

Rutherford Winans Academy

2021-2022 PARENT/STUDENT HANDBOOK



“A Commitment to Excellence”

**Chancellor/Founder
Pastor Marvin L. Winans**

**Principal
Ronald Newton**

The Winans Academy of Performing Arts pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Elliot-Larsen Civil Rights Act, and Executive order 11246, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status or handicap, nor will sexual harassment be tolerated in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Equal Opportunity Compliance Office, 21800 Greenfield, Oak Park, MI 48237.

RWA Way

**I am a student of the Rutherford Winans Academy,
endowed with super intelligence.**

Thusly, I am educable, successful and strong.

**Uniquely talented, I am disciplined and capable,
willing to love, learn and lead my generation;
and this will I do so help me God!**

**Rutherford Winans Academy
Parent/Student Handbook**

As a Student, I will become an active partner in my own learning progress by doing the following:

- Attending school regularly.
 - Bringing pencils, paper, and other necessary learning tools to class.
 - Completing all assignments.
 - Participating in classroom activities.
 - Cooperating with parents and teachers.
- Asking for help when needed.

Signature _____ Date _____

As the Principal, I support this form of parent involvement. Therefore, I will strive to do the following:

- Provide an environment that allows for positive communications between the teacher, parent and student.
 - Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.
- Provide opportunities for parents to be involved in the school and in their child’s education.

Signature _____ Date _____

Rutherford Winans Academy
Parent and Family Engagement Policy

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XV. Parent-Student-Teacher Compact

“A Commitment to Excellence”

I want to be the first to welcome our new families to Rutherford Winans Academy (RWA), and welcome our returning families to a wonderful new and exciting school year! We like to think of RWA as one great big growing family. There are so many things our scholars must learn and for them to accomplish their academic and performing arts goal it is going to take a cooperative effort. Administration, Faculty, Teachers and Parents working together with our students for academic excellence, and stellar performances.

With all the changes that are taking place in our society, some things must never change. Our children must come first. I am asking our parents to refrain from the recreational use of marijuana within breathing distance of our children. This drug is medically and scientifically proven to destroy brain cells!

In order for our students to compete in a global system they must take advantage of every opportunity afforded them. They must enter the doors of RWA alert and fully prepared to achieve. As a parent of a RWA student I am asking that you become more involved in extra-curricular activities. By volunteering to chaperone, aiding at performances or whatever is needed. The rigor of curriculum has increased and so must our involvement.

I am excited about our 10th year as a school and with the brilliance of our students RWA will shine brighter than ever!

Looking Forward to Our Success,



Pastor Marvin L. Winans
Chancellor

Rutherford Winans Academy SCHOOL-PARENT LEARNING COMPACT 2019-2020

The purpose of this compact is to foster the development of a school-parent relationship to help all children achieve the State’s high academic standards. It is the school’s responsibility to provide a high-quality curriculum and instruction in a supportive and effective environment that enables children to meet the State’s student performance standards. As part of that commitment, Winans Academy must address the importance of communication between parents and teachers on an ongoing basis through such efforts as parent teacher conferences, frequent reports to parents on their child’s progress, reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observations of classroom activities, along with participating in Winans’ PTO Parent Organization.

As a Parent, I will encourage and support my child’s learning by doing the following:

- Ensure that my child attends school on a regular basis and arrives on time
- Provide a quiet, well-lighted study area
- Establish a regular time for study
- Make sure that my child completes and returns homework, projects and other assignments
- Attend parent-teacher conferences
- Obtain a library card and support good reading habits
- Participate in the Parent Teacher Organization/PTO

Set an example for my child by being a lifelong learner myself

Signature _____ Date _____

As a Staff Person, I/We will encourage and support students’ learning at Winans Academy by doing the following:

- Demonstrating care and concern for each student.
- Respecting cultural, racial, and ethnic differences.
- Making efficient use of academic learning time
- Providing explanations of the standards students are expected to meet to demonstrate learning progress.

Providing parents with regular and accurate assessments of students’ progress in meeting school achievement and performance requirements.

