or look-alike substances or paraphernalia on school premises is an obstacle to that objective and interference with the rights of other students to receive quality academic instruction.

Students of WEA, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply, or attempt to do so with a mood-altering chemicals of any kind prior to or during the school day, at any school-sponsored activity or event, or at any time while on school premises.

Definitions

“Possession” includes, without limitation: Holding in the student’s hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions or vehicles parked on school property or at school functions.

“Use of mood-altering chemical”: Is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.

“Tobacco”: Includes any product containing tobacco that is smoked, chewed, inhaled, or placed against the gums.

“Mood-altering chemical”: Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc), substances such as *White Out*, glue, toxic markers, and caffeine pills. Prescription drugs are included in this unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student’s name and directions for proper use according to school policy. See the Medication section of this policy. This list is intended for example only and not as an exclusive list.

“Counterfeit” or look-alike drug: is (O.R.C., Section 2925.01(P)) any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.

Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it.

Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.

Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Jurisdiction - This policy extends to use of the above:

i) On or in close proximity to any property owned, leased by or under the control of The Leona Group including vehicles used for the transportation of students.

ii) During normal school hours, including recess, lunch and class changes, and Saturday school.

iii) At any school-sponsored or sanctioned activity or event away from or within the school district.

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, electronic cigarettes and other vape products, and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

Except for the persons directly involved in the student's education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following actions will be taken:

- The student and the School Leader will be informed of the alleged offense, the evidence to support the allegations, and the disciplinary action that may apply.
- If the student is in need of medical attention, the local emergency squad will be notified to give medical attention.
- The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of a medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

Searches are permitted if the school official has reason to believe that mood-altering or controlled substances, drug paraphernalia, instruments, or any other contraband item are concealed in a school cubby/locker, on a student, in a purse, wallet, or book bag.

WEA recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of this ATOD policy will be assisted by the cooperative effort of the family, the school officials, and the board.

Bathroom Accidents

All students must be able to toilet themselves while at WEA. If an accident occurs, the student will be required to clean-up/change themselves and/or a parent will be called to assist. WEA staff are unable to provide personal sanitary assistance. Elementary students may be given donated clothing items and/or a pull-up type undergarment (if available) to change into if no one can be reached to bring the student a change of clothes. Students in grade K-1 are highly encouraged to keep a change of clothes in their backpack.

Cafeteria

Due to COVID-19, students may or may not be using the cafeteria as a gathering or dining area.

All money for lunch items must be paid to the classroom teacher or the school office. No money will be collected in the cafeteria. Students who fail to pay after the 5th violation will not be permitted to charge a lunch until the remaining balance has been paid in full. Please see the Office Manager to set up an online payment system. The following guidelines must be followed in order to avoid disciplinary action. Violation of the cafeteria expectations may result in detention, loss of the privilege to mingle with classmates during lunch, or suspension.

Cafeteria Expectations:

- Be Safe:
    - Enter the cafeteria quietly and in a single file line.
    - No horseplay in the cafeteria.
    - Do not throw anything.
- Be Respectful:
    - Use a conversational tone at all times.
    - Do not take another student's food.
    - Do not enter another student's space.
    - Ask permission to leave your seat or to leave the cafeteria.
- Be Responsible:
    - Be sure to bring your lunch items to the cafeteria.
    - Pick up all trash and leave the table and floor free from debris.
    - Listen to and follow the directions of the cafeteria staff.
    - Pay for all food and eat it in the cafeteria.
- Be Honest:
    - Be honest with yourself and others at all times.
    - Answer truthfully at all times.

Cell Phones/Electronic Equipment

Cell phone usage is strictly prohibited on school grounds except at the specific request and under the direct supervision of a staff member. Electronic games, iPods, MP3 players, SMART Watches, athletic watches that receive text messages and/or notifications, cameras, etc. are not to be brought to school except with specific permission from the office staff. Electronic equipment that is brought to school must be turned off and submitted to the office for safekeeping until the end of the day. These items will be confiscated if they are not turned in. If confiscated, a parent or guardian must pick the item up at the end of the day. Repeat violations of this policy will result in disciplinary action including, but not limited to, suspension.

