



Parent-Student Handbook

2023 - 2024

Please review this Handbook and the School, Parent, and Student Compacts with your student(s). These can be found in the back of the handbook.

Note: This Handbook is reliable upon printing, but may change over time, and will be updated with policy changes annually.

Welcome	7
Section 1.0 Mission and Vision	9
1.1 Purpose of Public Education	9
1.2 West Virginia Academy's Primary School Mission	9
1.3 West Virginia Academy's Secondary School Mission	9
1.4 School Model	10
1.4.A Core Knowledge	10
1.4.B Direct Instruction (Leveled morning classes)	10
1.4.C International Baccalaureate (IB) Program	10
1.5 Character Development	11
1.5.A Building Foundations - Primary School	11
1.6 Ambassador Program	13
1.6.A Meet the Ambassador Teams	13
Section 2.0 Daily School Operation	15
2.1 Pickup and Dropoff	15
2.1.A Student Behavior at Pick-up and Drop-off	16
2.3.B Student arrivals and departures outside of normal school hours:	16
2.3.C Reminders	16
2.2 Monday - Thursday Schedule	17
2.2.A Primary School Bell Schedule	17
2.2.B Secondary Bell Schedule	17
2.2.C Early Release: Monday - Thursday	18
2.2.D Delayed Start: Monday - Thursday	18
2.3 Friday Schedule	19
2.3.A Primary School Friday	19
2.3.B Secondary School Friday	19
2.3.C Ambassador Team Fridays (Once a month)	20
2.3.D Early Release Fridays	21
2.3.E Delayed Start Fridays	21
2.4 Administration Hours	22
2.5 Before and After School Schedules	22
2.6 Transportation	23
2.6.A Bus Expectations	23
2.7 Pledge of Allegiance	24
Section 3.0 Attendance	24
3.1 General Procedures	24

3.2 Scheduled Absences	24
3.2.A Parent Responsibilities for Scheduled Absences:	25
3.3 Tardies	25
3.4 Check-ins and Check-outs During the Day	25
3.5 Attendance Violations	26
3.5.A Excessive Absences	26
3.5.B Excessive Tardies & Early Check-Outs	26
3.6 Educational or Family Leaves of Absence	27
Section 4.0 Calendars	27
4.1 School Closures or Delays	27
4.1.A Early Dismissal	28
4.2 Mid-Term Break Programming	28
4.2.A Break Sessions for 2023 - 2024 Academic Year	28
4.2.B Daily Schedule	28
4.2.C Tuition	28
4.2.D Courses offered each term break:	29
4.3 Culminating Events	29
4.3.A Fall Fest - September 29, 2023	29
4.3.B Cultural Connection - December 15, 2023	30
4.3.C Hall of History - March 14, 2024	30
4.4.D Science Fair - April 26, 2024	30
4.5 Holiday Celebrations	30
4.5.A Birthday Celebrations at School	31
4.5.B Religious Opt-out Policy	32
Section 5.0 Health and Safety	32
5.1 Wellness	32
5.2 Student Medical Information	33
5.2.A. Immunizations	33
5.2.B. Illness During the School Day	34
5.2.C. Medications	34
5.3 School Lunch	34
5.3.A Beverages	35
5.4 Security	35
5.4.A Building Security	35
5.4.B.Safety on School Grounds	35
5.4.C Comprehensive Emergency Response Plan	36
5.5 Lost and Found	36
Section 6.0 Academic Policies	36
6.1 Academic Success	36

6.1.A. Teacher and Staff Responsibilities for West Virginia Academy Success	37
6.1.B. Student Responsibilities for West Virginia Academic Success	37
6.1.C. Parental Responsibilities for West Virginia Academy Success	37
6.2 Organization	37
6.2.A Daily Planner	38
6.2.B. Dockets	38
6.3 Homework Policy	39
6.4 Academic Communication	40
6.4.A Daily Planner as a Communication Tool:	40
6.4.B Communication with Students	40
6.4.C MobyMax Academic Benchmarks	40
6.4.D. Programs and Enrichment Activities	41
6.4.D Reading University Program (RU)	41
6.5 Grade scales	41
Citizenship Grades	44
6.6 School Promotion Policy	44
6.6.A Student Acceleration	45
6.6.B Academic Nonperformance	45
6.6 Student Leadership	45
Session 7.0 Dress Code	46
7.1 Beliefs and Guidelines	46
7.2 Dress Code Policies	46
7.2.A Monday through Thursday Attire	46
7.2.B Friday Attire	47
7.2.C Field Trips and Special Occasions	47
7.3 Exemptions	47
7.4 Uniform Guide Access	47
7.4.A Financial Hardship; Other Hardship	47
Section 8.0 Code of Conduct	48
8.1 Core Principles	48
8.2 Goals	48
8.3 Dress	49
8.4 Language and Communication	49
8.5 Academic Integrity	49
8.6 Behavior	50
8.6.A Comportment	50
8.6.B Abusive Conduct	50
8.6.B.1 Bullying	50
8.6.B.2 Hazing	50

8.6.B.3 Electronic Bullying	51
8.6.B.4 Gang Prevention and Intervention	51
8.6.B.5 Sexual Conduct	51
8.6.C Safe Environment for All	51
8.6.D Notification	52
8.6.E Reporting	52
8.6.F Plagiarism	53
8.6.G Infractions	53
8.6.H Banned Items	54
8.7 Technology Usage Policy	55
8.7.A Valuables, Electronic Devices and Games	55
8.7.B. Technology Use Agreement	56
8.7.C Digital Citizenship	56
8.7.D. Chromebook Usage	57
8.7.E Parental Permission for Online Services	58
8.8 Primary School Discipline Plan	58
8.9 Parent Intervention Guidelines	59
8.10 Suspensions	59
Section 9.0 Parent and Family Engagement Policy	60
9.1 Non-custodial parent/guardian	60
9.2 Caregivers	61
9.3 Visitors	61
9.4 Advisory Committee of Families (ACF)	61
9.4.A Volunteer Committees	61
9.4.B Volunteer Instructions	62
9.5 Parent to School Communication	63
9.5.A Guidelines	63
9.5.B Channels of Communication	64
9.5.C Resolution Process	65
9.5.D Parent Survey	65
9.6 School to Parent Communication	66
9.6.A Parent Meetings and Events	66
9.6.B Parent-Teacher Conferences	66
9.7 Communication Apps	66
9.7.A Class Dojo	66
9.7.B School Guardian	66
9.8 Financial Contribution	67
9.8.A Unauthorized Solicitation of Funds	67
9.9 Lost or Damaged Books	67

Appendix A: School Compact	68
Appendix B: Student Compact	69
Appendix C: Parent/Caregiver Compact	70
Appendix D: Educational/Family Leave of Absence	71

Welcome

Dear West Virginia Academy Parent/Guardian,

Welcome to the 2023-24 school year! We are very excited about the start of our second year and the opportunities that it holds for your student(s). The West Virginia Academy staff has been working diligently to prepare so that this year is the best it can be for everyone in our school community! Since school dismissed for the summer, staff has met in extensive work sessions where we analyzed the data from last year related to many things, including student achievement, participation, attendance, and behavior. We have carefully reviewed the parent surveys as well and appreciate your input! From these meetings, teams of administrators have been working on new plans and program “tweaks” that we believe will help us provide an even more effective, meaningful, and successful school for your child. Our summer activities have included two full weeks of teacher meetings (held at the end of July, where administrators reviewed the information and goals were formulated. We are excited about the upcoming school year!

School Communication

We know that many families expressed concerns about communication with teachers, administration and the school in general. We have come up with more ways to increase communication for our parents and guardians:

1. We have upgraded our School Guardian app to include regular announcements and calendar of events so that you can be up-to-date on the latest WVA activities. Students will receive lanyards that MUST be brought to school every day. Think of it as part of the student’s uniform! The lanyard will have your child’s specific QR code to help track attendance, lunches, before and after school programs. As well as keep them safe at school.
2. Teachers have been working all Summer to transition their subjects to Canvas. This will be a website where you can access various assignments, due dates, and other supplemental materials for you to help your child succeed academically. Grades can also be monitored through Canvas as well as instant emails to teachers regarding behavior and academic performance.
3. Weekly email updates from the administration will be sent out on Fridays to help you prepare for the following week. If any questions arise, please be sure to call the school or email info@WestVirginiaAcademy.org.
4. Classdojo will still be utilized in our Preschool through Fifth grade classes. Please look for your teacher’s dojo code to connect with each one your student will have this year. If your child changes DI classes at the nine weeks mark, the new teacher will reach out and invite you to join their class.

5. We also have a WVA Family Facebook page. This is for families who have scholars currently enrolled in our school. This is a great place to find out about the upcoming activities and recent events that are happening at WVA every day.

We also noticed that many of you were confused regarding the Ambassador Teams. This year the Primary School will be focused on being a builder in their community. Scholars are still assigned teams, where they compete in intramurals, contests, and field day at the end of the year. However, each month there will be a character building quality that we will be our focus in the classrooms. Builder's of the month will be awarded each month and these scholars will earn points toward the team cup. For more detailed information see our Builder's Section of this handbook.

Finally, we thank you for your support in our school and we look forward to serving your family to the best of our abilities.

Sincerely,

Heidi Treu
West Virginia Academy Executive Director

Section 1.0 Mission and Vision

1.1 Purpose of Public Education

West Virginia's Public Education goals are to provide a high-quality learning system that:

1. Encourages a lifelong pursuit of knowledge and skills
2. Promotes a culture of responsibility, personal well-being, and community engagement
3. Responds to workforce and economic demands

West Virginia Academy accomplishes these goals by espousing the following tenets:

1. All children can learn, although their pace may differ, and the mastery of the fundamental core knowledge is essential to a child's achievement throughout life.
2. The school must be structured to support parents so they may play an active role in all aspects of their child's education.
3. Students need to be provided with opportunities that will stretch them, teach them how to become better citizens, and empower them to influence their environment to make a difference.
4. The future of West Virginia is influenced by the passion of our young people and their creativity to move our state in a prosperous direction.

1.2 West Virginia Academy's Primary School Mission

To help our scholars from all backgrounds, including, in particular, historically underserved student populations, become academically successful through becoming effective communicators, creative collaborators, dynamic leaders, and promising innovators for the state of West Virginia. We will train, support, and mentor our educators to use evidence-based educational instructions and interventions that promote each scholar's academic success, and well-being.

1.3 West Virginia Academy's Secondary School Mission

West Virginia Academy's Secondary School mission is to build upon the academic success of our scholars from all backgrounds, including, in particular, historically underserved student populations, in becoming effective communicators, creative collaborators, dynamic leaders, and promising innovators by increasing their global awareness through developing intercultural communication skills and a holistic approach to problem solving. We will train, support, and mentor our educators to use evidence-based educational instructions and interventions that promote each scholar's academic success, and well-being.

1.4 School Model

West Virginia Academy Public Charter School teaches students in developmentally appropriate ways based on the child's age and stage of life.

Starting in our Pre-Kindergarten classes, WVA adopts a classical education school model. In the modern sense, this means that we teach a broad range of topics as opposed to "specializing" or teaching vocational skills. In a traditional sense, it means that we adhere to the concept of the Trivium, as interpreted to represent three stages of knowledge acquisition. The Grammar phase is identified with the young child (0-9), who easily memorizes songs, poems and factual knowledge. The Logic phase (9-14) is identified with learners "connecting" their factual knowledge in a logical manner, "making sense" of things. This transition occurs in 6th grade when our scholars move to the Secondary School which features the International Baccalaureate Programs.

1.4.A Core Knowledge

All scholars from Pre-K to 8th grade learn from the Core Knowledge (CK) Curriculum. Core Knowledge (CK) refers to the knowledge that is commonly shared between members of society. The CK curriculum is highly regarded and used in many of the top public and private schools in the country. This comprehensive curriculum will give our scholars the very best foundation for future learning.

1.4.B Direct Instruction (Leveled morning classes)

The DI method was founded on the belief that all students can learn when the instruction is well-designed and effectively implemented. Teachers will be trained on how to present material in an explicit and systematic way in order for students to achieve mastery. Mastery of prior knowledge is essential in order to move on to learning new concepts and skills.

1.4.C International Baccalaureate (IB) Program

The International Baccalaureate Middle Years Program (MYP) focuses on cross-cultural and transnational investigations and been found to increase global awareness in the students who have participated in their program. The MYP program will begin in 6th grade and culminate with a personal project/assessment in their 10th grade year. In the MYP program, students are presented with many perspectives on key concepts, themes, and issues, and they are taught to find ways to articulate these values and beliefs as well as connect them to their own family and cultural background. Overall, this program gives students an opportunity to learn about other points of view in order to help develop their own core beliefs and values.

1.5 Character Development

In order to establish an excellent institution and a loving, positive atmosphere at WVA, we must build a foundation of virtuous character in our students and ourselves. We also believe that mental training goes hand-in-hand with the formation of a good character. We have firmly planted these ideals into our institution through a school-wide “Builders” theme and Ambassadors Program. All staff, parents, and students work together to “build” our great school on the following principles.

1.5.A Building Foundations - Primary School

Expectations

High expectations in academics and character reflect the unwavering confidence we have in our students. We believe that our students can and will achieve whatever is set before them. High expectations are the vital first step toward achieving our school mission of academic excellence and moral character development for each student. The confidence engendered in our students by the high expectations we hold motivates them toward excellence.

Effort

Properly reinforced effort is the key to achievement. Our students and staff know the value of hard work and are committed to working hard every day. The fruits of work are real and satisfying and are won without exception by those willing to engage in work earnestly and consistently. The fruits of work cannot be borrowed or lent.

Enthusiasm

Enthusiasm propels one on to greater effort. Enthusiasm makes work enjoyable and provides encouragement for others to put forth increased effort. It is the responsibility of every member of the WVA community to bring enthusiasm to their work and to their associations at school.

Encouragement

The art of encouragement is the standard for all WVA faculty and staff. Expertly applied encouragement is required to balance the high level of rigor we ask of our students.

Excellence

Excellence is a self-perpetuating value. When one achieves excellence, motivation is generated that leads to a natural increase in expectations and encourages one to apply effort and enthusiasm to obtain new, even higher levels of excellence.