Signature _____ Date _____

RWA School Bus Violations

Tier One (Minor Violations)

- 1. Boarding or leaving the bus in an unsafe manner** – Failing to line-up properly at the bus stop. Students should be off the roadway. Pushing or shoving while boarding or exiting the bus
- 2. Consumption of food or beverages** – Eating and drinking are not permitted.
- 3. Inappropriate personal property** – Possessing and or the use of personal property prohibited by the Parent/Student Handbook 2019-2020 and otherwise disruptive to the safe operation of the bus, such as animals, pets, or glass containers.
- 4. Littering** – Scattering, discarding, or leaving refuse.
- 5. Sitting improperly on the bus** – Changing an assigned seat without permission of the driver. Not staying seated until arriving at the final destination. Failing to sit as directed by the driver.
- 6. Tampering with windows** – Lowering or raising windows without the driver's permission.
- 7. Tardiness** – Failing to be at the bus stop at the appropriate time prior to and after school in the line-up.
- 8. Unsafe riding practices** – Acting in a manner detrimental to the health or safe transport.

Tier Two (Major Violations)

- 1. Disruptive behavior** – Behaving in a manner which interrupts or interferes with the safe operation of the bus, i.e. making excessive noise, roughhousing, distracting the driver, standing and/or changing seats while the bus is moving
- 2. Extending anything out of the windows** – Extending parts of the body, books, papers, etc. out of the bus windows.
- 3. Bullying/harassment/verbal abuse** – Disturbing by teasing, pestering, or tormenting, including any verbal, electronic, or written intimidation because of person's race, ethnicity, color, religion, gender national origin, sexual orientation, disability, or physical characteristic(s).
- 4. Holding onto the outside of the bus in any manner** – Touching mirrors, fenders, bumpers, doors, etc. while stopped or moving.
- 5. Improper crossing** – Crossing behind the bus (M.V.C. 257.1855 SEC.3), stopping in front or returning across the road in front of the bus. Reaching under the bus or the tires for any reason.
- 6. Inappropriate use of emergency door** – Using the emergency door in a non-emergency situation without authorization from the driver.
- 7. Insubordination/refusal to follow directions** – Failing to comply with a reasonable direction or instruction. Refusing to identify one-self.
- 8. Physical aggressiveness** – Engaging in aggressive physical contact such as pushing, shoving, tripping, etc.
- 9. Possession/use of tobacco products** – Possessing or smoking a cigarette or using tobacco products, such as smokeless tobacco.
- 10. Vandalism or defacing the bus in any manner** – Writing on seats, cutting seats, etc.
- 11. Tampering with any part of the bus** – Tampering with switches, doors, steering wheel, etc.
- 12. Throwing objects** – Throwing objects in the bus, out of the bus, or at the bus driver or other passengers.
- 13. Use of profanity** – Writing, saying, or gesturing in a manner which conveys an offensive, obscene or sexually suggestive message.
- 14. Using undesignated stop** – Getting on or off the bus somewhere other than the student's designated bus stop without a pass from the building or transportation supervi-

Tier Three: Expellable Infractions (Board-Managed): ●Violations of MDE Identified Infractions Requiring Expulsion ●Violations of local, state and/or federal law

Dear Rutherford Winans Academy Parents and Students,

Welcome to the 2021-2022 school year! I hope you had a great summer. I'm very thankful and proud to have been selected as the Principal of RWA. I look forward to working closely with the staff, the board of directors, as well as Solid Rock Management on behalf of our students and families. It is an honor to serve this great and proud community.

My mission as the Principal is to complete these tasks: a). work collaboratively with staff, students, and families; b). enhance the physical, socio-emotional and cultural growth of all students; c). collaborate with and work alongside a dedicated and competent staff to ensure our students are equipped to matriculate through the educational system and leave RWA with the essential skills to achieve success at the highest levels possible; d). and help build and establish a laser-like focus on instruction and build a consistency of practice across the school.