Cell phones and electronic devices turned in to the school office will be kept safely and separately from other students' devices.

Conceal and Carry; Open Carry

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE. All school buildings, grounds, vehicles and areas immediately adjacent to such places are considered school safety zones. Students/parents who violate this state law will be subject to expulsion in addition to criminal penalties.

Dismissal

Students will not be dismissed to ANY adult other than the specified person(s) noted on the emergency contact form without parents' written permission or a phone call noting the change. **All phone calls noting dismissal changes should be made BEFORE 2:00 p.m.** Dismissal will not begin until all classes are ready and an administrator or designee releases the staff to begin. Please remain in your vehicle following the appropriate traffic patterns. If you are exiting your vehicle, you must park in an established parking place and wait outside as the teachers will release the students to you. Students may not be picked up in the last 30 minutes of the school day. If an early pick up is necessary, please contact the school office and establish a time prior to the last 30 minutes of the school day.

Students are not to remain at school after dismissal without prior approval of the administration or participation in an approved after school activity. Any Student remaining at school after dismissal must stay out of hallways and classrooms and must stay with their adult supervisor. Students who must remain on school grounds for a late pick up (due to after school club/activity or parent need) are to remain in compliance with all school rules while waiting.

Students will be instructed where to wait. Students may not be anywhere else in the building unless they are with a teacher or parent. Students remaining on school grounds after 3:45 p.m. will be charged $1.00 per minute, per student, due that day.

Elementary students riding the YMCA or other after school buses and students riding the yellow buses will be assembled together and supervised until they are picked up. It is the parents responsibility to secure timely drop off and pick up arrangements for their students.

Dress Code

Items	Females	Males	Color
TOPS: Uniform Polos must be long enough to tuck into pants.	Traditional polo shirts with collars. No more than three buttons with short or long sleeves.	Traditional polo shirts with collars. No more than three buttons with short or long sleeves.	Solid Colors: Hunter Green, Navy Blue, White, Heather Gray or WEA Polo.
UNDERSHIRTS: Undershirts can be worn under a uniform shirt for warmth or comfort.	Plain t-shirt, turtleneck, or camisole. No lace, patterning or decoration. Must be tucked in with uniform shirt	Plain t-shirt or turtleneck. Must be free from design or patterning. Must be tucked in with a uniform shirt.	Solid Colors: Hunter Green, Navy Blue, White, or Heather Gray
	** All students in grades 2-12 must be tucked in at ALL TIMES **		
BOTTOMS: No jeans, sweat/athletic, yoga or cargo pants. All pants must be worn at the waist level, with proper fasteners and belt loops.	Skirts, jumpers, shorts, skorts, dress pants or slacks - all items at knee length or longer of uniform material with belt loops.	Dress pants or knee-length shorts of uniform material with belt loops.	Solid Colors: Navy Blue or Khaki/Tan. Must be of uniform fit/dress pants.
SWEATERS: No hoods of any kind, must fit and be worn properly. Uniform shirts must be worn under sweaters.	Cardigans, pullovers, or vest of sweater fabric. No patterning or decoration.	Cardigans, pullovers, or vest of sweater fabric. No patterning or decoration.	Solid Colors: Hunter Green, Navy Blue, White or Heather Gray.
WEA CREW NECK SWEATSHIRTS: Must fit and be worn properly. A school appropriate polo or WEA wear shirt must be worn under sweatshirts.	Only those purchased at WEA with our LOGO.	Only those purchased at WEA with our LOGO.	Solid Color with WEA logo.
HOODIES / HOODED SWEATSHIRTS / SWEATERS: No hooded apparel other than WEA Wear.	Only WEA Wear hoodies are acceptable and only on dress down days.	Only WEA Wear hoodies are acceptable and only on dress down days.	Solid Color with WEA logo.
FLEECE: Must fit and be worn properly. Uniform shirts must be worn under fleece.	Full-zip, no hood, long sleeve.	Full-zip , no hood, long sleeve.	Solid Color: Hunter Green, Navy Blue, White, Heather Gray.
SOCKS:	Matching socks or tights worn with a skirt or shorts must be a solid color. No patterns or decoration.	Matching socks. No patterns.	Socks worn with pants may be in any color. Bright colors/neon are discouraged. Socks and tights/leggings must not be overly decorated.