Builders and Ambassador Programs

Builders’ Theme

Each student and staff member memorizes this poem and recites it at school events and in classrooms. It is also promoted through monthly “Builders Mottos” and “Builders Awards” that

are presented to students and staff. We ask all members of the West Virginia Academy community to conduct themselves as builders by asking themselves the question: “What would be building behavior?” Keeping the standard of behavior at that of a “builder” makes it easy to know how to conduct oneself and promotes a positive place for learning.

Builders’ Poem

*I saw them tearing a building down,
A gang of men in a busy town.
With a yo heave ho and a lusty yell,
They swung a beam and the sidewalk fell.
I asked the foreman if these men were as skilled
As those he would hire if he were to build.
He laughed and said, “Oh, no indeed,
Common labor is all I need,
For they can wreck in a day or two,
What builders have taken years to do.”
So I asked myself, as I went my way,
Which of these roles am I to play?
Am I the builder, who works with care,
Measuring life by the rule and square?
Or am I the wrecker who walks the town,
Content in the role of tearing down?
I’ve made my decision; I’ll start today,
I’ll be a builder in every way.*

- Anonymous and Howard Headlee

Builders’ Mottos

August	Be a Builder
September	I am a builder when I Build with Enthusiasm
October	I am a builder when I Demonstrate Integrity
November	I am a builder when I Express Gratitude in Word and Deed
December	I am a builder when I looking for ways to serve others
January	I am a builder when I think positive thoughts about myself and others
February	I am a builder when I use my words to encourage others
March	I am a builder when I quickly acknowledge mistakes and humbly make amends

April	I am a builder when I face obstacles with determination and positivity
May	I am a builder by respecting my body and mind
June	Be a Builder

1.6 Ambassador Program

An ambassador is a representative, an advocate, and a leader, it is also an individual who naturally puts into action the social and professional protocols necessary for success in the business world, educational pursuits, and family relationships. All scholars at WVA will participate in the Ambassador program, however the primary school will only compete with the teams and follow the Builder Program for their character development (See Section 1.5 of this handbook)

West Virginia Academy is committed to academic excellence and developing future ambassadors, as such each WVA family will be assigned one of four Ambassador teams for the entire year. These teams have a specific focus based on the four pillars of education: learn to know, learn to do, learn to be, and learn to live with.

The purpose of our WVA Ambassador program is to teach our scholars interpersonal skills, social problem-solving, conflict resolution, coping and self-control, and self-management skills as well as how to apply these skills during peer and adult interactions. All students in one family will be placed on the same Ambassador team for the whole year. Teams are rotated every year.

1.6.A Meet the Ambassador Teams

Virtue, or Virtus in Latin is used to describe ideal actions and qualities of a Roman. Through these teams our scholars will learn ideal actions and qualities of men that will enhance their character and self-management skills throughout their lives. We have chosen four specific Latin virtues to represent our teams that we feel will follow and supports WVA's mission and vision:

Learn to Live With - Justicia

Justicia, in Latin, means justice, order, fairness. The Romans believed an essential aspect of keeping order and peace on earth is the virtue of justice. Justice lays the formal rules upon which relationships are governed. For justice to be true laws, they must be applied with fairness and equality. The application of justice must be administered in a manner which is responsible. Justice, when applied correctly, should improve and promote virtuous behavior throughout all of society.

Learning to live together involves learning our individual responsibilities as a member of a family, community, citizen, and human. The general questions to ask under this category are:

How do I learn my role in society and how can I help others with their role? Who needs an advocate and how can I become one?

The symbol for this team is the balance scales and their team color is navy.

Learn to Be - Constantia

In Latin, Constantia means resolute. Without it, an individual is never committed. Overcoming challenges with perseverance was an essential part of Roman life. Constantia is the virtue that drives an individual to pursue a purpose and realize a goal. Endurance, both of mind and body, are essential to constantia. Physical fitness and therefore endurance were ideals held in high regard. The stronger the mind and body the better one can face daily challenges both mental and physical.

Learning to Be works on how to consistently move forward to become a better person. This virtue looks at setbacks and how to develop emotional resilience in various life situations. The questions to ask here are: what does it mean to be resolute? How do we endure and persevere through the small tasks in order to be a better person and contributing member of society? What in life takes courage and how do I develop those traits?

The symbol for this team is the oak tree and their main color is gold.

Learn to Know - Salubritas

The term, “Salubritas” can be translated into English as, wholesome, healthy or pure. The ancient Romans described wholesomeness within two contexts, the first being whole or healthy in relation to one’s personal values, ethics, and mental mindset. The second relates to being healthy in regards to one’s physical well-being. Uniting these ideas is the concept of overall mental, physical, and intellectual, in other words, one can only be “whole” if they are fully healthy and have dignity. The value of mindfulness is an important aspect of salubritas.

Learning to know implies learning how to develop values and skills needed to work in a society as well as the tools for learning how to be sincere and honest when working with others. Salubritas will explore how to be mindful of those around us and how to really get to know the other scholars in their group.

The symbol for this team is the lotus flower and their main color is white. The curriculum for this team will be through the Mindfulness in Schools Project (MiSP). Advisors will be trained in the Paws b, and .b curriculum.

Learn to Do - Industria

Romans were known for their inventiveness, particularly when it came to solving problems with architecture. Romans built aqueducts, the first multistory residential buildings, and mixed volcanic ash with cement to help buildings stand the test of time. Heating systems with running water and baths in private homes and public buildings, all with an underground “sewer” system

for waterwaste. The Romans knew what it meant to be industrious. This team will develop problem solving and communication skills, and learn how to cooperate while they innovate.

Learning to do involves problem solving, which includes cooperation and communication with their teammates. The questions to ask are: how does hard work help me achieve my goals? What innovations have helped me work harder? Once I have an idea, how do I make it a reality with my team member's help?

This team's symbol is the honey bee and their color is silver.

Ambassador Team Cup

Throughout the year, scholars will have opportunities to earn points for their team. This is done in a variety of ways. Builder's of the month in each class will earn their team 50 points. Various academic contests and fundraisers will be tied to the ambassador team and points will be added as scholars participate. Once a month scholars will also be able to earn points as they participate in intramural competitions and academic challenges as a team. The final chance for teams to earn points is at the end of the year - Field Day. Thousands of points are up for grabs and the winning team earns a medal and their team name on the Championship Cup.

Ambassador Team Spiritwear

Every scholar will receive a team shirt for their Friday dress (See Uniform Section). If a scholar loses their shirt, they can purchase a new one through our school at \$15. WVA has also teamed up with Prep Sportswear to provide ambassador spiritwear through a WVA school store. Access to this store can be found on our website.

Section 2.0 Daily School Operation

2.1 Pickup and Dropoff

All WVA students start their school day at 8:00am each morning. Parents may drop off students beginning at 7:40am. Primary students are to go directly to the PE room and line up in their class section. Secondary Students are to go to their homeroom to start their day.

At the end of the day Primary Students return to the PE room for dismissal and secondary students go to either the History room or the Latin/Art Room. Bus riders are dismissed at 2:55pm and their lanyard will be scanned as they enter the bus. All carpool students will start dismissal at 3:00pm. Cars waiting in line will need to have their School Guardian App ready to be scanned to alert the teachers and send the scholar down to be picked up. Any students not picked up by 3:25 will be sent to the afterschool program and a \$6 fee per child will be assessed to the family.

2.1.A Student Behavior at Pick-up and Drop-off

- Students are to walk directly to their vehicle.
- No students are allowed to play on the playground during carpool pickup.
- No pushing, shoving, or horseplay of any kind.
- Hands, feet and belongings must be kept to self.
- No swinging of backpacks, lunchboxes, or any other items.
- No yelling, screaming, or speaking in loud voices.
- Students are expected to have all belongings when they go out to carpool. They are generally not allowed back in the school to retrieve items.

2.3.B Student arrivals and departures outside of normal school hours:

- Students arriving late to school, or any other time during the day outside of pick-up and drop-off times, must be accompanied into school by an adult for their lanyards to be checked-in.
- If a student needs to leave the school during school hours, the parent/guardian must come into the school and sign the student out through the School Guardian App.
- Students will not be sent out to meet parents at the curb outside of regular carpool times..

2.3.C Reminders

Parents/Guardians will not be allowed to enter the school building starting at 2:30 to pick up their child in person. Please wait in the carpool line until they are released. Scholars in the Primary grades will NOT be allowed to walk off campus, they must be a bus-rider or a car-rider.

Parents will not be allowed to enter the building during carpool times to personally pick up their child. These hours are from 7:40AM to 8:00AM and 2:30PM until 3:15PM. We appreciate your cooperation on this matter.

2.2 Monday - Thursday Schedule

2.2.A Primary School Bell Schedule

Start	End	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
8:00	8:13			Homeroom			
8:15	9:05			Reading DI			
9:10	10:00			Math DI			
10:05	10:55			Language DI			
11:00	11:30		Lunch			Recess	
11:30	12:00		Recess			Lunch	
12:05	12:31	Specials	GL Math	GL Math	GL Math	GL Math	Specials
12:34	13:00	GL Math	Specials	GL Reading	GL Reading	GL Reading	GL Math
13:03	13:29	GL Reading	GL Reading	Specials	GL Science	GL Science	GL Reading
13:32	13:58	GL Science	GL Science	GL Science	Specials	GL History	GL Science
14:01	14:27	GL History	GL History	GL History	GL History	Specials	GL History
14:30	14:50			Spelling/Vocab/Cursive			
14:50	15:00			Homeroom (packing up/Waiting Area)			

2.2.B Secondary Bell Schedule

Monday - Thursday Schedule

Start time	End time	Period
8:00	8:15	Homeroom
8:15	9:37	Period 1/5
9:40	11:02	Period 2/6
11:05	12:27	Period 3/7
12:30	13:30	Lunch/Clubs
13:32	14:55	Period 4/8

2.2.C Early Release: Monday - Thursday

Primary Schedule

Start	End	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
8:00	8:13				Homeroom		
8:15	9:05				Reading DI		
9:10	10:00				Math DI		
10:05	10:55				Language DI		
11:00	11:30		Lunch			Recess	
11:30	12:00		Recess			Lunch	
12:00	1:00				MobyMax Grade Learning		

Secondary Schedule

Start time	End time	Period
8:00	8:10	Homeroom
8:13	9:21	Period 1/5
9:24	10:32	Period 2/6
10:35	11:06	Period 3/7
11:09	11:40	Lunch
11:43	12:51	Period 4/8

2.2.D Delayed Start: Monday - Thursday

Primary Schedule

Start	End	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
10:00	10:10				Homeroom		
10:13	10:47				Reading DI		
10:50	11:35				Math DI		
11:40	12:45				Language DI		
12:47	13:07		Lunch			Recess	
13:07	13:27		Recess			Lunch	
13:30	14:00				MobyMax Grade Learning		

Secondary Schedule

Start time	End time	Period
10:00	10:10	Homeroom
10:13	11:12	Period 1/5
11:15	12:14	Period 2/6
12:17	13:16	Period 3/7
13:19	13:50	Lunch
13:53	14:52	Period 4/8

2.3 Friday Schedule

2.3.A Primary School Friday

Start	End	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
8:00	8:30	Culminating Event Preparation					
8:30	10:30	Science CKSci End of Lesson Experiences					
10:30	11:00	Assembly			Spelling/Vocab		
11:00	11:30	Lunch			Recess		
11:30	12:00	Recess			Lunch		
12:00	12:30	Spelling					
12:30	2:30	History CKHG End of Lesson Experiences					
2:30	2:55	Wrap-up and Dismissal					

2.3.B Secondary School Friday

Start	End	Course
8:00	8:27	Homeroom
8:30	9:11	Period 1
9:14	9:55	Period 2
9:58	10:39	Period 3
10:42	11:23	Period 4
11:26	12:07	Period 5
12:10	12:40	Lunch
12:43	13:24	Period 6
13:27	14:08	Period 7
14:11	14:52	Period 8

2.3.C Ambassador Team Fridays (Once a month)

Primary Schedule (NOTE: Pre-K through 1st grade DO NOT go to the WVA Preston County Campus)

Start	End	2nd Grade	3rd Grade	4th Grade	5th Grade
8:00	8:45	Travel to WVA Preston		Culminating Event Prep	
8:45	10:15	Ambassador/ Intramurals		Science/History Experiences	
10:15	11:00	Travel Back to WVA Suncrest		Lunch/Mobymax	
11:10	11:55	Culminating Event Prep		Travel to WVA Preston	
12:00	2:00	Science/History Experiences		Ambassador/ Intramurals	
2:00	2:45	Lunch/Mobymax		Travel Back to WVA Suncrest	
2:50	3:00	Wrap-up and Dismissal			

Secondary Schedule

6th/7th Graders

Start	End	6th Grade	7th Grade
8:00	8:45	Travel to WVA Preston	
8:45	10:15	Ambassador/ Intramurals	
10:15	11:00	Travel Back to WVA Suncrest	
11:05	11:50	Lunch	
11:53	12:26	History	Latin
12:29	13:02	Latin	English
13:05	13:38	English	Math
13:41	14:14	Math	Science
14:17	14:50	Science	History

8th-10th Graders

Start	End	8th Grade	9th/10th
8:00	8:10	Homeroom	
8:10	8:43	History	Latin
8:46	9:19	Latin	English
9:22	9:55	English	Math
9:58	10:31	Math	Science
10:34	11:07	Science	History
11:10	11:55	Travel to WVA Preston	
12:00	2:00	Ambassador/ Intramurals	
2:00	2:45	Travel Back to WVA Suncrest	

2.3.D Early Release Fridays

Primary Schedule

Start	End	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
8:00	8:30	Culminating Event Preparation					
8:30	10:30	Science/History End of Lesson Experiences					
10:30	11:00	Assembly			Spelling/Vocab		
11:00	11:30	Lunch			Recess		
11:30	12:00	Recess			Lunch		
12:00	12:30	Spelling					
12:30	1:00	Wrap-up and Dismissal					

Secondary Schedule

Start	End	Course
8:00	8:10	Homeroom
8:10	8:38	Period 1
8:41	9:09	Period 2
9:12	9:40	Period 3
9:43	10:11	Period 4
10:14	10:42	Period 5
10:45	11:15	Lunch
11:18	11:46	Period 6
11:49	12:17	Period 7
12:20	12:48	Period 8

2.3.E Delayed Start Fridays

Primary School Schedule

Start	End	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
10:00	10:30	Culminating Event Preparation					
10:30	12:30	Science/History End of Lesson Experiences					
12:30	1:00	Assembly			Spelling/Vocab		
1:00	1:30	Lunch			Recess		
1:30	2:00	Recess			Lunch		
2:00	2:30	Spelling					
2:30	3:00	Wrap-up and Dismissal					

Secondary School Schedule

Start	End	Course
10:00	10:10	Homeroom
10:10	10:38	Period 1
10:41	11:09	Period 2
11:12	11:40	Period 3
11:43	12:11	Period 4
12:14	12:42	Period 5
12:45	13:15	Lunch
13:18	13:46	Period 6
13:49	14:17	Period 7
14:20	14:48	Period 8

2.4 Administration Hours

- Phones will be answered from 7:30 a.m. until 4:00 p.m. on school days. Please always leave a message if the phone is not answered so the secretary can respond when they are available.
- Generally, students are not allowed to use the school telephones to call home during the day. Please don't instruct your students to call you. School office personnel will determine if there is a need to contact the parent and will assist students to make the phone calls or call home for the student.