Our Handbook lays out the framework of clear expectations, general rules and guidelines for attending and receiving education from our school. We here at Rutherford Winans Academy will:

- Provide an educational environment that is conducive to teaching and learning
- Deliver first class education to all students
- Develop a partnership with our corporate and philanthropic community leaders to give mentorship and opportunities to students

I encourage parents and guardians to become active participants in your child's education. Focus on the best in your child. In order to help your child, succeed; create a home environment that encourages learning and establish routines; attend all parent teacher conferences; support the homework expectations from the teacher, teach them organizational skills; send them to school ready to learn and lastly get involved in the school. This is, of course, an unprecedented time in our community and in our world. As a native Detroit, I recognize the value of hard-work, teamwork, and quality work. It is incumbent upon us as collective agents of change to strengthen, guide and support our students and families with quality work, strong commitment, and results-based actions. I am humbled by the opportunity to work for our students and families. I look forward to meeting with you soon and please stay safe.

Yours Truly,

Ronald K. Newton

Principal of RWA

III. MISSION

The mission of Rutherford Winans Academy (RWA) is to prepare students for academic and performing arts excellence and responsible citizenship.

Strategies for Implementation

- Provide constructivist teachers who are willing to adapt a “paradigm shift”
- Design a curriculum that encourages students to persevere and resolve cognitive dissonance
- Implement the State Core curriculum and align national educational standards
- Establish partnerships with the entertainment industry and the corporate community to provide professional instructions, incentives and mentoring
- Recruit parents and community volunteers to assist in all aspects of the school
- Provide an environment that exhibits courtesy, respect and the concern for self and others

VISION

The vision of Rutherford Winans Academy is to open the door to rigorous academics and expose the students to the world through the arts.

PURPOSE

The purpose of Rutherford Winans Academy is to educate students in order to create well balanced students who will become productive and contributing members of society while leading a healthy and fulfilling life.

EDUCATIONAL GOALS

GOAL #1: Provide an educational environment that is conducive to learning and teaching that enhances the progress of the students.

- Maintain a staff of competent, committed and confident instructors
- Provide professional workshops and in service training for staff
- Provide a clean, safe and healthy environment
- Inspire students and teachers to utilize instructional technology
- Implement a comprehensive character development program for all students

GOAL #2: Provide a well-rounded curriculum in Mathematics, Language Arts, Science, Social Studies and Performing Arts.

- After school tutoring and remedial labs
- Curriculum to emphasize multiple perspectives
- Provide a quality and interdisciplinary academic program, where students become self motivated learners
- Provide an educational program that teaches to varied learning styles
- Implement the State Core Curriculum
- Set high standards of performance

K-8 Students

Phones confiscated from K-8 students will have electronic devices returned to parents after the 1st incident. If electronic devices are confiscated a second time from K-8 students, the electronic device will be returned to the parent and the student will not be allowed to have the electronic device on campus for thirty (days). If a student’s electronic device is confiscated for the 3rd violation of the electronic devices policy, the electronic device will be returned to the parent and the student will not be allowed to have electronic devices on the campus for the remainder of the school year. If a student’s electronic device is confiscated for a 4th time, the electronic device will be held by administration for the remainder of the school year and the student will face a one day suspension. Subsequent violations will result in progressive discipline measures up and including expulsion recommendation.

Middle School Students

NOTE: All Middle School students must surrender cell phones and all electronic devices during Morning Meeting. Failure to do so will result in actions according to the above listed policy.

NOTE: If Middle School students arrive after call to order, students must report to the main office and turn in electronic devices.

Note: When entering the building please stop at the reception desk to obtain a visitors pass. Please do not disturb teachers during class time. You must schedule an appointment if you need to meet with a teacher. To observe or volunteer in a classroom, please contact the school administration.

XIII. EMERGENCY PROCEDURES

Emergency procedures established for fire, tornado, and emergencies shall be posted in each classroom. In addition, each campus will hold a lock-down drill. All staff is required to be familiar with these procedures and give necessary directions to students. Parents are requested to re-enforce these rules.