BELTS:	Belts required for all bottoms. No decorative, patterned, or symbolic belts or belt buckles.	Belts required for all bottoms. No decorative, patterned, or symbolic belts or belt buckles.	Solid Color: Brown, tan or black, or navy only. Buckles must be gold or silver.
	** All students in grades 2-12 must wear a belt at ALL TIMES **		
FOOTWEAR: No slippers, sandals, athletic sandals, flip-flops, fashion boots, platforms/high heels, roller shoes, light/up or noise making shoes. Winter boots are allowed for travel into/out of the building ONLY.	Shoes must have an enclosed toe and heel. Must fit, fasten, and be worn properly.	Shoes must have an enclosed toe and heel. Must fit, fasten, and be worn properly.	Shoes must be predominantly one solid color with white or black laces. (suggested colors: white, brown, black, gray, or navy blue). Shoes must be kept clean and in good condition. Shoes may not be sequined, glittered or overly decorated.
	** All students must be able to securely fasten their shoes **		
FACIAL COVERING: Optional. Must cover nose, mouth and chin. Must fit with little to no gap.	If worn, it must be worn properly.	If worn, it must be worn properly.	Solid Color. Must be one solid color or the WEA provided mask.

Additional Dress Code Requirements

All WEA students in grades 4-12 will be required to wear the school provided lanyard and student identification at all times. If lanyards and/or identification are lost, they must be replaced (for $10.00) within 5 days and are available in the school office.

Lanyards correspond to grade levels according to the following table.

Grade 4	Grade 5	Grade 6	Grade7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Yellow	Pink	Gray	Lime	Maroon	Purple	Blue	Red	Orange

- All jewelry must be appropriate and must stay in the possession of the owner. The school will not be responsible for any lost or missing items.
- No hats at any time (including dress down).
- Facial piercings and visible tattoos (temporary or other) are not permitted at school. Students who come to school with tattoos or piercings will be asked to cover (permanent) or remove (temporary) what is visible. If this is not possible the student may be sent home. No facial piercings are acceptable at WEA. Pierced ears are allowed as long as the jewelry is modest and not distracting. No ear gauges, plugs, or other similar jewelry will be permitted. No large chains, dog/cat collars, locks, safety pins, etc. will be acceptable as jewelry
- No rubber or plastic bands or similar bracelets may be worn.
- No glasses that are not prescription from a licensed doctor.
- No hairstyle (cut or color), makeup, body perfume, or spray will be allowed if it causes a distraction per the administration's discretion.
- No mohawks. No hair dye or unnatural color (temporary or otherwise) will be permitted. No sweatbands or elaborate headbands, barrettes, feathers, or other adornments. No bandanas. Students may be sent home when in violation.
- Any questions regarding "appropriateness" will be determined by the School Leader or designee.
- Failure to comply with Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Building administrators have the final decision as to the appropriateness of all clothing and related issues.

- Refusing to comply with or failure to follow the dress code will result in disciplinary actions.
- During field trips, students MUST wear the school logo WEA shirt and khaki pants.
- IF A STUDENT IS NOT IN PROPER TRAVELING UNIFORM HE/SHE WILL NOT BE PERMITTED TO TRAVEL.

Dress Down Day

Occasionally WEA will offer a dress down day to its students. With proper notification from the teachers, newsletters, or notes from the office, students will be allowed to come to school dressed in comfortable and respectable clothing of their choice. No pajamas will be allowed unless it is a designated pajama day.

Blue Jeans Day

When a notification comes from the school that students are allowed a jeans day, students are allowed to wear blue denim jeans, however, they must remain in a uniform shirt, belt, and shoes. Blue jeans may not be cut/ripped or overly decorated and should not be colored or patterned or have a printed design.

WEA Wear Day

When a notification comes from the school that students are allowed a WEA Wear Day, students will be able to wear any WEA top (shirt, sweatshirt-with or without a hood, jersey, etc.) with a uniform on the bottom. WEA wear shirts do NOT need to be tucked in.