2.5 Before and After School Schedules

Students may opt-in to before and after school programming at the start of each term. Doors open for the before-school programming at 7:00 am and will remain open until 7:20am. If a student is dropped off after 7:20, they will not be allowed into school until the carpool drop off at 7:40. Student transported by a WVA bus that arrive early to school will be allowed to attend the before school program for free. All students participating in this program will receive a free pancake breakfast and fruit.

If students are participating in the After-School program they will select up to three after school sessions: Session 1 (3:10 - 4:00), Session 2 (4:00 - 4:50) and Session 3 (4:50 - 5:30). The cost is \$5 per session per day. You can purchase these sessions on our payment portal. After school topics will change from term to term, but the general categories of Arts, Physical Education, and Academics will be offered for each session each day.

Mentoring by teachers is also available upon request or through a recommendation from a teacher. These can occur from 7:00AM - 7:40AM or from 3:20PM to 4:00PM. These sessions must be pre-approved and are free of charge.

Parents must pick up their child by 10 min past the session ending or you will be assessed a late fee of \$15 per hour, this amount will be prorated.

2.6 Transportation

We are excited to provide transportation to and from school. Please note that preference is given to those families living inside the Primary Recruitment Area (PRA). To see details on our PRA, please refer to the school's website.

Bus routes are subject to change, so for the latest times and stops. You can also see the updates on your School Guardian App. (See the School Guardian App section for more details)

2.6.A Bus Expectations

All students riding the bus will responsible to know the expectations and follow them. A student who has problems meeting expectations may get in-school suspension or lose bus privileges.

1. To ensure safety, the driver must be totally in charge. Passengers must respond promptly to instructions are given.
2. The use of tobacco, food, and drink on the bus is prohibited. Animals and oversized objects, as well as glass containers are not permitted.
3. Passengers must observe classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures are unacceptable.
4. Keep aisles and stairwell clear at all times.
5. Never extend any portion of your body out of the bus windows.
6. Do not attempt to get off or move about while the bus is in motion. Always remain seated until the bus stops.
7. If you cause damage to the bus, you or your parents will be responsible for the damages.
8. Regular schedules must be observed. The bus cannot wait for tardy passengers. Please be on-time.
9. Students must wait at the designated stop and never in the roadway.
- 10.If you need to cross the street or road for boarding or unloading, wait for the driver's signal to cross in front of the bus..
- 11.Drivers will not allow passengers to be dropped of at a stop other than the one assigned to you. In the school guardian app, parents must approve another drop off spot for their child.

12. Remember - Safety is everyone's responsibility.

2.7 Pledge of Allegiance

Students will recite the Pledge of Allegiance as a class each day. Parents wishing to have their students excused from recitation of the Pledge may communicate this in writing to the Executive Director.

Section 3.0 Attendance

Our academic goals will only be met if our students attend school regularly. We support West Virginia's goal of 90% attendance of all instruction days. In order to promote to the next grade, students must attend school for a minimum of 160 days. This includes excused and unexcused absences.

3.1 General Procedures

- If a student is unable to attend school, a parent/guardian has three ways to communicate this to the school
 - Call the school's number and notify the secretary.
 - Email attendance@WestVirginiaAcademy.org to let the administration know your child is absent.
 - Send a note into school with your child within three days of the absence.
- If the absence is illness related, we ask that parents report any symptoms or doctor's diagnosis for the child's absence, this will help us track illnesses and avoid potential outbreaks.
- Attendance will be kept each day and for each period at West Virginia Academy. Administration will track daily attendance and will report any extended absences to the Executive Director. If a student is absent more than 5 times in one semester, they will receive a truancy notice. If the student is absent more than 10 times in one semester, they will be reported to the Magistrate for truancy.
- Students are responsible to ask for missing assignments and make up those assignments in a timely manner.
- Parents are encouraged to schedule various appointments outside of school hours whenever possible. Afternoon appointments are preferred so that students don't miss reading and math Direct Instruction classes.

3.2 Scheduled Absences

If a student needs to be absent from school for a special purpose that is known to the family in advance, the parents need to fill out a "**Scheduled Absence Request**" form and submit it to

the school administration. Only when this form is filled out and approved by the administration will a student be allowed to make up missed schoolwork. Scheduled absences still count toward the total number of absences. **Absences will not be approved during state or school testing.**

PLEASE NOTE: Administration may not approve scheduled absences if a student has less than 90% attendance. If an absence is not approved, teachers may not be required to do extra work to assist the student in gathering and correcting missing work.

3.2.A Parent Responsibilities for Scheduled Absences:

1. Email the teacher and notify them of the planned absence
2. Check the student's learning plan for homework and schoolwork assignments
3. Email the teacher to clarify any homework or classwork assignments
4. Collect the student's books and materials needed to complete the work

3.3 Tardies

School begins at 8:00AM each morning. Students arriving after 8:00AM, or any other time during the day, must be accompanied into the school by an adult to be signed in and their lanyard scanned.

3.4 Check-ins and Check-outs During the Day

- A. Due to our "bell to bell" instruction, it is vital that students remain for the entire school day. Parents are encouraged to schedule appointments outside of school hours whenever possible. For students in grades K - 5, afternoon appointments are preferred so that students don't miss reading or math instruction.
- B. If a student needs to be checked-in during the school day, the student must be accompanied into the school by an adult and their lanyard scanned in at the front desk.
- C. If a student needs to be checked-out during school hours, the parent/guardian must come into the school and sign the student out. The parent must use the School Guardian App to check their student out for the day. Students will not be released from class until parents arrive at the school and scanned in their app. For safety reasons, students will not be sent out to meet parents at the curb outside.
- D. Parents/Guardians can authorize other individuals to pick up their child through the School Guardian App. The other individual must have the School Guardian App and authorization for that day to pick up the scholar(s). Students will not be released to any person not listed on the emergency contact section of the registration form without prior written authorization from the parent.

- E. Your student must be in attendance at least 4 hours during a school day in order to be considered present for the day. If you check in after 11:00 a.m. or check out before 12:00 p.m. your student will be counted absent.
- F. Please Note:
 - a. Individuals who come into the school to check a student out will sign them out at the front office.
 - b. If school office staff doesn't know or recognize the individual, they will require the individual to provide a photo ID and will check the name against the student registration.
 - c. If school office staff knows the individual picking up the student and knows they are authorized to pick up the student, photo ID will not be required.
 - d. In cases where ID is required, school staff may also ask the student "who is this picking you up?" as an added safety measure.
 - e. In cases where the individual picking up the student's name is not found on the authorized list, parents will be called and permission given before the student is released to the individual.

3.5 Attendance Violations

Attendance at West Virginia Academy is mandatory as a West Virginia public school. We generally require all students to be at school during regular school hours (from 8:00AM to 3:00PM for the Suncrest Campus), subject to the policies more particularly stated herein.

3.5.A Excessive Absences

Chronic Absenteeism is a serious concern in the State of West Virginia. If a student has more than 9 absences (not necessarily consecutive) without prior written approval of the student's application for "**Extenuating Circumstances**," the Executive director will send a letter to parents outlining that the student has been placed on "**Attendance Probation**" and a meeting with school administration and/or the governing board may be required. It is important to note that our promotion policy requires a student to attend a minimum number of school days to be promoted to the next grade.

3.5.B Excessive Tardies & Early Check-Outs

1. Primary and Secondary students who arrive later than five (5) minutes from the start of the school day will be considered tardy and will report to the front desk at the entrance of the school where they will sign in and get their attendance slip to take to their teacher. Students who are checked out of school more than ten (10) minutes before the end of the school day is deemed an early check-out that is essentially equivalent to a single tardy.

2. A school administration official will record the tardy students' names. Every tardy/early check-out is recorded. After **6 tardy arrivals/early check-outs in any one term**, the student will be placed on **"Attendance Warning."**
3. If 6 additional tardies/early check-outs are accrued in any additional term, the school director will notify the parents via letter that their student has now been placed on **"Attendance Probation,"** the result of which may be a required meeting with administration and/or the Governing Board.

3.6 Educational or Family Leaves of Absence

West Virginia Academy strongly supports efforts by families to promote learning opportunities and build family traditions that strengthen each scholars' sense of belonging and self worth, increase respect for diversity and inclusion, and provide learning opportunities that go beyond the classroom. While attendance at West Virginia Academy is mandatory, leaves of absence are liberally permitted in order to foster opportunities for critical experiential learning and for family practices that enhance each scholars' sense of belonging, which opportunities may include, but are not limited to, family travel (i.e. trips both within and without West Virginia), family educational experiences (i.e. attending museums and historic sites), as well as observance of family traditions and holidays (i.e. observance of family holidays and/or religious traditions). Students who take an educational or family leave of absence should complete and submit the appropriate forms and notify teachers in advance of such leave (ideally at least five (5) school days in advance) and should seek opportunities to make up work or complete assignments either in advance or remotely through online learning modules (i.e. MobyMax) in order to avoid adverse impacts on the student's grade. Forms for Educational or Family Leaves of Absence are attached as Appendix D.

Section 4.0 Calendars

At the beginning of each school year, every student will be given a copy of the School Calendar for their reference throughout the year. For the most updated school calendar please refer to the School Guardian App or our website. Current school events and updates can be found in the weekly school newsletters and on our facebook page. You can also reach out to your child's teacher through ClassDojo for updates on the weekly schedule.

4.1 School Closures or Delays

West Virginia Academy DOES NOT follow the local school districts with regards to school closures due to inclement weather or emergencies. Parents will be notified of any delays or closures through their ClassDojo Account. Two-Hour delays will also be announced through the Class Dojo app. Parents are ultimately responsible for deciding if inclement weather is severe enough that they cannot drive to school. If there is a two-hour delay, administration will be at the

school at 8:00 for drop off. Students will participate in academic-related activities until the official school day starts at 10:00AM.

If your county has declared a snow-day, you can opt-into a virtual day by emailing or messaging your child's homeroom teacher. They will provide assignments for your child to complete at home.

4.1.A Early Dismissal

In the event of a power outage or another emergency, school will need to dismiss for the day. If schools dismiss early, an announcement will be made through Class Dojo, School Guardian as soon as possible. We will also announce it on our facebook page and, if possible, through the media.

4.2 Mid-Term Break Programming

Mid-term Break programming will occur four times per year. This is a chance for our students to receive remediation instruction, as well as enrichment opportunities.

4.2.A Break Sessions for 2023 - 2024 Academic Year

1. Fall: October 2 - 13
2. Winter: January 2 - 12
3. Spring: March 18 - 29
4. Summer: June 17 - 28

4.2.B Daily Schedule

Session 1: 8:30AM - 11:30AM

Lunch: 11:30AM - 12:00PM (For those enrolled in two sessions, lunch is included)

Session 2: 12:00PM - 3:00PM

Session 3: 3:00PM - 5:00PM

4.2.C Tuition

Mid-Term Course Topics will be released at the start of each term at which time students can enroll in the courses they choose. Courses are available on a first-come first serve basis and will be available to enroll in until they are full. Tuition is due when a student enrolls into the course. Parents can enroll in any course throughout the year in our parent portal. Specialized classes will have limited space.

General tuition is \$60 per session per week. There may be additional fees for specialized classes, this fee will be prominently displayed on the course description and will be due when the student is enrolled in the class.

Remediation is always free for **one session per week**. The student will receive instruction by another primary teacher and work on the materials they are missing or standards they are struggling with during this time.

4.2.D Courses offered each term break:

General Courses: Every term break the following courses will always be available:

- Little Explorers (PreK and Kinders only)
- Remediation
- Art Camp
- Sports

Specialty Courses: (Please note: these classes have limited availability and are only offered in the first 2 session)

- Fall Term Break: Robotics, Film, and Outdoor Adventure.
- Winter Term Break: Skiing, Creative Writing, and Music
- Spring Term Break: Theater, Mad Science, and Aquatics
- Summer Term Break: Gardening, Culinary Class, and Hiking

4.3 Culminating Events

At the end or close to the end each of our four terms, WVA will be hosting a culminating event. These family-friendly events will be free and open to the whole community. All of these events will be held at our West Virginia Academy Preston Campus.

4.3.A Fall Fest - September 29, 2023

At the end of the first term we will be holding an annual Fall Fest. Each grade will be responsible for running a booth at the Fall Fest with a game that fits the theme for the term. For example if the theme for Term 1 is “Earth On, Above, and Beneath” our students at all grade levels will learn various topics addressing our natural features on the Earth (e.g. land masses, oceans, etc), above the earth (i.e. weather and space), and beneath the earth (plate tectonics, earth’s layers, etc).

Fall Fest will not only include educational and fun grade-level booths, but each homeroom class will be given an opportunity to make a scarecrow reflecting some aspect they learned that fits the theme. **Families, Community members, and student groups will also be encouraged to**

create a scarecrow representing the current theme. The scarecrows will be displayed and judged with winners receiving certificates and awards.

4.3.B Cultural Connection - December 15, 2023

At the end of December, our school will hold a Cultural Connection night. Cultural Connection is just like it sounds, an event to connect people and various cultures all around the world. To prepare for this community night, students will be learning about various aspects of culture within West Virginia, the United States, and all around the world.

Each grade will be assigned a culture to represent at the festival. Students will be asked to volunteer at a booth or create art, objects, food, etc of their assigned culture to present at Cultural Connection. Students will also be learning a song that is commonly sung in their assigned region during celebrations. Each grade will be performing throughout the Cultural Connection night.

