

Wayman Academy of the Arts

2016-2017

Parent/Student Handbook

Home of the "Eagle Pride"

VISION STATEMENT

To provide a learning environment that is innovative, challenging and nurturing through the exposure of the Fine Arts. We will enhance our partnership with students, parents, and the community for the overall well-being and education of our children.

MISSION STATEMENT

WAA will provide a relational, relevant and rigorous academic and arts program. Our goal is to develop a school-parent partnership whose vision and mission is developing and nurturing thinking, competent, self-confident, and yes, happy students prepared to successfully complete secondary education. Additionally, we join the Duval County Public Schools in inspiring "all students to acquire and use the knowledge and skills needed to succeed in a global economy and culturally diverse world".

Simaran Bakshi
Principal

Casaundra Hare
Assistant Principal

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PRINCIPAL'S MESSAGE

On behalf of the faculty and staff, I would like to welcome you to Wayman Academy of the Arts. This handbook is published so that all students and parents will have a handy reference to the information necessary in understanding the daily operation of the school. Please read the information contained in this planner carefully so you will know what is expected and required of you as a parent and student at Wayman Academy.

Our primary concern is to provide you an opportunity for a successful education. In addition to academic preparation, we want our students to demonstrate respect, restraint, and responsibility, skills vital to experiencing continued success in secondary institutions and in our community. I strongly urge each of you to become actively involved in your academic and extracurricular activities.

I look forward to a great year.

Simaran Bakshi
Principal

AFTER SCHOOL PROGRAMS

Team Up - TEAM UP is a free after-school program that provides a safe environment where students are encouraged and motivated to succeed in both their academic and enrichment activities. Each afternoon students are welcomed into a general meeting place, checked in by TEAM UP staff and enjoy a nutritious snack. Students then go to different classrooms where they work on homework and other academic activities. Students spend up to 75 minutes each day working on academics under the supervision of a certified teacher and TEAM UP staff members. Students participate in other activities such as cheerleading, dance, arts and crafts and sports. After students complete these activities, they gather together to enjoy a nutritious dinner. After dinner, students are dismissed and picked up by parents or approved guardians.

ATTENDANCE

School hours are from 7:45 to 3:00. Regular and prompt attendance is vital for students to be successful. **Illness, accident, death in the family, and extreme inclement weather conditions are the only reasons for excused absences.** When returning to school after an absence, an excused note signed and dated by the parent/guardian must be provided to the teacher. If a note is not received within three days, the absence is considered unexcused. Excessive absences will be referred to the district truant officers and then to the State Attorney's Office.

Children are not allowed to leave school without permission from the principal or her designee. A parent who wishes to pick up a child during school hours must come to the main office and sign the student sign-out book. The parent or other authorized party must be listed on the student information card in order to sign the student out of school. A photo ID is required. An office staff member will call for the student. For the protection of all students, parents are not to go to the classroom to pick up a student, but are to wait in the main office.

On early release days, which are scheduled every other Wednesdays, students will be dismissed at 12:50.

Students arriving after 7:45 are tardy and must go directly to the main office for a tardy slip permitting him/her to enter the classroom. **A parent must accompany the child to the office if he/she is tardy or send a written note.** Bus students are not considered tardy when the bus is late.

BUS INFORMATION

Students whose permanent residence is two miles or more from school are eligible for transportation. Bus schedules will be distributed to all students transported by bus. Bus rules are listed in the Code of Student Conduct.

Bus students are expected to be transported to and from school daily and are to be at the stop 10 minutes before pick-up time. Students must ride the bus to which they are assigned. Parents and children may not change their bus assignment without prior approval from the principal or her designee.

The principal or her designee may suspend any transported student from the privilege of riding on a school bus for willful disobedience, use of obscene or profane language, or other misconduct as stated in the Code of Student Conduct.

Guidelines for transporting children under the age of six will be provided to the parents of our Kindergarten students. A Kindergarten student **MUST BE MET** at the bus stop by an adult.