Fire Drills

- Absolute silence must be maintained from the beginning until the signal is sounded to return to the building
- Everyone must leave the building

Tornadoes

- In the event of a tornado, students will not be released from school unless a parent or designated person picks them up
- Proceed immediately to the pre-designated tornado shelter areas
- Remain until an all-clear signal is given

Lock-Downs

- Follow directions of supervisory adults

XIV. TRANSPORTATION POLICY

Students will receive written notifications and suspensions of busing privileges for violating the RWA Transportation Policy (violations are listed on following page). **1st Violation:** Parents/guardians receive written notice and student given one day suspension of busing privileges; **2nd Violation:** Parents/guardians receives written notice and student given one week suspension of busing privileges; **3rd Violation:** Parents/guardians receives written notice and student busing privileges terminated for the remainder of the school year.

NOTE: **Bus suspensions are not excused absences.** It will be the responsibility of parents/guardians to provide transportation to and from the school.

VII. EXPULSION POLICY

A student may be expelled from Winans Academy. Expulsion is used in severe cases and for repeated violation of school policy. Expulsion will be for at least one semester, but can be permanent. Winans Academy will comply with all state and federal laws applicable to public schools, concerning suspension and expulsion. All rights of appeal by parents/guardian must be made to the Board of Directors. Any student receiving 3 suspensions will be referred to the Office of the Superintendent for an expulsion hearing. The Superintendent will refer students to the Board of Directors for expulsion. Expelled students cannot come onto any RWA campus. Students expelled from RWA cannot participate in or attend any school activities during or after school.

Following are grounds for immediate expulsion:

- possession of weapons
- threats to person or property
- possession, use, or distribution of an illegal substance
- participation in or inciting physical violence toward others
- participation in racial, religious, or sexual harassment
- possession of gang-related paraphernalia
- defacing, destroying or theft of property
- arson
- violation of RWA Plan of Action
- verbal abuse/profanity

VIII. WEAPONS POLICY

RWA prohibits the possession and/or use of any weapons. Students may be suspended or expelled from the district if caught with weapons or if weapons are confiscated through locker or personal property search. Student also may be suspended or expelled from the district if any object is used as a weapon on students and/or staff members.

IX. SEARCH POLICY

In order to maintain a safe school environment RWA reserves the right to conduct random locker searches. RWA also reserves the right to search personal property on school grounds for reasonable cause.

X. RWA ANTI-BULLYING POLICY

RWA prohibits acts of bullying, (to include cyber bullying) and has adopted an anti-bullying policy. RWA has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of administrators, faculty, staff and volunteers to provide examples for student behavior. The bullying policy is posted on Winans Academy website or can be reviewed in the main office.

XI. ELECTRONIC COMMUNITIES

Students cannot represent RWA in a disparaging way within electronic communities such as Facebook, Twitter, TikTok, Instagram, Kik, SnapChat, etc. Items such as school logo, uniform crest or pictures taken on campus or related school events must receive prior approval by administration in order to be posted within electronic communities or on the internet. Failure to adhere to this policy may result in immediate suspension.

XII. ELECTRONIC DEVICES

No electronic communication devices can be used on school premises during normal school hours. Additionally, students may not wear cell phones or cell phone/pager clips. Office phones are available for student use during school hours.

GOAL #3: Establish a partnership with the corporate community to promote positive reinforcement and support to the staff, students and parents.

- Provide mentors and tutors
- Provide incentives for high GPA attendance and positive behaviors
- Create scholarships for students
- Provide partners to share their expertise in the classroom
- Special activities/programs
- Provide parenting workshops

STUDENT RESPONSIBILITY EXPECTATIONS

Each student of Winans Academy of Performing Arts are expected to:

1. Respect the inherent human dignity and worth of every other individual (no verbal abuse or name-calling will be permitted).
2. Study diligently and maintain the best possible level of academic achievement.
3. Be punctual.
4. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
5. Dress in school uniform.
6. Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities (any acts of vandalism will not be tolerated and replacement costs of damages inflicted will be at the responsibility of the student/parent/guardian).
7. Refrain from chewing gum.
8. Have necessary school supplies and books every day.
9. Complete all assignments and return all assigned work.
10. Follow all safety rules:
 - Walk on sidewalks, paved areas and cross streets only at corners or at cross walk.
 - Refrain from throwing snow or ice.
11. Adhere to the rules and regulations of Winans Academy.
12. Refrain from fighting.