4.3.C Hall of History - March 14, 2024

“Knowing the Past, opens doors to the future.” (Carter G. Woodson) West Virginia Academy’s community event for the four term is the Hall of History. This event will turn our school into a living history exhibit. Based on the theme for the term, the primary students will discover the historical significance of various artifacts, pictures, posters, and other items that fit within a specific era they are learning in their grade. The older students will be able to choose a famous individual and actually “become” that person for the night. They will answer questions and give a monologue to peers and community members throughout the night. Not only does this help our scholars truly experience history, it educates all those that come in an inventive unique way. Our goal is to make history come alive in our very school.

4.4.D Science Fair - April 26, 2024

Gravity, Magnetism, Heat, and Energy, these are just some of the topics that we will discover during this third term. The theme will vary keeping the event exciting each year. Our scholars will be exploring the various science topics and experimenting either as a class or as a small group. Students will be partnering up or going solo on their very own science project. Projects will be graded and ribbons will be awarded at the end of the night.

4.5 Holiday Celebrations

At West Virginia Academy some holidays are explored and taught in our curriculum. At times, holiday traditions may be incorporated into the fun, culminating activities that go along with our units of study in History and Science. Other holidays are celebrated as a school with special recognition assemblies. Holiday music that represents a variety of cultures will be included in our music classes. Academic time is never sacrificed for class “holiday” parties. Some holidays to note:

Halloween (October) - We do not celebrate Halloween at school. Prior to the break after Term 1, our school will be celebrating Fall Fest.

Veterans Day (November) - We celebrate Veteran's Day with our students writing to veterans to express their respect and appreciation to our nation's veterans. If you have a veteran or an individual currently serving our country, please let the administration know so we can include that person in our recipient pool.

Thanksgiving (November) The history of Thanksgiving and its significance is taught as part of the curriculum in History and Social Studies classes.

Religious Holidays (December) These holidays are discussed as part of the curriculum as well as to help students understand how others celebrate various holiday traditions. Each year prior to the break of Term 2 we will be having a Cultural Connections night that celebrate our nation's and world's celebrations.

Valentine's Day (February) - We encourage students to show they care by doing good deeds for others. If students wish to exchange Valentine cards or treats (completely optional) they may within the following guidelines:

1. All classmates must be included in the giving
2. Treats must be wrapped as they will be placed in backpacks to be enjoyed at home.

Memorial Day (May) Students will study the meaning of Memorial day and enjoy a day off of school to recognize those that have passed on.

4.5.A Birthday Celebrations at School

Teachers will generally celebrate a student's birthday during the school day closest to their birthday and have a special way of acknowledging that student. Due to food sensitivities, parents who wish to recognize a child's birthday may do so by providing pencils, erasers, or other minor items for classmates. **This is not something that needs to be done**, but if parents choose to do that is acceptable. Parents, please do NOT bring any balloon bouquet, flowers or other birthday items to school. This becomes a distraction in the school day, and we are sensitive to the feelings of the students whose parents cannot do something similar for their child. Treats may given to each child in the class in a wrapped package to enjoy after the school day is over. If you have questions on what is acceptable, please contact your child's homeroom teacher.

At times, students may consume food at school that parents do not send - for example, by trading lunch items or having special food at a culminating activity. It is imperative that parents disclose any food allergies to the school by filling out the **Health form** so that precautions can be taken to prevent allergic reaction in students.

Invitations to parties outside of school

Birthday parties and other parties held during the year are an exciting event for the child hosting the party and those who are invited. It can be a very disappointing time for a child who has not been invited to the same party. Out of respect and consideration for the feelings of all students, please do not distribute invitations to birthday parties or any other personal parties at school - before, during or after, unless an entire class is invited. If only a portion of the students in a class is invited, please use other ways - outside of school to contact those students and parents. We appreciate your consideration of others.

4.5.B Religious Opt-out Policy

It is vital to our mission and our community that we are unified. We recognize the strength we have in our different cultures, nationalities, and religious faiths and we honor the diversity of our students and families. Our strength and unity is built as we honor and embrace our diversity while focusing on our shared mission of academic excellence and character development for each student. Parents should exercise their ability to opt-out of any activity they determine is in conflict with their religious or cultural beliefs. If it is a classroom activity (such as a book or movie you don't wish your child to read or watch), parents may exercise this opt-out by speaking with the classroom teacher and selecting an alternative activity. If it is a school-wide or ambassador activity, parents may opt-out after first observing the activity and then submitting a Request for Waiver of Participation Form. Administration will review the request to ensure that religious freedoms or exercise of the rights of conscience are not infringed. Alternative activities may be required.

West Virginia Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For a description of our non-discrimination policies, please visit our website

Section 5.0 Health and Safety

5.1 Wellness

At West Virginia Academy, the health and wellness of our students is very important to us.

- Staff, students or family members who are ill should not come to the school.
- Regular hand washing and sanitizing will be implemented at the school daily.
- Cleaning of desks and facilities will occur on a regular basis using approved cleaners.
- In order to learn effectively, students need to have a healthy breakfast and nutritious lunch daily.
- Sugar motivators (skittles, gummy bears etc.) have been replaced with other options in our classrooms (bookmarks, pencils, stickers etc.)

- Healthy alternatives will be provided when culminating activities or other events involve food as part of the curriculum.
- Our Before School program participants will each receive a pancake breakfast each morning. Classes can also earn pancake parties for positive expectations.

5.2 Student Medical Information

1. A parent/guardian will complete a Health form for each student as part of school enrollment.
2. Students will not be allowed at school without the health information on file in the front office.
3. The school nurse will contact parents of students who have specific or special health concerns, chronic illness, or need medication during school hours to create an Individualized Health Plan (IHP). This information will then be used to create a red "Health Alert" folder to be kept at the school office.
4. Parents who wish to give specific instructions regarding air quality days need to include this information on the Health form.
5. Teachers will be given health files on students with health concerns, chronic illnesses, or who take daily medication administered during school hours. Teachers will keep health files on these students readily available to them.
6. At times, students may consume food at school that parents do not send - for example, by trading lunch items or having special food at a culminating activity. It is imperative that parents disclose any food allergies to the school by including the information on the "Health Alert" form so that precautions can be taken to prevent allergic reactions in students.

5.2.A. Immunizations

By law, every student must be immunized before entering school or must complete a vaccination exemption form prior to entering school. Prior to school, every student must have the following immunizations:

5.2.A.1 Kindergarten Entry Requirements

- 5 DTP/DTaP/DT - four doses, if 4th dose was given on or after the 4th birthday 4 polio - 3 doses if 3rd was given on/after the 4th birthday
- 2 Measles, Mumps, Rubella (MMR)
- 3 Hepatitis B; 2 Hepatitis A
- 2 Varicella (chickenpox) - history of disease is acceptable, parents/guardian must sign verification statement on school immunization record
- A child between the ages of 11 and 12 must receive one dose of Tetanus, Diphtheria and acellular Pertussis vaccine (Tdap). This includes a child/student transferring into school or newly joining school who has not had the DTaP or Tdap prior.

- A student aged 7 – 10 years old who is not fully immunized with the childhood DTaP vaccine series must receive the Tdap vaccine as the first dose in the catch-up series.

Parents need to bring documentation from their physician to the school for verification. The school will make a copy of the certificate and put it in the student's file.

5.2.B. Illness During the School Day

In case of illness, students will come to the school office. School staff will contact parents, if they deem it necessary. **Students who are ill (fever, vomiting, excessive productive coughing, runny nose and/or eyes) must be picked up immediately from school.** If a parent cannot be reached, the emergency contact listed on the student enrollment form will be notified to come and pick up the student. If a student feels ill, but there are no obvious symptoms of illness, the school secretary may, after conferring with the parent, invite the student to rest in the school office for 10 to 15 minutes to determine if the symptoms will subside. If the student is not feeling better after this time, the parents will be contacted again and will need to pick up the student.

5.2.C. Medications

Students in need of prescription medication during the day will need a doctor's note, the medication in the original container, and a signed release form. Office staff will dispense medication if they comply with this policy. **Non-prescription medication will not be dispensed unless the parent brings the medication to school and signs a release form.**

Students 5th grade and above with asthma may carry their inhaler to school in their backpacks **only if** the office has on file the above three items as well as special parent release form that may be obtained in the office. **It is vital that every inhaler is marked with the student's full name in permanent marker.**

Air Quality

The school receives notification of daily air quality. If parents wish their student(s) to stay inside on a particular air quality day, they need to include this information on the "Health Alert" form, outlining the parent's directions to the teacher.

5.3 School Lunch

Parents are expected to provide a nutritious lunch for their student(s) each day. They may do this in one of several ways:

- A. Send a lunch to school with their student, or
- B. Sign up for the school lunch program.

We provide daily lunches that can be purchased as needed. Please order more than a week in advance. The lunch menu will be provided through our monthly newsletter as well as posted on

our facebook page and the parent portal. Typically the price is \$5 per day, on days that food is brought in from Chick-fil-a, Papa Johns, and Subway, the price is \$7.50. West Virginia Academy does not seek to make a profit from our lunch program.

We ask that you are considerate of others and not bring another “fast-food” lunch to your child(s) if they forgot their lunch. We will not be accepting food deliveries to the front desk.

Parents who send lunch to school with their students should ensure that the lunch is nutritious. We recommend that parents provide a lunch that contains recommended foods for growing children, including fresh fruits and vegetables. Lunches that consist of a bag of chips and a sweet drink are not considered nutritious. Sometimes older students are left with the responsibility of packing their own lunch and they choose items that are not nutritious or substantial enough to get them through the afternoon. Some parents have felt this is a natural consequence and use this as a way to teach their child responsibility. We urge parents to find other ways to teach those important lessons so that their child’s education does not suffer. It is the parent’s responsibility to ensure the student has healthy food in their lunch each day. Supervising lunch staff will encourage students to eat their lunch.

5.3.A Beverages

Student will not be allowed to bring glass bottles on campus at any time. Soda, coffee, and other energy drinks are not allowed on campus or in a child’s lunch.

Please provide a water bottle with your child’s name on it each day to school, to ensure your child is drinking enough water to stay hydrated.

5.4 Security

5.4.A Building Security

1. The main entrance doors will be locked at all times. Please ring the bell to be let inside the school.
2. There are times during Dismissal that the main doors will be propped open for ease.
3. All other doors will remain locked throughout the school day.
4. Our building is equipped with cameras and sound recorders on an inside the building feed to protect our students, volunteers, and staff.

5.4.B.Safety on School Grounds

1. Students must stay within the fenced areas of the schoolyard.
2. If a ball or other play equipment needs to be retrieved, a teacher or other adult should retrieve it.

3. Skateboards, roller skates, roller blades, skate shoes, and scooters are not allowed on school premises.
4. Tackle Football is not allowed on the schoolyard.

5.4.C Comprehensive Emergency Response Plan

1. In the event of an emergency, you will be alerted through the School Guardian App regarding the emergency. Details will be then texted out through the app to inform you the status of your child(ren).
2. If the school premises must be evacuated, staff will escort students to a safe location on the K-5 playground. This drill will be on a regular basis.
3. If the playground and immediate area is not safe for the school community, the students will be transported to the medical center field across the street and parents will be notified if their child is off the school property through the School Guardian App.
4. West Virginia Academy's Emergency Response plan is available as a quick-access flip-chart and is located in each classroom by the exit.

5.5 Lost and Found

It is not recommended that students or staff bring valuables onto the school campus. West Virginia Academy cannot be responsible for damage to or loss of valuable items. Items found in hallways, bathrooms, or other school areas that are not claimed by a student will be placed in the Lost and Found. Parents are encouraged to check the Lost and Found frequently for their child's missing items.

At each culminating event we will line up the lost and found items so you can locate anything your child(ren) have left behind. At the end of the 1st semester and at the end of the year, the items not claimed will be **donated**. Uniforms that are left, may be given to another student who may need them due to financial status or improper uniform attire.

Section 6.0 Academic Policies

Our academic policies support our academic mission, vision, and philosophy. (See Section I)

6.1 Academic Success

West Virginia Academy is a "School Choice" public education option for parents. As such our goal is to give parents more say in the education of their child and allow more freedom for parents to find the most appropriate learning environment for their child. We understand that you have chosen to attend West Virginia Academy and we are grateful for your confidence and support.

WVA's academic program comprises of three vitally important components:

1. The work and effort of the teachers and staff
2. The work and effort of the student
3. The support of the parent/guardian

6.1.A. Teacher and Staff Responsibilities for West Virginia Academy Success

We believe that it is the responsibility of the school to provide effective organizational systems, positive motivation, excellent teachers and relevant interesting curriculum for each student so that they can achieve academic success at West Virginia Academy. Our staff and teachers are trained and well prepared to teach our students. They are an experienced group of professionals who are enthusiastic about their job in assisting your student as they achieve academically, learn and grow. However, if a teacher is not putting forth sufficient effort to enable the students to achieve mastery in their content area, the administration is committed to rectifying this through staff development, coaching and training. If the teacher, after the remedies have been implemented, continues to be unsuccessful in working at the level required, they will be dismissed. (See Appendix A)

6.1.B. Student Responsibilities for West Virginia Academic Success

Ultimately, students at West Virginia Academy bear much responsibility with regard to exerting effort and completing assigned work so that they can benefit fully from the excellent academic programs of West Virginia Academy. Students who attend West Virginia Academy are asked to come well prepared, bring their own enthusiasm and love of learning to school each day. We are confident that working together, all students can achieve academic success at West Virginia Academy. (See Appendix B)

6.1.C. Parental Responsibilities for West Virginia Academy Success

We recognize that parental support is key to student achievement. We ask that each parent/guardian commits to support the learning process by making sure their child has time during each day to study and a place at home to study, by checking daily planners each day, ensuring ontime arrival and minimize absences and engaging in positive communication to address questions, concerns or provide feedback. (See Appendix C)

6.2 Organization

An important part of academic achievement is that of organization of student work. The students at West Virginia Academy will be given tools and training that will assist them in becoming independent students and in organizing their school work, thus maximizing the potential for them to succeed for the rest of their lives.

6.2.A Daily Planner

Each student at West Virginia Academy will be issued one Daily Planner at the start of each year. Replacements must be purchased from the school office for \$10.