BUSINESS PARTNERS

Local businesses support our school through donations of volunteer hours and incentive awards for our students. We are always eager to acquire additional business partners. If you have suggestions, please inform the office staff.

CAFETERIA

Wayman Academy is a part of the National School Lunch Program. As a sponsor of the Community Eligibility Provision's program, the cafeteria serves our students free meals for breakfast and lunch. If students choose to bring a lunch from home, lunch boxes must be clearly marked with the child's name. Food cannot be taken out of the cafeteria. We ask parents not to send candy or gum with a child's lunch. For safety reasons, no glass bottles or pop-top cans are to be sent in a child's lunch.

All students will be expected to display acceptable cafeteria behavior and table manners. We will appreciate everyone's cooperation in:

1. Talking quietly.
2. Using appropriate table manners.
3. Treating all employees and volunteers with respect.
4. Walking, not running.
5. Leaving the tables and floor around one's space in a clean condition for others.

CAR RIDERS / WALKERS

Parents are requested to use the marked Student Loading Zones. The Crossing Guards are on duty before and after school to assist our students. Students are not allowed in the building before 7:15 A.M.

CELL PHONE

Cell phones are addressed in the Student Code of Conduct. Specifically, students may have them at school as long as they are turned off and kept out of sight inside a book bag, purse or similar item.

CONDUCT

Students are expected to behave in a manner that is conducive to supporting an optimum learning environment for all students. No student has the right to deprive another student of the opportunity to learn and his/her teacher to teach. At all times, students are expected to show respect for teachers, other school personnel, and fellow students. Students who do not conduct themselves in the proper manner at school or on the bus will be disciplined in accordance with the Duval County Code of Student Conduct. A copy of the Code will be provided and explained to each student at the beginning of the year. Parents and students are expected to sign an acknowledgment form verifying receipt of the Code of Student Conduct.

ARTICLES PROHIBITED IN SCHOOL

Toys and items that resemble weapons (guns, water pistols, slingshots, hard balls, etc.) must not be brought to school; they can present a safety problem or interfere with school procedure.

SEARCH AND SEIZURE POLICY

In compliance with Florida State Statute 232.256, school authorities may seize any contraband substance or object, the possession of which is illegal, or any material or object, which violates a school, rule or poses a hazard to the safety and good order of the school. The student in possession will face disciplinary action.

Possession and/or use of tobacco products, lights, and/or matches are prohibited. Violation may result in out-of-school suspension and offenders are subject to all state and local laws which prohibit smoking on school campuses and smoking/possession by a minor. Students are not to bring these items on school grounds or to any school-sponsored function.

The school does not accept responsibility for the loss of seized items.

For a copy of the school search manual, please go to <http://myfloridalegal.com>

CONFERENCES

Parent-teacher conferences are encouraged for the purpose of providing each person a better understanding of the child's needs. Please call the school office to schedule a teacher conference.

In order not to disturb the learning environment, conferences cannot be conducted while the teacher is supervising his/her class.

DRESS CODE

Student behavior is influenced by proper dress and grooming. Wayman Academy recognizes that a parent is responsible for a child's dress and general appearance. However, children are expected to follow the guidelines established by the school's uniform policy.

FIELD STUDIES/TRIPS

Field studies provide valuable educational experiences. Before a student is permitted to go on a field study, he/she must have a field study permission form signed by his/her parent /guardian. This form is sent home by the school for a signature. **Permission cannot be granted over the telephone or be hand-written.** Money (cash or money order only) and permission slips must be submitted to the school by the due date listed on the permission slip. If not, the school reserves the right to deny the child to attend the field trip.

Parents may be asked to chaperone authorized field studies. **In order to be a chaperone, you have to complete the volunteer application. Please ask the Front Office staff for more guidance regarding this. Without this application, you will not be permitted to accompany your child on a field trip.** Children who do not attend our school will not be allowed to accompany a chaperone on a field study. Chaperones have a very special responsibility in providing this service. A child must be in attendance at school in order to participate in field study activities.