Fees, Fee Waivers/Free, and Reduced Lunch

Parents will be notified of all fees when applicable. The parents are to send the total amount to the school office or pay online. To establish online payment please contact the school office.

If financially unable to pay student breakfast and lunch fees, please obtain a fee waiver application in the school office. An electronic application can be completed at **www.lunchapplication.com**. Eligibility for the fee waiver is determined by the number of adult wage earners in the family and their combined income. This information, along with adult family members' social security numbers, must be given in writing to the School office or entered onto the electronic form in order to be considered for a fee waiver.

In accordance with Ohio law, the school can withhold grades and credits for non-payment of fees. In the event of unpaid fees, participation in field experiences/extracurricular activities may be revoked. If special circumstances exist and you are unable to pay the fees, contact the School Leader in writing to put a payment plan in place.

Fees and charges for non-classroom purposes, such as extracurricular activities, school pictures, lunch charges, and fines cannot be waived. Students who fail to pay after the 5th violation will not be permitted to charge a lunch until the remaining balance has been paid.

Milk/juice is not available at a free/reduced rate. This is Ohio Law.

Gum/Candy/Cough Drops/Drinks

NO GUM is allowed. Students are not permitted to chew gum at school or on school grounds at any time. Candy will only be permitted in the cafeteria. Cough drops will be considered medication and the proper procedures must be followed. Water is the only beverage allowed in the classrooms. Repeat offenses will be treated as insubordination.

Library/Media Center

All students are encouraged and entitled to use the Library and to borrow books.

Reference books with yellow “LIBRARY USE ONLY” or “REFERENCE” tags are not to be removed from the library. Books may be borrowed for a period of one week. Damage to books beyond reasonable wear and all lost books must be paid for. No materials may be taken from the Library unless they have been checked out. Food and drinks are not permitted in the Library.

Students in grades K-2 may check out one book at a time. Students in grades 3 may check out two books at a time unless his/her teacher gives permission to check out more. Any overdue/late materials must be returned before another book may be checked out. The Library is open for student use only on school days.

Due to Covid-19, there may be times that library books may not be checked out.

Medication

WEA wishes to cooperate fully with students, parents, and the medical profession to ensure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home. However, it is recognized that in certain circumstances it may be necessary to take medication during school hours. Guidelines have been established to maintain control of authorized prescription drugs within the schools and to ensure the health and welfare of the students. Over the counter medication may not be carried by students stored in lockers and bags.

In accordance with O.R.C. 3313.713, prescription medications must be kept locked in the school office and administered by school personnel. A Physician's Medication Procedure Request Form and Parent's Medication Procedure Request Form must be completed, including the parent signature on the reverse side, signed and on file in the school office before any prescription medication will be given by staff. This includes asthma inhalers and epinephrine injectors.

In rare instances, a student may be allowed to carry certain prescription medications (e.g. asthma inhalers/epinephrine injector). If the physician deems it medically necessary for the student to carry a medication with him or her, the physician will note this on the required form.

Parental Contact with Students (Non-Emergency)

In an effort to minimize disruption of instruction time, all parent messages and/or drop-offs for students will be left in the school office. Please make every effort to minimize disruption to the school day. Students should not be directly contacted during the school day. The school office staff will deliver messages during transition times.

Parking Permits

Students are not to be parked in the parking lot at any time during the school day without a special permit or authorization by school officials. Parking is on a first come, first served basis for the number of allotted parking spaces, (to be determined by the School Leader). Students will be required to park in the designated student area. Students will not be permitted to park in staff/visitor parking areas. All student cars parked on school property must have a valid Wildwood Parking Pass **visibly displayed** in the designated location or it will be towed at the owner's expense. Wildwood reserves the right to revoke or rescind the students parking privileges. A parking fine of $20.00 will be charged for violating parking policies.

There will be a $20.00 fine for the following violations:

- NO parking permit displayed
- Expired permit
- Parking in visitor/staff areas
- Parking in unauthorized areas of any kind (i.e. along the street, Dartford Campus, or any other neighboring buildings)

All other violations could be subject to other disciplinary actions as well as fines.