1. Daily Planners will be taken home each night and will be brought back to school each day.
2. Younger grades, teachers will provide the week's lessons, subjects covered, and assignments on the Daily Planner for the students. In the older grades, students will fill out in the subject areas each class assignments/lessons, each day.
3. Parents will review their student's Daily Planner each night and can initial at the bottom if deemed necessary.
4. Parents can note the color of behavior circle. If the color is yellow, orange, or red, there will be a number associated with it. These numbers represent infractions or the reason why your child moved down to that color. Infraction numbers include:
 1. Learning Plan (not signed or missing)
 2. Uniform Infraction
 3. Restroom Infraction
 4. Tardy (Coming back late from recess or groups)
 5. Recess Infraction
 6. Missing materials (docket, workbook, packets, etc.)
 7. Missing work
 8. Not following directions
 9. Disruptive
 10. Disrespectful
5. Teachers or Staff will check the Daily Planner each morning for signatures or notes provided by you as parents, and at the end of the class/day to ensure the student has filled in the subject area boxes correctly and completely.

6.2.B. Dockets

Each student at West Virginia Academy will be issued a docket at the beginning of the first year they are in attendance. Replacement dockets must be purchased from the school office and are \$10.00. Students must use the school-issued docket. Students should not place heavy objects like books in their dockets. Please make sure your child's name is written on their docket.

The docket will contain several pocket that will be labeled:

- Homeroom - Schoolwide announcements and/or flyers
- Reading or English Language Arts (ELA)
- Mathematics
- Science

- History
- Spelling/Cursive or Latin
- Specials or Electives

Students will take the docket home each night and will bring it back to school each day. 2. If students lose or damage their docket, they will need to purchase a new one from West Virginia Academy for \$10. Unless given approval by administration, students must use the WVA issued docket.

One purpose of the docket is to help WVA implement a “no loose papers” policy. All papers should be placed behind the correct tab inside the docket. In this way, students always have with them what they need – in class and at home. Parents can easily look through a student’s docket and get a clear picture of what work is being produced and what areas are being studied, thus allowing them to extend and expand the learning at home.

6.3 Homework Policy

Class assignments and projects are an integral part of the education program at West Virginia Academy. It is an extension of the classroom lessons and should directly relate to class work. It reinforces skills and concepts that are taught and helps develop good study skills and habits. It also informs parents of what is being taught in the classroom. It is the hope of West Virginia Academy that our students will come to love learning and desire to spend free time studying and reading. To assist our families in developing lifelong learners, West Virginia Academy has adopted the following homework policy:

1. Homework is assigned with coordination between teachers and the consideration of the importance of child participation in family and community activities and responsibilities. If students do not successfully complete their assignment and/or projects in class, they will have homework to fulfill what is being asked of them.
2. Students should be able to complete their homework within the school time frames below with the exception of special projects **or in cases where a student fails to complete classwork in a timely manner**, or if the student falls behind due to tardy arrivals, absences, or failure to attend to learning or use time effectively during the school day.
3. These times do not include music practice or free reading time. Students in grades 1-3 should read an additional period of time each evening (at least 15 minutes). In grades 4-5 this time may, but will not always, include free reading time. Students in advanced math and reading courses may need additional time for homework completion each evening.
 - Kindergarten - 10 minutes
 - First grade – 20 minutes
 - Second grade – 30 minutes
 - Third grade – 40 minutes

- Fourth grade – 50 minutes
- Fifth grade – 60 minutes

If a parent believes the homework assigned is excessive or if their child is not receiving regular homework, they may fill out a “Homework Response Form” (available online) and return it to the teacher. Administration will review all response forms.

6.4 Academic Communication

6.4.A Daily Planner as a Communication Tool:

- A Daily Planner will be provided to each student. Students will bring the Daily Planner home and their docket each day. Information regarding schoolwork, activities, and homework will be communicated to West Virginia Academy families from the teacher to parents each day via the Daily Planner. Daily Planners are a daily communication tool that parents and teachers can use to communicate regarding academic progress.
- Parents are encouraged to check their student’s grades through Canvas. Logins/passwords are available at the front office.
- Report cards will be issued on the last day of each term.

6.4.B Communication with Students

- Communication with students by all adults in our school community shall be done with respect and courtesy at all times.
- Positive communication will be taught in a concrete manner to students.
- Positive communication will be modeled by staff for families and students.
- Positive communication will be addressed through regular, written communication from the school administration.

If a student needs to be corrected, it is best done in close proximity to the student using a normal voice tone and calm manner. If a group of students is involved in a negative situation, staff members shall separate the students and counsel with them individually. Communication with students will reinforce West Virginia Academy’s culture of inclusion, kindness, and teamwork. Communication with students will characterize our belief that unlimited value of each individual student to our school community.

6.4.C MobyMax Academic Benchmarks

Students will be asked to take a bench mark assessment at the end of each term. This will indicate to the teacher the progress your child is making with regards to their grade-level standards. It will also provide the student with tailored lessons for your child to practice areas where they may need more practice or get ahead of their peers.

These assessments can be accessed by you when you sign in as a parent. You will use your child's username and password to get in to see their scores and progress. If you have any problems accessing these accounts, please reach out to your child's teacher.

6.4.D. Programs and Enrichment Activities

West Virginia Academy supports a number of academic and enrichment activities each year in which students from varying grade levels may participate. These may include: FallFest, Cultural Connections, Hall of History, Science Fair, Ocean Week, Spirit Week, Speech Festival, Spelling Bee, and others. (See above for details)

The best time to participate in enrichment activities is on Fridays during our Experiential Days. Scholars who have not met the academic expectations as well as the behavior expectations will **NOT be allowed** to participate in some events on Fridays and may miss the grade field trip for that term. Grades 2 through 5 will be transported to the WVA Preston Campus once a month for intramural competitions. The other Fridays will consist of builder activities, and hands-on experiences based on the learning for that week.

See also our Mid-Term Break Courses for more concentrated Enrichment Programs.

6.4.D Reading University Program (RU)

West Virginia Academy Reading University Program (RU) is a program for **student independent reading**. The purpose of the program is to encourage students to read many books each year. Independent reading has been shown to be a defining indicator in a student's academic success. **It is our goal to create enthusiasm in students to read independently.**

The grade students receive in UR on their report card will reflect the numbers of books they have read each term. Book lists will be available on the school's website. Books from the Independent Reading Program book lists are also available to the students in the classroom for check-out. We encourage parents to make use of the public library and attend often with their students. Students also receive rewards for books read. K-4 students can redeem points earned at the school RU store. Older students may receive other incentives for books to read.

6.5 Grade scales

PreK - 2nd Grade Academic Scale

Scholars will be graded on a modified scale:

A - Accomplished

P - Proficient

O - On track

D - Developing

I - Insufficient Data

3rd - 5th Grade Academic Scale

A+ - 100%

A - 90% - 99%

B - 80% - 89%

C - 70% - 79%

D - 60% - 69%

I - Below 59% in class

Secondary Academic Scale

IB Grade	Percentage	Letter Grade	GPA	Description
7	99 - 100%	A+	4.0	Demonstrates: excellent understanding and appreciation of the interplay between form and content in regard to the question or task; responses that may be convincing, detailed, independent in analysis, synthesis and evaluation; highly developed levels of expression, both orally and in writing; very good degree of accuracy and clarity; very good awareness of context and appreciation of the effect on the audience/reader; very effective structure with relevant textual detail to support a critical engagement with the thoughts and feelings expressed in the work(s).
6	93 - 98%	A	3.8	Demonstrates: very good understanding and appreciation of the interplay between form and content in regard to the question or task; responses that are, mainly, convincing, as well as detailed and independent to some degree, in analysis, synthesis and evaluation; well-developed levels of expression, both orally and in writing; good degree of accuracy and clarity; good awareness of context and appreciation of the effect on the audience/reader; effective structure with relevant textual detail to support a critical engagement with the thoughts and feelings expressed in the work(s).
5	89 - 92%	A-	3.67	Demonstrates: good understanding and appreciation of the interplay between form and content in regard to the question or task; responses that offer generally considered and valid analysis, synthesis and/or evaluation;

				good levels of expression, both orally and in writing; adequate degree of accuracy and clarity; awareness of context and appreciation of the effect on the audience/reader; clear structure with relevant textual detail to support an engagement with the thoughts and feelings expressed in the work(s).
4	80 - 88%	B	3.5	Demonstrates: adequate knowledge and understanding of the question or task; responses that are generally valid in analysis and/or synthesis; satisfactory powers of expression, both orally and in writing; few lapses in accuracy and clarity; some awareness of context and appreciation of the effect on the audience/reader; a basic structure within which the thoughts and feelings of the work(s) are explored.
3	70 - 79%	C	3.0	Demonstrates: some knowledge and some understanding of the question or task; responses that are only sometimes valid and/or appropriately detailed; some appropriate powers of expression, both orally and in writing; lapses in accuracy and clarity; limited awareness of context and appreciation of the effect on the audience/reader; some evidence of a structure within which the thoughts and feelings of the work(s) are explored.
2	60 - 69%	D	2.0	Demonstrates: superficial knowledge and understanding of the question or task; responses that are of generally limited validity; limited powers of expression, both orally and in writing; significant lapses in accuracy and clarity; little awareness of context and appreciation of the effect on the audience/reader; rudimentary structure within which the thoughts and feelings of the work(s) are explored.
1	59% and below	I	0.00	Demonstrates: very rudimentary knowledge and understanding of the question or task; responses that are of very limited validity; very limited powers of expression, both orally and in writing; widespread lapses in accuracy and clarity; no awareness of context and

				appreciation of the effect on the audience/reader; very rudimentary structure within which the thoughts and feelings of the work(s) are explored.
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Citizenship Grades

4 – Exceeds Expectations

Strong attempt to demonstrate learning Independently completes quality work in a timely manner Always participates in group work, classroom discussions and whole group activities Always prepared and on-time to class Always uses class time wisely and efficiently Student is a self-advocate

3 – Meets Expectations

Satisfactory attempt to demonstrate learning Consistently completes quality work in a timely manner Consistently participates in group work, classroom discussions and whole group activities Usually prepared and on-time to class Consistently uses class time wisely and efficiently

2 – Nearly Meets Expectations

Minimal attempt to demonstrate learning Inconsistently completes quality work in a timely manner Inconsistently participates in group work, classroom discussions and who group activities Occasionally unprepared and/or tardy to class Inconsistent use of class time

1 – Need Improvement

Little or no attempt to demonstrate learning Rarely completes quality work in a timely manner Rarely participates in group work, classroom discussions and whole group activities Often unprepared and/or tardy to class Poor use of class time

6.6 School Promotion Policy

Teachers may not recommend for promotion any student who does not meet the criteria for promotion (see below). The administration will form an Academic Review Team, which will review all relevant documentation (for each student not recommended for promotion) regarding the student's performance, including but not limited to: grades, attendance, academic achievement records including assessments, work product, and learning plans in order to determine if the student qualifies for promotion to the next grade.

In order to recommend promotion, the Academic Review Team will ensure that the student demonstrates sufficient skills and content knowledge to be successful at the next grade level. If the student does not demonstrate sufficient skills and content knowledge (as evidenced by grades, test scores, and other evaluative measures including but not limited to those listed

above) to be successful at the next grade level, the student will not be recommended for promotion and will be offered a seat in the current grade for the following school year.

Promotion of Elementary Students

Students must meet minimum criteria for promotion each year. Teachers may automatically recommend a student for promotion only if the student meets the following criteria:

1. The scholar passed all subjects four terms of the year with at least a C grade.
2. The scholar attended school a minimum of 160 days (less than 21 absences).
3. The scholar passed at least the lowest level of the skills classes - reading and mathematics - for their grade level.
4. The scholar had not been suspended during the school year.

6.6.A Student Acceleration

West Virginia Academy seeks to provide academic instruction that is appropriate for the individual level of each child as determined by the preferences of families, objective academic assessments, and the observations of academic professionals.

Acceleration at West Virginia Academy takes one of three forms: (1) Grade Level Acceleration (i.e. a child skipping an entire grade level), (2) Subject Acceleration (i.e. a child skipping a grade level with respect to an individual subject), and (3) Accelerated Learning (i.e. a child participating in a course that proceeds through a topic at a rate that exceeds the standard rate to complete the grade level requirements). Parents seeking to accelerate their child need to request it through the Student Services Manager.

6.6.B Academic Nonperformance

We recognize that we cannot control student effort, participation, and willingness to work, nor parental participation. We feel it is our duty to provide all the tools necessary and do all we can to motivate students to succeed. Ultimately, we know that student effort is controlled by the student and motivated by the parent, and after all we can do, academic success will not be the result if the student and/or parent is unwilling to do their part. Please encourage your child(ren) to follow their student compact each day at WVA.

6.6 Student Leadership

Secondary students have the opportunity to be a on the WVA Student Government. Members consist of a representative from each secondary grade levels, a President, President - Elect, and a Secretary. The President-Elect will become the President for the following school year. Elections will occur in August.

These students will meet on a weekly basis to plan various school events, ways to keep a positive school environment, represent suggestions from the student body, and give feedback on the programs and services offered to our secondary students.

Session 7.0 Dress Code

7.1 Beliefs and Guidelines

Our dress code is based on our belief that uniforms:

1. Decrease distractions in the learning environment
2. Increase respect for learning for students, parents, and staff
3. Increase respect for students by other students, staff, parents, and public
4. Simplify school readiness on a daily basis for parents and students
5. Prepare students for future success by teaching them professional dress

Our dress code was developed with these guidelines in mind:

1. Simplicity - as few pieces as necessary to achieve benefits listed above
2. Equity - Few optional pieces to avoid class distinctions
3. Affordability
4. Durability
5. Ease of implementation by students, parents, and school staff.

7.2 Dress Code Policies

Students should be in school dress code clothing any time they are on school grounds during the day, with the exception of PE. Please note that students **will not** be allowed in class unless their dress adheres to the dress code. Parents will be called to bring appropriate clothing or take the student home to get appropriate clothing if students appear at school out of uniform.

7.2.A Monday through Thursday Attire

1. Students are to wear polos/button down shirts(white, navy, and gold) and uniform pants (Khaki or Navy) Monday through Thursday. Those wearing skirts (khaki, navy, and plaid) must wear shorts underneath and they must extend past the fingertips in length.
2. Students are asked to purchase **one** gold polo with WVA's logo embroidered on it as well as **one** blazer or sweater with the embroidery as well. All other clothing items are not required to have the embroidery. Students who are economically disadvantaged will have these two items provided for them.
3. Shoes must be solid in color, either black, brown, tan or white.
4. Ties are not required.
5. Leggings are allowed under skirts and shorts, but they must be black, white or navy in color.