Students must ride on the authorized transportation. Parents driving their own vehicles may not transport their own children to the activities. If a permission form is completed prior to the field trip arrangements, a child may be checked out at the conclusion of the activities. The parent then assumes full responsibility for his/her child. However, no other student will be allowed to leave with another student or parent. **Students who have been disruptive at school or who have had difficulty in following school rules may be required to have an adult family member attend the field study with the child.**

GRADE

The Wayman Academy School Board has adopted the following grading scale for all students grades K-5.

	DESCRIPTION	PERCENTAGE		DESCRIPTION	PERCENTAGE
A	Outstanding Progress	90-100%	I	Incomplete	0%
B	Above Average Progress	80-89%	E	Excellent Progress	(K-1)
C	Average Progress	70-79%	S	Satisfactory Progress	(K-1)
D	Lowest Acceptable Progress	60-69%	N	Needs Improvement	(K-1)
F	Failure	59% and below	U	Unsatisfactory Progress	(K-1)
			R	Readiness	(K-1)

REPORT CARDS

Report cards are issued every nine weeks. They are to be signed by the parent and returned to the teacher within three days. The parent signature does not indicate their approval or disapproval.

SCHOLARSHIP WARNING

This report indicates that a student is in danger of failing a subject or is having severe difficulty in a particular area. Upon receiving this report, the parent should contact the teacher. They are to be signed by the parent and returned to the teacher within three days.

GUIDANCE

Guidance services are provided by the school counselor. The primary function is to assist students with their educational and personal development. This is carried out through classroom programs, individual, and small group counseling with students, conferences with parents and teachers, individual educational testing, and working with the guidance team.

CHANGE OF ADDRESS/PHONE NUMBER

If you are moving, please provide your new address and telephone numbers to the school. It is imperative that the correct information be always on file in case of an emergency.

HEALTH/ILLNESSES OR ACCIDENTS AT SCHOOL

When a student has become ill or has an accident at school, the teacher will direct the child to the guidance/nurse's office. It is the child's responsibility to let an adult know of his/her illness or accident when the supervising adult does not have the knowledge about it. If deemed appropriate, a parent will be called. However, the school clinic does not have adequate facilities or staff to care for a sick child for a prolonged period of time.

The school clinic is prohibited from giving any internal medicine (including aspirin) unless the parent follows the following procedure:

1. Have a copy of directions for administering the medicine from a licensed doctor or dentist attached to the original container.
2. Sign a medication liability release form and have it filed in the main office.
3. Have the medicine (original prescription bottle only) placed in the main office so that it may be administered by office personnel.