Parking fees are as follows:

$65.00- Full year

$40.00- Per Semester

All students parking on campus do so at their own risk. A parking permit will be issued to **eligible** juniors and seniors after review of application and presentation by the student of a valid driver's license, proof of insurance, and proof of the registration for the vehicle to which the permit will be used. All automobiles must be owned by you or

your family. Students will be deemed eligible based on academic credentials and disciplinary record. The application must be completed and signed before a permit will be issued. See office for Parking Permit Application.

Any student with outstanding school fees or fines will be subject to permit being revoked. Therefore, alternate forms of transportation will be the responsibility of the parent/guardian.

At the discretion of the School Leader, parking permits can be revoked at any time for any unsafe driving or failure to comply with appropriate driving directions.

School's Right to Search

Desks, lockers or storage places provided for student use are, and remain at all times, the property of WEA. These areas and the contents, therefore, are subject to a random search at any time. When there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated, school administrators are authorized to conduct a reasonable inspection of school property or of students and items brought on school grounds. This includes backpacks and bags of any kind. WEA reserves the right to search all areas, as necessary, for the maintenance of the educational process or to protect the health, safety, and welfare of other students.

Separated/Divorced Parent Involvement Policy

WEA recognizes that both parents of our students have a right to be informed of and involved in their child's educational process regardless of divorce or estrangement. The following guidelines will be followed in order to maintain positive relationships with all parties.

In the absence of a court order denying or limiting custody for either parent, WEA will presume that the parents share joint custody of the student. The parent who enrolled the student will be presumed to be the custodial parent until a court document is provided to the school.

A court order (e.g., divorce decree, custody order, or restraining order) denying visitation rights is the only condition under which a parent will be prevented from participating in his/her child's education. The custodial parent has the obligation to present a copy of the signed order to the office manager at the school. Additionally, the school may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school, or otherwise participating in school-sponsored activities or field trips, if he or she disrupts the educational process or his/her presence is detrimental to the morals, health, safety, academic learning, or discipline of the student(s).

School documentation including progress reports will be sent to the custodial parent with the expectation that he/she will share the documentation with the non-custodial parent. WEA will send copies of the progress report to the non-custodial parent only if that parent submits a written request to do so. WEA will not provide non-custodial parents with weekly mailings unless the parent is able to pick up the weekly packet on Friday between the hours of 10:00 a.m. and 2:00 p.m. or the parent is able to provide the school with postage.

Any request to review the student's records must comply with the Family Educational Rights and Privacy Act.

Parents are welcome, and encouraged, to participate in parent and teacher conferences and any other conference/meeting called by WEA regarding the student's education. The custodial parent is expected to share scheduling information with the non-custodial parent. The school will provide scheduling information to the non-custodial parent only if a written request to do so is received.

If the parents are not successful in reaching an agreement regarding their student's educational program, the custodial parent's decision will be binding on both parents unless a court order requires otherwise.

In the absence of a court order, both parents have the right to attend school programs, volunteer in the child's classroom, or visit the child at the school. The parent's right is not negated solely by the fact that he/she is the non-custodial parent. Visitation will be limited only if WEA has received a copy of a court order specifically restricting the parent's access to the child by denying the parent's visitation rights; or by requiring supervision of the parent's visitation with the child. The school does not have the responsibility to supervise visitation between a parent and his/her child and, thus, will not allow parent access in the school setting.

When visiting the school, all parents are required to comply with all of WEA's policies and not take any action which disrupts the educational process. If a parent wants to visit with his/her child privately, the administrator shall have the authority to grant or deny the request, and, if granted, to determine the place and time of such visit to ensure minimal disruption to the student's participation in class.

The student will only be released to the custodial parent or those listed on the emergency medical form as authorized to pick up the student. In the case that the custodial parent wants someone other than those listed on the emergency medical form to pick-up the student, he/she must inform the school in writing including what day/dates the person is authorized to pick up the student. The student(s) will not be released to the non-custodial parent without authorization from the custodial parent.