IV. PARENT RESPONSIBILITY EXPECTATIONS

Parents of students of Winans Academy of Performing Arts are expected to:

1. See that your child maintains regular school attendance.
2. Help your child develop good study habits by designating a time and a quiet location for daily study.
3. Monitor what your child wears and brings to school.
4. Support all school efforts to correct your child's undesirable behavior by allowing your child to experience the consequences of such behavior.
5. Attend parent-teacher conferences; parent in-service sessions and school activities.
6. Call the school when your child will be absent.
7. Adhere to W.A.P.A. Student/Parent Handbook.

8. Have Parent/Guardian ID.
9. Any damage caused by vandalism or misuse of school property and/or grounds will result in the parent of the student incurring the cost of the damaged property.
10. Encourage your child to be the best that he/she can be.
11. All parents should dress appropriately when visiting the school.
12. Gentlemen are required to remove hats when entering the building.
13. Refrain from the use of profanity while on school grounds.
14. All parents must maintain a cooperative and supportive attitude towards teachers and administration.
15. All parents must refrain from using cell phones in classrooms.

V. PARENT/TEACHER ORGANIZATION

In an effort to aid in communication, we encourage parents/guardians to become active members in the RWA Parent/Teacher Organization. The purpose of such an organization is to enhance relationships between parents/guardians and teachers. We desire for parents to play an active part in RWA. Please contact the school's main office to offer your assistance and for the PTO meeting schedule.

VI. PARENT INVOLVEMENT POLICY

Parents are encouraged and expected to be actively involved in the RWA school community and the PTO by volunteering in school activities and participating in parent training. Each parent is expected to volunteer no less than 40 hours per school year (on average 4 hours a month). Parents may choose to donate \$10.00 a month in lieu of the 4 hours of volunteer time. The \$10.00 donation will go towards Winans Academy's newly established Endowment Fund. Parents may volunteer by chaperoning, aiding in the lunchroom, fundraising, workshops, and assisting in the classroom. Parents are encouraged to assist in the classroom in a positive manner to support their student in having a positive attitude towards his/her learning.

Parent trainings will be scheduled throughout the school year. Winans Academy will set aside 1% of funds from Title I to support parent involvement.

VII. PARENT/TEACHER CONFERENCES

A mandatory Parent/Teacher conference will be held in conjunction with each card marking. Progress reports will be distributed during the conference and all parents/guardians will be scheduled to confer with teachers during this time. Parent/Teacher conferences will be conducted from 11:15 a.m. until 2:00 p.m. or 3:45 p.m. until 6:30 p.m. as scheduled.

Parent/guardians who do not attend Parent/Teacher conferences but need to check on their child's progress must call to schedule an appointment to meet with teachers. Parents may not interrupt class time in attempt to meet with teachers.

V. SUSPENSION POLICY

A student may be suspended for a specific, short period of time. The authority to suspend is reserved for the Superintendent, Principal, Assistant Principal, or Dean of Students. The student will make up all class work and tests missed. All parents/guardians will be notified in the event of a suspension. Two suspensions in the same school year will result in a Plan of Action being written. Violation of the Plan of Action will result in the student being referred to the Office of the Superintendent for an expulsion hearing. During suspension, suspended students cannot come onto any RWA campus. Students suspended from RWA cannot participate in or attend any school activities during or after school. Students that receive a suspension for behavioral reasons will not be able to participate in athletics (including practice) or performing arts competitions.

VI. IMMEDIATE SUSPENSION POLICY

The following violations may result in immediate suspension:

- defacing or destroying school, staff or student property
- theft of school, staff or student property
- leaving school grounds without administrative approval
- fighting
- possession of weapons or anything used as a weapon
- verbal or physical assault on students or staff
- threats to person or property
- possession or distribution of drugs
- profanity
- blatant insubordination

III. CHEATING POLICY

The following behaviors constitute cheating at Winans Academy and will result in the appropriate discipline being taken.