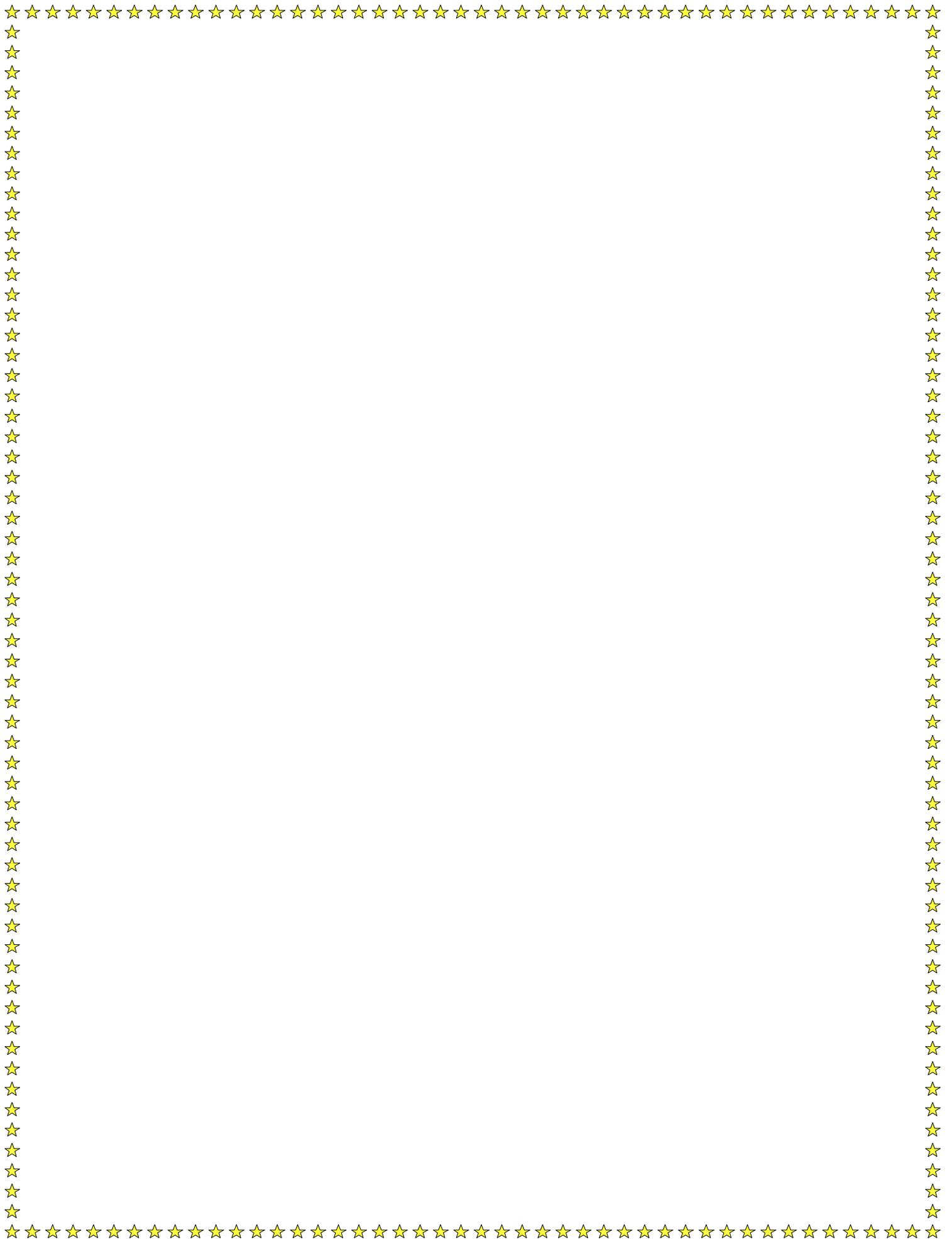
If a child has one of the listed communicable diseases (chicken pox, hepatitis, measles, mumps, pinkeye, ringworm of the scalp or skin, rubella, scarlet fever, whooping cough), he/she must remain at home until after treatment from your doctor or clinic and a release is provided.

Early detection and treatment help eliminate head lice. A child with head lice will not be permitted to attend school until free of lice and nits by order of the Duval County Health Department. We will do the following to help keep this under control:

- 1) Any child found to have head lice or nits will be isolated and sent home. A call will be made to a parent to come to get the child immediately.
- 2) The child will be excluded from school until he / she is completely free of lice and nits (eggs).
- 3) Other children in the class will be checked for lice.
- 4) A letter will be sent to parents of all the children in the classroom where live lice are found, to inform them of how to detect head lice and its treatment.
- 5) A school employee will examine the child prior to admission back to school. **A parent / guardian must accompany the child for this examination.** Should the child still have lice or nits, he / she **MUST** leave the school premises for treatment.

IMMUNIZATION

Florida law [Florida Statutes 232.032 (8) (1)] requires that all students show proof of immunization before admission to school. All students who fail to show proof of immunization will be excluded from school until such proof is presented to the school.



HOMEWORK

ALL students are expected to READ every night!