Unauthorized use of the Building

Students or parents are not permitted to use the school building, playground, or school property when school is not in session unless they have obtained prior authorization and are supervised. Any person using the building without authorization and supervision will be referred to local police authorities and will be subject to school disciplinary action. The school is equipped with a security system/surveillance. Unauthorized use of the building will result in an alarm and electronic notification of the local law enforcement agency.

Clubs and/or groups using the building must do so only with the permission of the School Leader/designee and sign an agreement to do so.

Valuable Personal Property

Students may not bring personal property into the school such as: laser pointers, radios, recorders, expensive jewelry, games, toys, electronic devices, etc. These items will be confiscated and returned only to parents. The school will not accept responsibility for the loss of personal property. Cell phones and electronics that are brought to school will have a collection location and must be turned in. WEA is not responsible for any damaged, stolen or lost items.

SECTION 6- STUDENT SERVICES

Field Trip/Field Experiences

Due to COVID-19, there may be times that field trips are suspended.

Field trips are an important extension of our school curriculum. In order for students to participate in these activities, they must display appropriate behavior and acceptable academic performance. Poor behavior and/or excessive tardiness/absences may result in the loss of field trip privileges. Enrollment in WEA serves as parental permission for all field trips. Students will travel by school vehicle to and from events. Any other arrangements must be made in advance with the School Leader prior to the day of the trip. Participation in field experiences is required unless privileges have been removed by the School Leader. Habitual absence on field trip days may result in additional assignments and/or grade reduction.

Please note that field trips will be taken in all weather conditions and will include outside activities. Be sure your student has dressed appropriately. Please note that the school will not apply/provide bug spray or sunscreen to any student. When necessary, please apply these items at home.

Field trip uniform consists of the school logo shirt and khaki pants. STUDENTS WILL NOT BE ALLOWED TO GO ON FIELD TRIPS OUT OF UNIFORM! The office will not provide additional uniform shirts or other items on the morning of the trip. Students are expected to come prepared and may not be allowed to call home for forgotten items.

The School Leader reserves the right to deny participation if a student's behavior is not aligned with school policy. If a student's behavior causes concern with our staff or community representative during a field experience, the School Leader or the School Leader's designee will schedule a meeting with the parent(s) regarding the appropriateness of placement at WEA. Since the state-required curriculum is covered during field experiences, students unable to participate will be missing essential academic material. Parents may be required to accompany their student on field trips when student behavior is a concern. Students who are unable to attend a field experience will remain in the office and will not intermingle with other classes.

Fundraising Activities

The only items that can be sold at school are those that are part of a school-sponsored fundraising activity and these items may only be sold before school starts in the morning, during lunch periods, and after the school day is over. Students may not bring candy or anything else to school to sell that is not part of a school-sponsored fundraising activity.

Health Screenings

In compliance with state laws, students will be screened for vision and hearing in specific grades dictated by the Department of Health. From time to time, students will be screened for other serious health concerns or a contagious condition. A permission slip will not be sent home for parent permission in advance of the screening. If a child is suspected of having a contagious condition (pink eye, ringworm, head lice, flu, etc.) parents must pick up the child from school within one hour. A doctor's note may be required for re-admittance. If a doctor confirms a contagious condition, students must remain home/out of school until they are free from symptoms for 24 hours and have a doctor's note.

Lockers (Grades 6-12)

Due to COVID-19, there may be times that students will not be using lockers.

Each student is assigned a locker for storage of books and belongings. Lockers are a permanent part of the building and may be periodically inspected for neatness, damage, and when suspected, for the storage of contraband. There shall be no writing on lockers nor shall anything be attached to the lockers without permission. It is the students

responsibility to ensure that no food or drinks are left unsealed in a locker. It is the expectation that all food items be removed daily.

School officials have the right and duty to inspect lockers under their control and may do so at any time to prevent the use of lockers in illicit ways or for illegal purposes. Lockers remain the property of the school and the school reserves the right to search as necessary for the maintenance of the educational process or to protect the health, safety, and welfare of other students.

Use only the locker assigned to you and keep it locked at all times. Students must turn in their lock combination or extra key to classroom teachers. WEA is not responsible for any lost or stolen items from school lockers.

