Wayman Academy of the Arts

Parent/Student Handbook

Home of the “***Eagles***”

**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”

Marla D. Almon Martin Carter

Principal Assistant Principal

1176 Labelle Street

Jacksonville, Florida 32205

(904) 695-9995

**PRINCIPAL’S MESSAGE**

 Greetings Eagle Nation:

Welcome to Wayman Academy of The Arts where we “Expect Success, Nothing Less!” We are pleased to have you as a part of our school family and look forward to partnering with you and your child for the 2023-2024 school year. This Parent/Student Handbook has been written to inform students and parents about our daily school operations. The information included in this handbook is specific to Wayman Academy of The Arts. Please read the information presented carefully to understand what is expected of you as a parent and student. If you have any questions about any of our school’s policies, please do not hesitate to give us a call. We look forward to working with each of you to ensure the success of your child. With your support, we know your child will have an amazing educational experience at Wayman Academy of The Arts.

Soaring to Excellence,

 Marla D. Almon

 Principal

**AFTER SCHOOL PROGRAMS**

Team Up Program – 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 the 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. School attendance is the direct responsibility of parents/guardians and students. All students are

expected to attend school regularly and to be on time for class.

Open communication between parents/guardians and schools is an integral component of the

educational process. Schools and parents/guardians shall work together to encourage students to

attend school regularly. Regular attendance in each nine-week grading period is necessary for a

student to be successful in school. Students who are absent shall receive a grade of zero (0) for

work missed for the day(s) in which the absence(s) occur. Students shall be responsible for making up missed work for each absence. Students shall receive 100% credit for the make-up work for all absences completed within the allotted time. Students returning from an absence will have an equal number of school days that they missed to complete the make-up work.

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.

If a student has at least five unexcused absences, or absences for which the reasons are

unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons

are unknown, within a 90-calendar day period, the student’s primary teacher shall report the

student’s attendance to the principal. The principal shall, unless there is clear evidence that the

absences are not a pattern of non-attendance, refer the case to the school level Attendance

Intervention Team (AIT). The AIT will schedule a meeting with the parents or legal guardian and

a representative of the district attendance office. If appropriate, a contract will be developed and

signed by the participating parties. If the contract is violated, the case may be referred 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.

**LATE PICKUP**

All car riders, walkers and students who attend after school learning are dismissed at 3:00p. Students not picked up by 3:10p create a hardship on school personnel, since teachers and paraprofessionals are no longer officially on duty. If your child(ren) are late being picked up from school, you will receive a letter outlining the following steps that are in place to assist in prompt pick up.

The steps are as followed:

1. Verbal reminder
2. Hand written reminder
3. Name submitted to the authorities for neglect of child

Please note, you will be charged a fee of $ 10.00 dollars after the second reminder. We thank you for your assistance in helping us provide the best supervision for your child/children.

**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 is available on line at the following website: <https://dcps.duvalschools.org/site/handlers/filedownload.ashx?moduleinstanceid=18119&dataid=99454&FileName=2023-24%20Elementary%20COSC.pdf>

If you would like a printed copy, please make your request through your child’s teacher. Parents and students are expected to review 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.

**GRADES**

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)  |

**PROGRESS REPORTS/ REPORT CARDS**

 Progress Reports and 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's Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards. 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 <https://dcps.duvalschools.org/Page/10017>

**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 celebration parties per year may be organized by school staff during school hours.

**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).

**GREVIANCE POLICY**

 In some circumstances there may be a disagreement, or unresolved issues between parents, students and staff. If such challenges occur, please follow the guidelines listed below so the situation may satisfactorily resolved. Think carefully about the situation; talk with your child to make sure you have all of the important information. Please remember our goal is to bring a resolution to your concern.

Procedures:

• Please seek to resolve the situation with the teacher, if applicable. He/she should be your first line of communication. Keep those lines open and friendly.

• If the situation cannot be resolved with the teacher, please contact the school administration by phone or email.

• If the situation is not resolved satisfactorily with the administration and/or the teacher, parents may contact the Administrative office of Wayman Academy’s Governing Board.

For parent complaints or concerns…

Please contact our Chairman of the Board, Mark Griffin, at mgriffin@wayman.org

**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.