Homework is an important factor in reinforcing skills and learning. Please check **your child's planner** each day to determine the homework that has been assigned. The assignment and amount of work will vary from class to class. It is the responsibility of the student to complete the assignments and bring them to the teacher.

INSTRUCTIONAL STANDARDS

All students receive instruction in the Florida Sunshine State Standards/Common Core through the workshop model. Your teacher can explain how this method of instruction will help your student achieve the standards. Communication between the Teacher and Parent is a key element in your child's success. Student achievement is our top priority!

INTERNET USE

- ❖ Our school has Internet accessibility. Parents must opt their student out if they do not want them to use the Internet for online assessments and other online instructional programs at the school. An opt out form will be provided at the beginning of the school year.
- ❖ Students and parents may access grades and attendance information at <https://dcps.mygradeportal.com>

LOST AND FOUND

Students are responsible for their own belongings. Please instruct your child not to lend or expect to borrow money from other students. All thefts should be reported to the school. However, neither the school nor its personnel will be responsible for any losses of personal property.

All lost and found articles should be placed in the office. Students' sweaters, hats, and gloves should be labeled in order to facilitate the return of each article to its rightful owner. At the end of the year, unclaimed articles will be donated to charity.

NEWSLETTERS/NOTICES

Communication between the school and home is essential. To keep every parent informed of school events and other important information, newsletters and notices will be sent home periodically.

FOCUS

FOCUS is a web-based, secure system used by all teachers as a grade book. Teachers also have a web page in the FOCUS system, which can be used to further communication between the school and home.

All parents have access to their student's grades and attendance records through FOCUS by using a secure ID and password. These are available from the school office. Parents must present an ID and provide their e-mail address to receive the ID and password. The website is: <https://dcps.mygradeportal.com>

PARENT/COMMUNITY ORGANIZATIONS

All parents and interested individuals are encouraged to join the PTO, attend PTO meetings, and participate in PTO/SAC related activities. Membership dues are a donation, which assists in providing special programs and activities.

Our PTO/ SAC, is composed of parents, staff, business people, and community members. The committee meets at least four times a year and plays an active role in advising school personnel and informing the community of mutual needs and interests. Attendance by the public is encouraged at all meetings.

PETS

No animals will be brought to school unless the principal or designee has granted permission. Pets are not allowed on school buses and should not follow students to school.

PHYSICAL EDUCATION

All students are expected to participate fully in physical education activities whether the students are with the classroom teacher or physical education teacher. Appropriate shoes and clothing enhance both the students' safety and participation.

If a child has a temporary illness or injury, which will limit or prohibit a child's participation, a written note from the parent must be sent to the teacher. Verbal messages from students cannot be accepted. Extended limitations require a written note from a doctor.

PROMOTIONAL REQUIREMENTS

The student progression plan that details all of the retention and promotion requirements can be found at <http://www.duvalschools.org/static/downloads/SPP.pdf>

RAINY DAYS

Parent and child together should establish a rainy day procedure, so that the child knows automatically what to do after school in the event of bad weather. Our phone system cannot accommodate all of the children who want to use the telephone on rainy days.

READING GOALS

The Superintendent challenges all students to meet a minimum reading goal of 25 books per year. Students who meet higher goals will be invited to a special celebration at the end of the year.

SAFETY AND SAFETY PATROLS

Show your child the safest route to school. Students are to cross at intersections or marked lanes only. The Safety Patrol students perform a valuable service to our school by assisting students. Respect for these Patrols while they are on duty is expected from all students and adults. Again, drop off and pick up only at the designated areas.

SCHOOL PARTIES

WAA Board Policy states two parties per year may be held during school hours. Providing special birthday/holiday treats should be arranged in advance with the teacher to be served in the cafeteria during the student's lunch hour.

SMOKING

Smoking is prohibited in the building(s) and on school grounds.

SUPPLIES

Personal supplies such as notebooks, pencils, and other consumable supplies used by the student are the responsibility of the parent. **Students are not allowed to bring backpacks on wheels to school.** Teachers will notify you at the beginning of the year of supplies needed.