Lost and Found

Clothes, books, jewelry, and other items turned in to the school office will be kept in a lost and found location. Students who have lost something should check with the school office staff. Items not claimed will be donated to a charitable organization at the conclusion of each quarter.

Parent Involvement and Chaperone Expectations

Due to Covid-19 there may be times that the number of volunteers and visitors to the buildings will be restricted.

Parents involved in school activities and chaperones will be expected to be aware of and remain in compliance with the school rules and represent the school in a positive and professional manner. This includes the "no smoking policy."

Parents who wish to volunteer in the classroom or school building should submit a request to the teacher or school office. Parents are asked to plan on participating in specific planned activities and should not remain in the school when not participating in a specific planned activity.

Chaperones are a vital part of the field experiences and are appreciated, volunteers. All chaperones must be 18 years old or older, be able to ride the bus, participate in all activities, and stay with and keep control of the groups assigned. No siblings or non-enrolled children are allowed. Chaperone expectations are outlined in detail prior to each trip. The School Leader or his/her designee has the right to refuse chaperone participation.

Parent-Teacher Organization (PTO)

Due to Covid-19 PTO there may be times that meetings and events will be on hold.

The Parent-Teacher Organization (PTO) meets throughout the year. All parents are invited to attend and participate in the PTO. Meeting dates and times will be announced. Check the office for meeting information. This is an important organization that helps WEA to strengthen bonds and provide families with opportunities to be a part of their students' growth. The PTO provides funding for critical educational tools. Without parent support and participation, the PTO cannot be successful. Please consider being a part of this organization.

Telephone Use

Telephones in the school offices are not for use by students. Students will be called to the phone only in emergencies and only messages of an urgent nature will be delivered to students. Students who need to use the phone will do so with permission and in the school office. Access to the school phone will be based on the discretion of the staff. No student cell phones are permitted. Please see the heading Cell Phones for further information.

Visitors

Due to Covid-19 there may be times that the number of volunteers and visitors to the buildings will be restricted.

By state law, all persons who are not regular members of the school personnel must report to the office and state their reason for being on school grounds or in the building. The office will decide if the person can remain in the building and issue them an identification pass. This law is for the protection of students and staff and will be enforced.

Volunteers

Due to Covid-19 there may be times that the number of volunteers and visitors to the buildings will be restricted.

Volunteers are a valued part of WEA. There are many ways to participate and get involved in the school family and academic life at WEA. Please consider chaperoning on a field trip or checking in the office for volunteer opportunities. Office administrators facilitate the appropriate and effective use of volunteers. When volunteering, please check into the office to receive an identification pass and volunteer assignments. WEA reserves the right to refuse or restrict volunteer activities. Parents bringing students in the morning should plan to exit the classroom by the start of class in order to encourage independent learning. If a parent wishes to remain in the building, they should check-in with the office staff in order to obtain a volunteer pass and assignment.

This copy is to be signed and returned to your student's homeroom teacher.

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received, read, and agree to uphold the policies outlined in the Parent and Student Handbook, including the School's Right to Search, the Code of Conduct, and the Attendance Policy.

Parents MUST inform the school of changes in residence, custody, and home, work, and emergency telephone numbers. If the school is unable to contact you directly, or through identified emergency contact numbers, we reserve the right to take the necessary steps in the best interest of the child.

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____

Grade _____ Homeroom Teacher _____

COMPUTER USAGE AGREEMENT

My signature below indicates that I have received, read, and agree to uphold the Computer Usage Agreement included in the Parent and Student Handbook.

Please check the appropriate response:

____ My student may use the Internet while at school pursuant to the board policy and agrees to abide by the rules of the policy.

____ My student may not use the Internet while at school.

Parent's Signature _____ Date: _____

Student's Name (Print) _____

Student's Signature _____

Grade _____ Homeroom Teacher _____

FIELD TRIP PERMISSION

My signature below indicates that I give permission for my student to attend, participate in, and travel with the class to and from all field trips.

Parent's Signature _____ Date: _____

STUDENT DIRECTORY

_____ I DO want my child included in the WEA school directory.

Phone Number to be included in the directory:

_____ I DO NOT want my child included in the WEA school directory.