TESTING

- Any talking or whispering among students, giving messages – verbal or non-verbal
- intentionally exposing a test in such a way that answers can be seen or taken from an exposed test paper
- Having anything on top of the desk except the test paper and writing instruments, unless the teacher grants permission
- Using inappropriate materials during a test, i.e., information on the floor, skin, clothing, shoes or any other notes
- Receiving or sending electronic messages during tests or quizzes

PROJECTS

- Doing another students work and/or having someone else do your work
- Making up or inventing information
- Presenting any work to the teacher implying that it is your work when it is not
- Plagiarism
- Receiving electronic messages

HOMEWORK

- Plagiarism
- Presenting any work as if it is your own when it is not
- Copying someone else's homework assignment or doing someone else's homework for them
- Parents completing student's assignments

Whenever a student is guilty of cheating, the teacher shall collect the student's work, mark a zero for the work, and notify the parent and office of the action taken

Cheating may result in a suspension from school. Any student having received three suspensions will be referred to the Winans Academy Board of Directors for expulsion.

IV. PUBLIC DISPLAYS OF AFFECTION (PDA)

Any public displays of affection while on school premises and at any school sponsored activities that fall in line with one of the following categories is prohibited:

- Kissing
- Inappropriate hugging or touching (to be determined by administration)
- Fondling
- Sitting on another student's lap

Violation of RWA's PDA Rule will result in disciplinary action deemed appropriate by RWA Administration.

Our goal is to keep parents informed of their child's progress throughout the school year. There should never be a case when a parent is surprised about their child's progress in school. We will launch the Parent Portal of PowerSchool our student information management system so parents can use their email address to track their student progress weekly.

VIII. ADMISSION POLICY

Winans Academy of Performing Arts is open to the general public for the admission of students who are residents of the State of Michigan and have an expressed interest in and commitment to the school's curriculum and methods of teaching.

The availability of applications for admission to specific grade levels will be made public for a minimum of two weeks per school year. Notification of application and enrollment dates will be advertised.

If more applications are received than openings are available in the various grade levels being offered each semester, applications will be randomly selected for evaluation and admission (subject to limited exceptions discussed below). No student will be discriminated against on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, religion, creed, race, sex, color, national origin, and/or other basis that would be illegal if used by a school district. However, each selected applicant and the applicant's parents or guardians may be interviewed by the school's admission committee to assess interest and commitment toward the school's curriculum and policies. Both the student and the parent/guardian will be required to sign the Acknowledgement Statement contained in this handbook to abide by school policies; this statement will be kept in student's file. ***An absence of a signature on an acknowledgement form for the student handbook does not constitute an absence of understanding.*** All State and Federal law applicable to public schools concerning church-state and civil rights issues will be complied with.

There will be two limited deviations from a purely random student selection process:

1. Once the initial student body is selected, priority will be given to siblings to keep the family unit intact as well as to minimize the logistical transportation problem associated with having multiple children attending different schools.
2. Once a student has been enrolled at the academy, he/she will be permitted to enroll in succeeding school years as long as the appropriate grade levels are offered at the academy. (Current students must comply with all requirements during open enrollment period).

If openings remain after the official enrollment period, students will be admitted on a first-come, first-serve basis throughout the school year. If openings do not exist for the desired grade levels after the official enrollment period, applicants will be placed on a waiting list. The waiting list is effective only during the school year in which the list was created and does not carry over to the next school year. When openings occur, students will be taken and placed from the waiting list on a first-come, first-serve basis.

The Academy does not charge tuition.

The school does not have current plans to participate in a foreign exchange program. If the school does elect to participate in the future, it may enroll foreign exchange students who are not United States citizens.

Winans Academy of Performing Arts will be happy to accept your child for enrollment on a 30-day probationary period of time, pending the receipt of records from his/her previous school confirming the following:

- The student has successfully completed work required to be admitted to the grade level for which application is being made (a final report card is due upon acceptance of a seat at RWA)
- The student was not expelled nor has an expulsion pending.