6. Students are allowed to wear Ambassador team spirit wear throughout the week (See the Ambassador section above). This only includes sweatshirts that represent their ambassador team. Polos/button downs must be worn underneath.

7.2.B Friday Attire

Fridays at West Virginia Academy are reserved for hands-on activities, ambassador projects, sports and intramurals, and field trips. Students are asked to wear their P.E. shirt that represents their Ambassador Team on Fridays. WVA will provide **one** shirt for each student, more can be purchased through WVA or through their Team Store at \$15. Shirts must be in the color of their team. Students are asked to wear athletic shorts or pants with good athletic shoes each Friday.

7.2.C Field Trips and Special Occasions

Field trips are scheduled throughout the year for each grade level. Students will be asked to wear their gold polos and/or blazers with the embroidery on Field trips. If the field trip is with their Ambassador Team, students will be asked to wear their ambassador shirt.

7.3 Exemptions

Under State Code, the executive director is allowed to grant an exemption from complying with the dress code requirement to a student for extenuating circumstances or religious reasons. The school director will carefully consider all requests for exemptions, and grant those which meet the standard of necessity. For instance, unusual medical circumstances might constitute an exemption, as may a religious requirement such as the wearing of a headpiece. The school director is directed to develop individual dress guidelines which, insofar as is possible, approximately the approved dress code for each student who receives an exemption from the dress code due to extraordinary circumstances.

7.4 Uniform Guide Access

West Virginia Academy has set up two uniform stores through the websites French Toast and Cookie Kids. These stores can be accessed through our website. Items **do not** have to be purchased through these two sites. Uniforms can be purchased at any location that sells uniform attire. If a blazer or gold shirt is purchased through a different store, parents can obtain the embroidery specs from the front office and take it to a place that can embroider the clothing items.

7.4.A Financial Hardship; Other Hardship

If a family is experiencing hardship, we encourage them to meet with a school administrator who will be able to point them to resources in the community whereby they may find assistance. If a family is under financial hardship, they may contact a school administrator to discuss the ways in which West Virginia Academy may assist them in getting uniforms for their student.

Families who qualify for clothing assistance, must provide proof to the front office, and WVA will purchase one gold shirt and embroidered blazer to their students.

Section 8.0 Code of Conduct

Students and staff at West Virginia Academy will conduct themselves in a respectful, honorable manner. Members of our community will respect the mission of WVA, and this will be reflected in their conduct and interaction while on school premises. Parents and students are required to disclose if the child has been expelled from any school institution on their registration form. If the information on that registration form is incorrect with regards to past behavioral incidents, the student will immediately be expelled from the school.

The school reserves the right to modify these procedures or consequences according to student need and as determined by the school director or his/her designee. For violations of the code that threaten the health, safety, or welfare of others, the school director or designee may immediately suspend students according to the Suspension portion of the Code of Conduct.

8.1 Core Principles

1. All students and staff members benefit from a learning environment that is free from disruption and harassment, and one that is physically safe and emotionally nurturing. Students at West Virginia Academy will not be allowed to disrupt the learning process.
2. All students are capable of appropriate conduct in the school setting.
3. It is the responsibility of the teachers and administrators to explicitly teach the behaviors that are expected and the behaviors that are unacceptable to each student in each setting at school.
4. It is the responsibility of the student to learn self-discipline and to adhere to the Code of Conduct.
5. It is the responsibility of the parent to fully participate in the process of teaching the student appropriate conduct and supporting disciplinary measures.

8.2 Goals

1. All students will have access to a learning environment free from disruption and harassment.
2. Students will be physically safe at West Virginia Academy.
3. Students will be emotionally nurtured at West Virginia Academy
4. Students will learn appropriate conduct by practicing self-discipline and will be able to generalize their understanding of appropriate conduct to situations other than those specifically and explicitly taught.

5. Discipline training will be utilized at West Virginia Academy. Discipline refers to the process of teaching positive behaviors and allowing students opportunities to practice those positive behaviors until they become proficient at controlling unproductive behavior.
6. Consequences imposed as a result of unproductive behavior will be meaningful and effective, with the goal always being that the student is motivated to improve his/her behavior.

8.3 Dress

Students and staff will dress according to the school Dress Code guidelines above, exhibiting respect for themselves and others.

8.4 Language and Communication

Students and staff will speak at all times with respect and kindness. Language that is positive and promotes the mission of West Virginia Academy will be taught, modeled, and fostered. Students and staff will notice positive behavior in others, and will commend others for their efforts. Language that builds, supports, and encourages will be frequently and consistently used. Communication will be positive. When corrections need to be made by staff members, this will be done privately whenever possible, and always in a respectful, kind manner. Positive language and encouragement will follow any necessary corrections. Gratitude will be expressed frequently and consistently by students and staff, both in word and in written form.

If parents are made aware of inappropriate communication or language of a staff member, either first-hand or by report of their student, **we ask that they contact a member of the school administration immediately.** Staff members are not to speak to students regarding topics such as human sexuality (with the exception of specified classes and utilizing approved curriculum). Staff members are not to discuss topics that may be considered crude or offensive to students or others. Staff members may not violate generally accepted community standards of decency. Staff members should take care to refrain from using slang that may be offensive to students' religious beliefs.

Staff should never direct students to keep information secret from their parents regarding what happens in a classroom, at the school or regarding something the teacher has said. Doing so is justification for immediate removal. If parents are made aware that this has happened, we ask that you notify administration immediately.

8.5 Academic Integrity

One of the foundational beliefs at West Virginia Academy is that students can achieve excellence in both academics and in character. Success in college and in a chosen career is

contingent on individuals producing their own work and ideas. Plagiarism and/or copying are not tolerated at West Virginia Academy.

8.6 Behavior

Students and staff will demonstrate correct behavior with regard to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and in other school areas. Interactions will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate. Gang prevention and intervention activities are incorporated into West Virginia's Behavior Code as well as our Ambassador Team curriculum.

8.6.A Comportment

Students and staff will demonstrate correct behavior with regards to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and other school areas. Interaction will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate.

8.6.B Abusive Conduct

The verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. Staff who have experienced abusive conduct from a student may follow procedures outlined in the Staff Manual to file a grievance.

8.6.B.1 Bullying

West Virginia Academy defines bullying as disrespect shown toward classmates, displayed as physical or verbal aggression, domination or disrespect. Bullying of any type is not permitted at West Virginia Academy. No form of aggressive physical interaction among students is acceptable. Verbal threats, even when couched in "jokes", are not tolerated and will be disciplined. Sarcasm and teasing may be considered bullying. School staff will assess interactions and determine if behavior is considered "bullying" based upon what a reasonable adult would consider offensive behavior which has made or has the potential to make the school environment uncomfortable or hostile for the student.

8.6.B.2 Hazing

Hazing is a form of bullying that is done for the purpose of initiation or admission into, any school or school sponsored team organization, program, or event, or against a person who is associated with such. Victim consent or acquiescence does not remove culpability or diminish consequences for any form of bullying, and any instances will be addressed according to the Code of Conduct.

8.6.B.3 Electronic Bullying

West Virginia Academy defines electronic bullying as acts which are initiated by students, often outside of school hours using the internet, instant messaging, email or cell phone texting, which target other students, teachers or staff members and in which student, teachers or staff are spoken of or to in a negative or threatening manner. When these acts result in students or staff feeling uncomfortable about attending school, a hostile school environment has been created. We believe it is our responsibility to ensure that all students and staff feel comfortable and welcome at West Virginia Academy, and therefore West Virginia Academy considers these acts as bullying and we may initiate discipline procedures and parent notification if they occur.

Students should not take pictures or recordings of classes, school activities, classmates, or school property without express written permission of the school administration and those whose pictures they take. Posting online or distributing in any other way pictures or movies of school classes, school events or classmates without permission is a violation of the code of conduct that warrants suspension.

8.6.B.4 Gang Prevention and Intervention

West Virginia Academy is a welcoming and safe campus. We do not tolerate gang affiliations, symbols, graffiti, recruiting, initiations, or other gang-related activities at our campus. School faculty and personnel are trained to recognize early warning signs for youth in trouble. Faculty and personnel report suspected gang activity to the executive director who will investigate all reports. The parent/guardian will be notified. Other actions may include suspension, expulsion, activity restriction, restorative compensation, and law enforcement notification.

8.6.B.5 Sexual Conduct

Any form of sexual conduct is prohibited at West Virginia Academy including all sexual behavior even when consensual. These standards are enforced at all times on the school campus and extend to off-campus events or activities when sponsored by or connected to West Virginia Academy. Students who report sexual abuse or unwanted sexual contact shall not be penalized for reporting the behavior and West Virginia Academy will not tolerate retaliation from those involved in the abuse.

8.6.C Safe Environment for All

We believe it is our responsibility to ensure that all students and staff feel comfortable and welcome at West Virginia Academy, and therefore, we will promptly investigate reports of negative behaviors impacting school safety. These reports will be considered by the school director, and for those found to have exhibited destructive negative behaviors, may result in: an office referral/infraction record, development of a behavior modification plan, suspension, reassignment dismissal, or other appropriate measure. Law enforcement will be informed of all

acts that constitute suspected criminal activity. The Office of Civil Rights will be notified of all acts that may be violations of civil rights.

8.6.D Notification

When a report of negative, degrading or bullying behavior leads to the creation of an office infraction record or referral, parents of involved students will be required to sign and return the form to the school. Parents will also receive a phone call from the school. Parent Intervention or other involvement may be required in resolving the behavior (see Parent Intervention Guidelines). When a student reports physical harm or feels threatened at school, the school director will contact the individual's parents. Discipline measures may be revealed to the extent permitted by federal and state law, including the FERPA Act, as amended.

When a student reports physical harm or feels threatened at school, the school director will contact the individual's parents. Discipline measures involving other students may only be revealed to the extent permitted by federal and state law, including the FERPA Act, as amended. When a student threatens to commit suicide, parents will be promptly notified. The school director will produce and maintain records verifying that the parent/guardian was notified of the incident or threat.

8.6.E Reporting

Any student, parent, or staff member may report an incident of negative, non-building or bullying behavior to a teacher or to the appropriate school administrator. Anonymous reports will be investigated, but disciplinary action will not occur in the absence of additional evidence. False reports are prohibited. School officials will respond appropriately. Retaliation against students or staff reporting or investigating incidents of abuse will not be tolerated.

8.6.E.1 Discipline Records

Discipline records will not be disclosed to a person who is not authorized to receive the record. The Monongalia County District assures that discipline records are maintained, retained, and destroyed according to GRAMA laws, the district's student data, privacy policy, and the records retention schedule of the state of West Virginia. Aggregated, non-identifying student behavior data is analyzed annually for school improvement and is provided bi-annually as required by the federal Office of Civil Rights.

8.6.E.2 Parent Intervention

Parents will attend school with the student and follow the Parent Intervention Guidelines.

8.6.E.3 Suspension

Suspension means the student is not allowed to attend class or any school activities for a specified period of time. Suspension shall be from one to ten days maximum. (See the suspension Section below)

8.6.E.4 Willful Non-compliance:

Students who refuse to participate in the programs of West Virginia Academy, or who fail to complete the consequences imposed by administration.

8.6.E.5 Truancy

Failure to attend school. West Virginia is a compulsory education state. Students are required by law to attend school each day. If students chronically fail to attend school, defined by West Virginia Academy as missing more than three days per year with no communication from the parent regarding the absence, West Virginia Academy will report this information to a truancy officer.

8.6.F Plagiarism

The act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Plagiarism includes: copying from another student's homework, quiz, or test; discussing answers or questions on a quiz or test (unless such discussion is specifically authorized by the teacher); obtaining or making copies of a test without authorization from the teacher; using notes on a quiz or test when not specifically authorized by the teacher; or other similar activity; failing to put a quotation in quotation marks and using proper citation, etc. **It is expected that students will acknowledge sources in work submitted for grading.** If it is clear a student has cheated or copied someone else's work and turned it in as his/her own, the student is subject to the following consequences:

1. Work that has been plagiarized will receive no credit and the student may not have the opportunity to redo the assignment for points;
2. On the first offense, a student who has turned in plagiarized work shall be suspended for one day; and
3. On the second plagiarism offense, the student shall receive a multiple-day suspension and he/she may be required to attend an expulsion hearing before a discipline council.

8.6.G Infractions

The following behaviors are considered infractions of the Code of Conduct. This is not an exhaustive list and the school administration may deem other actions or behaviors violations of the Code of Conduct:

1. Any behavior or action which materially and substantially disrupts school work and discipline.
2. Disruption of the learning environment, including speaking in class without permission.
3. Lack of control of hands or feet – pushing, hitting, kicking, tripping etc. without malice - horseplay.
4. Lack of control of hands or feet – with malice or perceived malice.
5. Use of profane or offensive language.
6. Disrespect, defiance or insolence toward staff.

7. Disrespect shown toward classmates (including bullying and electronic bullying).
8. Abusing, misusing or destruction of property.
9. Physical or verbal harassment
10. Possession of a banned item (see Banned Items list)
11. Cheating/Plagiarism
12. Stealing
13. Leaving school premises without permission
14. Skipping class
15. Arriving tardy to class
16. Littering
17. Chewing gum
18. Appearing out of uniform
19. Truancy (not attending school without parent permission)
20. Sexual harassment
21. Possession of any of the following (see Banned Items list for additional banned items)
 - a. Perfumed/fragrant sprays
 - b. Caffeine Pills/Energy Drinks/Sleep pills
 - c. Any non-prescription medication that is not approved through school policy/procedures (see III. Health and Safety)
 - d. Permanent Markers (except by teacher permission)

8.6.H Banned Items

Weapons and dangerous substances are not allowed on the premises of West Virginia Academy. Possession of any of the following items may be grounds for immediate expulsion:

- Drug paraphernalia
- Controlled substances
 - Narcotics
 - Tobacco, Cigarettes, E-Cigarettes/Vapes, and Other Electronic Smoking Devices
 - Alcohol
 - Prescription Medications
- Weapons, including real weapons or look-alike weapons
 - Toy guns (Nerf, Rubber band Shooters, Airsoft, etc.)
 - Any explosive, noxious, or flammable material (including aerosol cans, such as deodorant sprays)
 - Matches or lighters
 - Bullets
 - Knives or other cutting tools (other than school scissors)
- Sexually explicit material – written, pictorial, or electronic including nude depictions of either gender in a sexual content.