TEXTBOOKS/CLASS LIBRARY BOOKS/MATERIALS LOANED OR CHECKED OUT TO STUDENTS AND CARE OF SCHOOL PROPERTY

Students and parents are responsible for textbooks, library books, and other materials loaned for their use. **Parents or guardians are liable for any loss, destruction, or failure to return books** (Florida Statute, Section 233.47). Written notification of lost or damaged books will be sent to parents throughout the school year at which time the parent is responsible for monetary reimbursement to the school.

Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a safety hazard to our students will be referred to the proper law enforcement agency.

TRAFFIC PATTERNS

1. Do not park in the area designated for loading and unloading of students.
2. Only buses use the designated bus area for loading and unloading. Walking through the bus loading area is prohibited. Entry and exit is permitted only at designated areas.
3. Fire regulations prohibit parking in the auto lane. Use the designated parking areas if it is necessary to park. The auto lane is the only place where parents may drive a car on school grounds to drop off their children. Driving cars on other areas of the school property is prohibited because it creates a dangerous, hazardous traffic condition for our students.
4. When cars are parked in adjacent parking areas at drop off and pick up times, an adult **MUST** walk with the child across the areas designated for loading and unloading.
5. Students who walk or ride bicycles are to use the sidewalks, cross only in the cross walks and obey the Safety Patrols.

VISITORS

Visitors are always welcome. Each is required to **sign in and out** in the main office. Visitors must wear a visitor's badge at all times.

VOLUNTEERS

- *State Regulations require that all volunteers have a background check prior to being allowed to volunteer at school. This is for the safety of ALL of our students.* Volunteers provide essential services to our school and are most welcome.
- A Volunteer Orientation meeting will be held to familiarize volunteers with guidelines and procedures. When you come into the building for volunteer work, **always sign in and out in the Volunteer Book** located in the front office and wear your badge.
- Your volunteer hours help us win recognition from the State Department of Education.

WEAPONS

Absolutely **NO REAL, FACSIMILE** or **TOY** weapons are permitted on school grounds, during and after school activities or on school transportation.

WITHDRAWALS

We encourage notification at least three (3) days in advance of a student's withdrawal date. This will allow ample time for completion of records and other necessary details. All indebtedness should be paid before the withdrawal date. All school books and textbooks must be returned to the appropriate person(s).

WAA's SUCCESS AGREEMENT

STUDENT	SCHOOL	PARENTS
Attend school regularly and on time	Encourage school attendance and promptness	Encourage and ensure daily attendance
Participate in class; complete and turn in all homework	Provide effective and appropriate instruction	Encourage and monitor student assignments
Treat everyone with respect and dignity	Treat everyone with respect and dignity	Treat everyone with respect and dignity
Follow school and classroom rules	Enforce school and classroom rules fairly and consistently	Support school and classroom rules
Promote a safe school environment	Provide a safe school environment	Support a safe school environment
Wear appropriate dress	Enforce appropriate dress	Provide and ensure appropriate dress
Read daily	Provide reading activities	Support reading activities

Wayman Academy of the Arts' Policy: Parent(s) Requesting Change of Teacher

Step 1: Parent makes a formal written request to the principal.

Step 2: Parent has a minimum of one conference with the teacher to discuss the reason the parent believes a change in teacher is in the best interest of the student. Documentation and data must be provided.

Step 3: Parent observes in the classroom for a minimum of 30 minutes; documentation substantiates the concern.

Step 4: Conference is held with the parent(s), teacher, standards coach, guidance counselor and principal to determine the appropriate action.

Step 5: Based on the previous data and recommendation from the team, principal determines the placement for the child. The receiving teacher is determined by whoever has the lowest enrollment and by ensuring that all classes are balanced (based on race, sex, special needs and educational level).

Note: Completing the above steps does not guarantee that a change in placement will be made.