8.7 Technology Usage Policy

All students and staff members who wish to use computers at West Virginia Academy must sign the technology usage agreement before they are eligible to utilize West Virginia Academy computers.

8.7.A Valuables, Electronic Devices and Games

It is not recommended that students or staff bring valuables onto the school campus. West Virginia Academy cannot be responsible for damage to or loss of cell phones or other valuable items. Electronic games and gaming devices are not allowed at West Virginia Academy and will be confiscated by faculty if found on campus. Cell phones are distracting to our academic efforts at West Virginia Academy and can be impactful to our safe school culture. Students may keep their cell phones in their backpack once they enter the school building and until they leave the building at the end of the day. In addition, students may not have their phones in their possession, with a limited exception at lunch. This policy extends to smartwatches when being used for texting or calling.

If a student is found using a cell phone in the building or has possession of a cell phone while in class, faculty will confiscate the phone and turn it into the office. The following is the procedure to confiscate a cell phone from a student (even if the phone allegedly belongs to a friend):

1. The first time a phone is confiscated, the student may retrieve it from the office at the end of the day;
2. The second time a phone is confiscated, a parent or guardian must retrieve it from an administrator;
3. The third time a phone is confiscated, the school will hold it until the end of the year.

We recognize that cell phones are important and effective communication tools for parents and students. Therefore, cell phones may be used for a brief time during the start of lunch and after school to communicate with parents or transportation providers. This communication must take place OUTSIDE on the pickup curb where there is adequate adult supervision, or if inside, in the presence of school staff. This is so that we can ensure cell phones are not used to access the internet after school, in an unsupervised setting, where inappropriate content may be accessed and shared with other students. Students should not group together to watch videos or play games on electronic devices while waiting on the bus or in the car rider line. Students who are using their cell phone outside of these places after school will be given reminders. Students who persist in using their phones after school outside the guideline may have their phone confiscated and a parent conference may be initiated. This policy extends to smartwatches, tablets, or any other internet accessing device when being used for activities like texting, calling, social media, internet browsing, etc.

8.7.B. Technology Use Agreement

Scholars at West Virginia Academy have access to computers and the internet. Through the Internet students may have access to databases, Websites, and sometimes email. Students might also publish projects online. Students are expected to use computers and the Internet responsibly and for schoolrelated purposes ONLY.

Using your device is a privilege and any privilege comes with responsibility. Violations of this technology use agreement may result in that privilege being taken away in whole or in part by school personnel. All other related student policies are applicable and other consequences including suspension or expulsion may follow. Please read this agreement thoroughly. The student and their guardian are required to sign at the end.

8.7.C Digital Citizenship

Each scholar explain what it means to be a digital citizen and will be asked to comply with the following statements:

I am responsible for practicing positive digital citizenship, as defined below:

- I will treat people with dignity and respect when using technology and accessing the internet.
- I will use respectful and appropriate language without swearing, name calling or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs.
- I will consider with whom I am communicating and think about how they might interpret my words.
- I will be honest and kind in all digital communications.
- I will avoid making threats, insulting, gossiping, or teasing others with cruelty while I am online or using a computer.
- I will give constructive criticism and comments to help people and not to hurt their feelings.
- I will respect other students' work on the computer.
- I will not copy, change, or remove another student's work from the computer, the school network, or the internet.
- I will not impersonate others.
- I will give credit to authors or sources when using information or ideas that are not my own.
- I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.
- I will not use online forums or technology to cheat on tests or assignments.
- I will fact-check information and avoid spreading lies.
- I will only download music software, apps, and other works from reputable sources that credit the original creators.

- I understand that things I post on the internet may be seen by everyone at school and at home, and that things that are posted on the internet can be seen around the world.
- I will not share personal information (either my own or another student's), including details about family or friends (e.g., names, nicknames, etc.), age, birthday, home address, reference to residence location, or telephone number on the internet.

PERSONAL RESPONSIBILITY AND SAFETY

I know that school computers and internet communication tools must be used properly and with respect.

- I will be aware of privacy settings on websites that I visit.
- If I find something that is not appropriate on the internet, I will leave it right away and notify the teacher or a trusted adult, especially if I reached the inappropriate material in the course of completing an assignment.
- I will report any misuse of the computer or the network to a teacher.
- I will take care of the computer and all technology equipment as if it belonged to me.
- I will respect the district network's security measures.

8.7.D. Chromebook Usage

Chromebooks will be distributed each fall. The Chromebook is to be treated as an educational tool. If the student's assigned Chromebook is damaged, the student will be charged up to \$450 for a replacement.

- Students must abide by this Responsible Use Policy both at school and away from school.
- Please understand that each Chromebook is managed by West Virginia Academy.
- Students are ultimately responsible for the care and protection of their Chromebook.
- Please do not close the lid with anything inside the Chromebook (even paper) or place stickers/labels of any kind on the Chromebook or charger. Also do not remove the identifying barcode from the Chromebook.
- Use two hands at all times to carry the Chromebook.
- Students will be asked to make sure their Chromebook is plugged in at the end of each school day so that it is ready for use every day.
- Please report loss, theft, damage, and/or malfunction immediately to the school.

WHAT HAPPENS WHEN SOMETHING GOES WRONG?

When something that is not in line with the agreement occurs, please talk to a teacher or member of the administrative staff who are able to help figure out how to fix it. If scholars come across something that does not seem right or makes them uncomfortable, encourage them to tell their teacher or another trusted individual.

- If damage is done to your child's assigned chromebook, you may be required to pay up to \$450 to replace it.
- If damage is done to your child's charger, you may be charged up to \$25.

- If damage is done to other technology and/or music equipment in West Virginia Academy's technology lab, you may be required to pay up to \$1500 depending on the extent of damage.

8.7.E Parental Permission for Online Services

WVAcademy uses both G Suite for Education and Microsoft online services, and certain approved add-in apps such as Clever, TypeToLearn, Playground Sessions, Canvas, etc. (As this add-on list of apps changes frequently to keep up with available technology, a current list can be obtained from the teacher or school staff).

You will be asked to acknowledge and agree to give permission for your child(ren) to use both G Suite for Education and Microsoft online services as deemed necessary by WVAcademy administration, understanding that WVAcademy will make every effort to ensure your student's safety and privacy. You will also be asked to approve the monitoring and collection of information and communications involving the student account's use of technology(ies). More information can be provided upon request.

8.8 Primary School Discipline Plan

Teachers in K-5 classrooms are responsible for teaching appropriate conduct and addressing unproductive behavior. Teachers will follow a program of positive motivation and explicit teaching to accomplish this. Card charts will be utilized in grades K-5 to help students learn to manage their behavior. Daily reports of the student's behavior color will be sent home on the Learning Plan. In the event a student's behavior violates the Code of Conduct, the Teacher or the School Administrator may implement the Discipline Plan, and any of the following may occur:

- Student will call home and describe what occurred.
- Conference with parent and student
- Parent Intervention (parent attends school with student)
- Suspension (student does not attend school for a specified period of time)
- Expulsion

Students who physically harm other students will not be allowed to remain in the classroom. If a student is not able or allowed to attend class due to his/her inability to properly participate or as a result of a discipline referral, a suspension will occur. We have two Students Success Managers, Jodi Dalton and Dani Summers, that will be your direct point of contact, when it comes to questions about behavioral consequences. All matters will be directed to them prior to being elevated to the Executive Director.

8.9 Parent Intervention Guidelines

Goals

Allow the parent the opportunity to view their student in their learning activities at school so they can provide the needed support and structures at home to assist the student in finding success at school.

Engage the student's parent to assist the student in learning:

1. How to stay focused on doing their best on all of their work.
2. How to be respectful to the teacher and focus on learning.
3. How to conduct themselves in an appropriate manner in each learning environment at school.

Review with the parent and student what is expected of the student at school each day

1. Students at WVA are expected to do their best on all work.
2. Students are expected to respect the teacher and focus on learning.
3. Students are expected to govern themselves and control themselves in all situations at school.

Parent's Duties

1. Stay with the student – sit next to the student desk during class time, transition with the student.
2. Fill out the data tracking form for Parent Interventions.
3. Re-direct the student back to learning whenever necessary.
4. Teach the student how to show respect to the teacher (ie: eyes on the teacher, feet flat on the floor, mouth closed, hands on the desk, etc.)
5. Help the student to see the value in self-control and self-governance.
6. Take any/all opportunities to notice good behaviors and teach correct behaviors during learning time, transitions, lunch, recess, etc.
7. Instill in their student the desire for success at school through establishment of meaningful rewards and consequences.
8. Parents should focus on their child's behavior and not interfere with the teaching and learning environment.

At the end of the intervention, the teacher, student and parent will meet to discuss the positive effects of the intervention and help the student set goals for a successful school year. If more coaching is needed, parents will be invited back to coach for an extended period of time.

8.10 Suspensions

Suspension means the student is not allowed to attend class or any school activities for a specified period of time. Suspension shall be from one to ten academic days maximum and

suspension may be out-of-school suspension or in-school suspension, as determined in the discretion of the administrative team. Time away from class for disciplinary reasons that is for less than a full academic day is not considered suspension. A suspended student should be provided with educational materials and an opportunity for completion of such materials consistent with the treatment of any student who misses class due to illness or an educational leave of absence in order to avoid compounding the punishment.

Expulsion means the student is not allowed to attend class or any school activities for an extended period of time, which may include the remainder of a term, semester, or academic year or, in exceptional circumstances, for a period of 12 months or longer. Exceptional circumstances include, but are not necessarily limited to, possession of a deadly weapon, battery of a school employee, or the sale of narcotic drugs at school. Except in the case of automatic expulsion, a discipline council shall be called by the director where the director has determined that expulsion is appropriate.

A discipline council for expulsion shall include at least one officer of West Virginia Academy, Ltd. that is not on the Board of Governors, at least one teacher at the school that is not currently the student's teacher, and one other individual employed by the school other than the director. The discipline council may expel the student or make a determination of some other appropriate response (i.e. suspension). A decision by a discipline council may be appealed within ten days to the governing board and a determination as to the expulsion shall be made at the next Governing Board meeting in executive session.

A child who has been expelled by a discipline council who is awaiting an appeal shall be deemed to be suspended during such time. Actions involving incarceration of any student by authorities for a period of time exceeding ten days are deemed automatic grounds for expulsion and the period of expulsion shall match the period of incarceration. Suspension means the student is not allowed to attend class or any school activities for a specified period of time. Suspension shall be from one to ten days maximum.

Section 9.0 Parent and Family Engagement Policy

9.1 Non-custodial parent/guardian

West Virginia Academy abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Likewise, non-custodial parents will have access to students during school hours in the same way that custodial parents do (including picking up the student from school) unless documentation to the contrary is presented to the school. It is the responsibility of the parents to provide the school with the appropriate documentation.

9.2 Caregivers

If parents are going on vacation over school days and will not be available in the case of an emergency or to pick up their student, please update the School Guardian App to include the approved caregiver. A student will not be checked out to any adult that is not authorized on the School Guardian app.

9.3 Visitors

Visitors are welcome at West Virginia Academy. Visitors must enter the designated front doors and sign in at the front desk. Visitors must wear a Visitor's Badge while they are in the school. Visitors are welcome to visit any classroom as part of our "empty chair" philosophy. In all classrooms there is an empty chair in which visitors can sit and observe the instructional process. Visitors should not involve themselves in the classroom. We ask that visitors not bring small children to observe in the classroom. Visitors who are a student from another school or a minor must be accompanied by a parent/guardian or obtain approval from the administration.

9.4 Advisory Committee of Families (ACF)

The Advisory Committee of Families (ACF) is patterned after a typical Parent-Teacher organization. All parents with children at the school can be apart of the ACF. The President -Elect from the previous year will take the President role and members of the organization can vote on a new President-Elect, Secretary, and Treasurer.

The purpose of this organization is to help WVA fulfill it's mission by providing volunteers for various projects, events, and classroom needs that may arise. At the beginning of each year, parents are able to sign up to volunteer on a particular committee. You are welcome to sign up for more than one. Then throughout the year, you will be asked to help with various tasks on that committee. Since we are still a new school, West Virginia Academy is asking families to provide about 20 hours per year of volunteer service..

9.4.A Volunteer Committees

1. ACF Committtee - help coordinate all volunteer efforts at our school.
2. Classroom Volunteer - we encourage these individuals to get a federal/state background check to volunteer.
 - a. Parent Leader - Academic Support Team (AST) - this person helps coordinate parent volunteers for that classroom

- b. Librarian - helps check library books in and out to students
 - c. Lunch assistant - this is particularly helpful in K-2 classrooms
 - d. Correcting papers, give other support as directed by teacher
 - e. Field trip Chaperone
- 3. Staff Appreciation
 - a. Bringing meals for teachers (during Parent Teacher Conferences, Staff appreciation week, Holiday party)
 - b. Activities during staff appreciation week
- 4. School General Volunteer
 - a. Newsletter
 - b. Lost and Found/Uniform Swap Shop
 - c. Recess monitor
- 5. Culminating Event Committee: Helps with decorating, advertising and organizing:
 - a. Fall Fest
 - b. Cultural Connection
 - c. Hall of History
 - d. Science Fair
 - e. Ocean Week
 - f. Field Day
 - g. Graduation Day
- 6. Clubs Coordinator - We would love to have parents willing to run a club after school for our scholars with a variety of interests and topics.
- 7. Facility Support (help when we need to move, repair, reconfigure or refurbish things in the facility)

It is important that volunteers work together as team members with West Virginia Academy staff members. The following guidelines are helpful in ensuring that volunteer service is a positive experience for parents and is effective for our students.

9.4.B Volunteer Instructions

- Volunteers must sign in and out at the front office, get a Visitor's badge and wear it during the time in the building volunteering.
- Volunteer Dress & Behavior – please dress appropriately. The more we show respect for our school, the more respect the students will feel toward the school. West Virginia Academy dress code is reflective of a high level of respect. We encourage volunteers to reflect this same level of respect in their own appearance when they volunteer at the school.
- Volunteers work under the supervision of staff.
- Confidentiality Agreement - As a matter of professional ethics, and personal privacy, volunteers do not discuss teacher, student or school affairs with other people. It is extremely important that confidentiality be upheld at all times. Administrators have the

same expectations of confidentiality from volunteers as they do from the West Virginia Academy staff.

- Student and volunteers should not take pictures or recordings of classes, school activities, classmates, or school property without express written permission of the school administration and those whose pictures they take. Posting online or distributing in any other way pictures or movies of school classes, school events or classmates without permission is a violation of the code of conduct that warrants suspension.
- Volunteers may be asked to grade student papers, and it is imperative that student work is ONLY discussed with the teacher or student, if directed by the teacher, and no one else.
- For our volunteers' protection, they should avoid being alone with one or two students. If this is unavoidable, volunteers should be sure and keep the door open or move to a hallway to work.
- Student Discipline: Volunteers have a responsibility to inform staff if there is a problem with student behavior. Volunteers should not discipline a child unless they are expressly instructed to do so by the supervising staff member.
- When volunteers are scheduled to work in the classroom with students, bringing young children is not recommended as they may become a distraction in the classroom. When coming to a meeting or a group work activity, bringing younger siblings may be acceptable.
- Volunteers have no claim to intellectual property created during their volunteer service at West Virginia Academy.

9.5 Parent to School Communication

9.5.A Guidelines

Communication at West Virginia Academy, as outlined in our school vision, will be positively framed and undertaken in good faith by all parties. Anyone with a question or concern is to take it to the person most able to address it and to no one else. This allows for all members of the community to feel safe and valued, and to have confidence that all concerns will be addressed to the point of satisfaction. Feedback from all stakeholders is essential for the school to be continually engaged in a process of improvement, and feedback is more likely to be shared freely when stakeholders are confident their feedback will be carefully heard and addressed.

We acknowledge the many familial relations at West Virginia Academy. Our school was founded by a group of individuals, including family members and friends. Most of our employees have children who attend the school, and some of the employees are related to other employees. The advantage to having families included in our school structure is an elevated commitment level that is the result of serving our own children and the children of esteemed colleagues. Thus, the school is not just someone's "job," but is also a reflection of many family legacies and commitment to something above and beyond the ordinary. This philosophy extends to all the

families that have joined in and brought their children, relatives and friends to invest their energies and become part of our school family. We realize that this environment may make some individuals hesitant to voice concerns. We assure you that we are dedicated to managing familial relationships professionally and addressing all concerns brought to us. We have provided a multi-level communication list with which to have your concerns addressed, so that if there is someone on the first step of the list you are uncomfortable bringing a concern to, perhaps due to a family conflict, you can move down the list to the 2nd person and start there instead. All administrators and teachers at West Virginia Academy are committed to serving our parents in an excellent way. We hope you will bring your concerns to us so that they may be speedily and effectively resolved.

Concerns must be brought by a parent about their own students or their own concerns.

Due to federal privacy laws, parents may not represent a group in bringing concerns to the West Virginia Academy Administration or Governing Board regarding their student. Each parent's student-related concern must be addressed individually and confidentially. In order to preserve the confidentiality of our students, group concerns will not be addressed.

9.5.B Channels of Communication

Members of the West Virginia Academy community who have a question, concern, feedback, or a need for information will identify the person best able to answer their question or concern or most logically to hear their feedback and will approach that person in a positive manner.

We have established a clear communication list through which we invite you to bring any concerns or questions you may have: The persons listed below are in order of who you should address your concern to first, next, etc. If, for some reason you are not comfortable taking your concern to the teacher first, you may take it to the next person on the communication list. **If you are not satisfied with the resolution at any level, you may take it to the NEXT person on the communication list.** Parents should email the staff member and make an appointment to speak to them in person.

Academic, Behavioral, or other Concern

1. Child's Homeroom Teacher - (even for leveled learning) - this can be done through ClassDojo or through school email.
2. Student Success Manager - This can be done through email: jodi.dalton@k12.wv.us or danielle.summers@k12.wv.us
3. Associate Director
4. Academic Director
5. Governing Board

Non-Academic School-based concerns, such as facility, safety, carpool, or any other non-academic concern: Please email the following.

Transportation concerns/problems: transportation@WestVirginiaAcademy.org

Facilities, including schoolyard and carpool: kenney.hite@k12.wv.us

Attendance, schedule, and report cards: kbooth@k12.wv.us

Financial issues: business@westvirginiaAcademy.org

West Virginia Academy Preston Campus: roy.boggess@k12.wv.us

After-school care concerns: kristen.harris@k12.wv.us

9.5.C Resolution Process

When a parent has an academic or classroom concern, please bring it to the classroom teacher first. If the homeroom teacher does not know the answer they will circle back with you when they do have the answer. If you feel the homeroom teacher is not addressing the concern or question, please contact the next person on the list, which would be either Student Success Manager. If the parent continues to feel their concern has not been resolved by the teacher or the Student Success Manager, they should email and request a meeting with the Associate Director. If the parent desires, they may ask the front office manager for an appointment with the Director directly, if they feel their concern would best be addressed at that level and they have already tried to address it with all the above contacts. If the parent feels the Director has not sufficiently resolved their concern, they may bring their concern to the next person on the communication list. The last person on the list is a member of the Governing Board.

We are asking that when a parent brings a concern to our staff, they do so in a respectful manner. Please separate the emotion with the information. If our staff feels threatened or uncomfortable by any parent and/or their communication, that parent may be banned from being on the school's premises for the rest of the year.

If a member of the community is unclear who the best person is to answer their question or concern or hear their feedback, they may ask a member of the administrative staff, or email info@westvirginiaacademy.org

9.5.D Parent Survey

West Virginia Academy solicits our parents' views on our programs and staff members through regular surveys. Families will have the opportunity to express their level of satisfaction with all aspects of West Virginia Academy's programs at least annually. Survey results will be available on the website, and major points from the survey will be communicated to the parent community via the school newsletter.

It is the goal of West Virginia Academy to have 100% parent participation in the parent surveys. Parents may also give feedback at any time during the year by speaking directly with school Directors, or by using the school website: www.westvirginiaacademy.org. There is a confidential feedback form located under "Contact Us"

9.6 School to Parent Communication

A weekly newsletter from the Administrative Director will be emailed to West Virginia Academy families and sent home attached to the student's learning plan. The newsletter will contain notification of important dates and events, as well as pertinent school news and information. For academic information, see Section 6 of this document.

9.6.A Parent Meetings and Events

Parents are required to attend the following:

- Parent Orientation (AKA Meet and Greet)
- Parent-Teacher Conferences (held throughout the year)

Other school events parents are invited and encouraged to attend: Show What You Know Assemblies (every Friday Morning), Music Performances, Ambassador Events, Field Days, Field Trips, School Community Events (Fall Fest, Cultural Connection, etc).

9.6.B Parent-Teacher Conferences

Mandatory Parent/Teacher conferences will be held during first and third terms, in which academic goals are set for each student with input from parents and, at times, students. Parent-Teacher conferences are listed in the school calendar and all parents are expected to attend these conferences. A parent may schedule a conference at any time with their teacher throughout the year, if necessary.

9.7 Communication Apps

9.7.A Class Dojo

Each teacher has a Class Dojo account where you can instantly message him/her to learn more about your child's class. Teachers have a specific code that will help you join their class. Teachers will also be inviting each parent of their students to join their class, so look for a message in your inbox. If you still haven't connected through these ways, send an email to the teacher and they will be happy to help.

9.7.B School Guardian

The School Guardian app is strongly suggested for all parents/guardians at West Virginia Academy. This app can help you do the following:

- Check your child in and out of school
- Approve a change in transportation, i.e. authorize another individual to pick up your child(ren) or ensure the school knows that your child(ren) will be a carpool rider instead of the bus.

- Track the bus route to make sure you don't miss the bus and when to expect your child to be home.
- Instant text messages for upcoming events.
- Instant communication if there is ever an emergency at school.

9.8 Financial Contribution

We appreciate the willingness of our families to generously donate to our school. We are a qualified 501(c)(3) non-profit corporation, and donations to the school are tax deductible to the extent allowable by law. Each year, we invite families to contribute to West Virginia Academy through our education foundation. These funds raised are used to provide special programs and materials for our students, and also to support our students in special projects. Families are invited to donate to the school at any time by writing a check to West Virginia Academy.

9.8.A Unauthorized Solicitation of Funds

No person (student, staff, or parent) shall solicit, receive or permit to be solicited or received from students enrolled at West Virginia Academy any merchandise that is not school sanctioned. Only approved school fundraisers are authorized.

9.9 Lost or Damaged Books

West Virginia Academy curriculum staff carefully records and inspects the textbooks and other materials (library books, etc.) that are returned throughout the school year. Damaged materials (marked, soiled, torn, etc.) are repaired or removed from circulation. When a student is issued a book during the school year, it is the family's responsibility to immediately report any damage that may have escaped the school's notice. Failure to do so will result in the assumption that the damage occurred while under the current student's care. Parents will be required to pay for all materials that are lost or returned with damage. **We will NOT accept replacement books provided by parents.** We will provide options to help with the reduction of and payment of lost or damaged book fees. Contact the School Director for help or questions. Student registration for the following year will not be processed if a family has outstanding lost book fines or other fines.

Appendix A: School Compact

WEST VIRGINIA ACADEMY AGREES TO:

1. Provide an orderly, safe and nurturing learning environment conducive to student learning.
2. Use multiple sources of information in determining the strengths and needs of the school and of individual students.
3. Establish school goals and student achievement standards based on an annual comprehensive needs assessment.
4. Educate students according to individual levels of comprehension and subject mastery based on regular assessments.
5. Provide frequent and ongoing feedback to parents on how the student is progressing academically in formats that are easily accessed and understood.
6. Utilize content-rich, efficient curriculum and research-based instructional methodologies to ensure that every student has the opportunity to achieve academic success.
7. Assist students in their efforts to become student scholars by providing an academically rigorous liberal arts program that prepares them for advanced study at the high school level.
8. Ensure that educational services are provided by highly effective teachers and paraprofessionals.
9. Prepare students to be good citizens and confident participants in their communities.
10. Help students resolve conflicts or behavior challenges in a positive, non-threatening way.
11. Encourage parent participation in school improvement, program awareness and activities, and student achievement. Build the capacity of parents to help their children achieve high standards.
12. Share assessment and evaluation data with parents and the community.

Appendix B: Student Compact

STUDENTS AGREE TO:

1. Come to class each day on time, ready to learn and do my best!
2. Do my homework every day and turn it in when it is due (Section 6 Academic Policies: Homework).
3. Abide by the Code of Conduct in my dress, language, and behavior (Section 8 Code of Conduct).
4. Practice good organization by using my docket and learning plan each school day (Section 6.2 Academic Policies: Organization).
5. Eat nutritious meals, exercise regularly (outside play works best) and get sufficient sleep in order to be a healthy learner (Section 5.3 Health and Safety: School Lunch).
6. Ask for help when I need it.
7. Give my parents (or the adult who is responsible for me) all papers and information sent home from school.
8. Respect myself and others at the school and in the community. Work to resolve conflicts in positive, non-threatening ways (Section 8.4 Code of Conduct: Language and Communication).
9. Treat school property, including books and materials, with deliberate care.
10. Promptly report any non-building behavior to a member of the school staff (Section 8.6 Code of Conduct: Behavior).
11. Be a West Virginia Academy Ambassador wherever you go.

Student Name (Print) _____

Student Signature _____

Date _____

Appendix C: Parent/Caregiver Compact

PARENTS / CAREGIVERS AGREE TO:

1. Ensure that my student attends school regularly and on time. Notify the school promptly in the case of my student's absence. As often as possible, schedule appointments outside of school hours (Section 3 Attendance).
2. Abide by school policies and procedures regarding student transportation (Section 2 Daily School operations).
3. Ensure that my student receives sufficient rest and has a nutritious breakfast and lunch (Section 5 Health and Safety).
4. Ensure that my student arrives at school prepared for class with necessary materials and in appropriate dress uniform (Section 6 Academic Policies: Organization and Section 8.3 Dress Code).
5. Abide by school policies regarding check-in/check-out procedures and visitor policies (Section 3.4 Daily School Operation: Check-ins and Check-outs).
6. Review my student's homework and sign my student's learning plan each week (Section 6.2 Academic Policies: Organization).
7. Support my student's education through attendance at school meetings, Parent-Teacher conferences, and Parent Interventions when necessary (Section 9 Parent and Family Engagement Policy: School-Parent Communication and Section 8.9 Code of Conduct: Parent Intervention Guidelines)
8. Support West Virginia Academy by completing parent surveys and volunteering throughout the school year (Section 9 Parent and Family Engagement Policy: Parent-School Communication and Volunteer Guidelines).
9. Help your child become a West Virginia Ambassador and have positive experiences in and around West Virginia.
10. Inform and provide constructive input to appropriate staff at West Virginia Academy in a timely manner should I become aware of obstacles to my student's education (Section 9 Parent and Family Engagement Policy: Parent-School Communication).
11. Abide by other school policies and procedures as outlined in the Parent-Student Handbook and the Acceptance of Policy.

Parent Name (Print) _____

Parent Signature _____

Date _____

Appendix D: Educational/Family Leave of Absence

A key focus of West Virginia Academy is to maximize educational opportunities for students both in the classroom as well as beyond the classroom in the form of experiential learning and other experiences that may enhance the perspective and vision of each child. Additionally, family traditions that enhance each scholar's sense of belonging and purpose are encouraged. Educational or family leave provides an opportunity for families to explore new experiences with their child or children as an "excused absence" so long as makeup work for core topics (typically math and language arts classes) are completed. Family travel will typically meet this standard irrespective of the destination or primary purpose of such travel and so this policy is to be liberally applied with respect to travel. Additionally, educational leave may be appropriate for non-travel experiential learning so long as the experience aligns with or enhances a topic of study. By way of example and not limitation, intensive sports training or athletic tournaments as well as academic camps or club programs would qualify for a leave of educational value. Additionally, leave is appropriate for specific types of family events including, but not limited to, family holidays, important family events or family religious observance. Family leave may be intermittent or consistently applied.

This form should be submitted to West Virginia Academy not less than one day prior to the beginning of the leave of educational value. Leaves of educational value are generally not permitted during periods of state standardized testing.

Student's Legal Name: _____

Grade Level: _____

Dates of Leave Requested: _____

Description of Travel/Family Activity:

Description of How Activity Enhances a Topic of Study (if applicable):

Parent/Guardian Signature

Date

School Official's Signature & Title

Date