IX. GOOD-FAITH POLICY

Acting in good faith, Winans Academy of Performing Arts will accept students from other schools based on information given during parent and student meeting with the Academy's administration. However, if this information turns out to be false or misleading, the student will forfeit their seat.

Any student who has been expelled for violations of state laws or school policies from another public or private school will not be accepted for enrollment.

X. COMMUNICATION

An integral part of Winans Academy of Performing Arts is our commitment to communication. We will endeavor to keep an open line of communication with all parents/guardians. From time to time we will send a newsletter home to keep everyone informed of what is happening at the school.

We will also communicate through parent/teacher conferences, interim reports, weekly notes, teacher contact, emails, communication logs, etc.

According to the Family Educational rights and Privacy Act of 1974, parents may request access to the file of their child. If desired, please call the school office to set up an appointment with the counselor to review the academic file of your child.

If a particular matter raises a question or you have a suggestion, you are asked to first schedule an appointment and consult directly with the teacher involved.

XI. ATTENDANCE POLICY

Your child/children are expected to be in attendance everyday of the school year. Occasional absences constitute a handicap in the student's progress; therefore your cooperation in keeping your child/children absences at a minimal is essential. Absences and tardy times will be calculated for every class.

Dance Uniform

All dance students must wear the following:

Young Ladies

- ⇒ Black leotards
- ⇒ Dance Skirts
- ⇒ Black Tights

Young Men

- ⇒ Black Sweat Pants
- ⇒ Black T-Shirts

- Students must appear in clean uniform every day. The Dress Code must be adhered to while on school grounds.
- New students who enroll after school year has started will be given one week before the dress code rules apply.
- Parents of students not in uniform will be contacted and student will be sent home.
- Students must wear uniform for all school functions, which include outings, field trips, and special assemblies unless otherwise notified by school administration.

The following is not permitted and will be considered a violation of the dress code:

1. Jeans or denims
2. Sandals/ Gym shoes
3. Hats (inside school building), headbands, doo-rags, wave caps, or any head gear
4. "Excessive" make up or jewelry (no eye shadow) (no make up for elementary students) for female students
5. "Excessive" hair extensions or hair color for female students
6. Female students may not wear visible body piercing other than earrings, (i.e., no nose rings, tongue rings, etc.)
7. Male students may not wear earrings or other visible body piercing.
8. Sagging of pants, shirts un-tucked and ties not tied are dress code violations.

Please note that "Excessive" will be determined by school administration.

The following policy will apply for violation of the dress code:

- | | | |
|-------------------------|---|--|
| 1 st offense | - | Parent will be notified and warning letter sent home. |
| 2 nd offense | - | Parent will be notified and asked to correct violation or pick up student. |
| 3 rd offense | - | Student will receive a one-day suspension. |

After a student has received three suspensions, they will be referred to the Winans Academy Board of Directors for expulsion.

II. DRESS CODE POLICY

Students must report to school with proper uniform every day. The dress code policy will be strictly enforced. All parents and students should take this into consideration prior to enrolling at RWA. Please note the proper uniform for students:

K-8 Girls

Navy Blue Skirt

Navy Blue Logo Polo

Navy Blue Sweater (optional)

Note: sweaters other than navy are not allowed

Navy Blue or White Tights or Socks

Black School Shoes {no gym shoes, open toe shoes or mules (slip ons)} (gym shoes are allowed for gym only)

K-8 Boys

Navy Blue Slacks (with black belt)

Navy Blue Logo Polo

Navy Blue Sweater (optional)

Note: sweaters other than navy are not allowed

Black socks

Black School Shoes (gym shoes are allowed for gym only)

Gym Uniform (All Grades)

RWA T-shirt

RWA shorts

Gym socks

Gym shoes

If your child(ren) are unable to attend school on a given day, we require parent/guardian to notify the school's main office by 7:30 a.m. and a written excuse should be submitted the Main Office upon the student's return to school.

Absence Due To Illness

When a child is out of school for longer than three (3) days due to illness, a doctor's note along with a parental note must be submitted to the main office upon the student's return. Parents may and are encouraged to request any work missed by student. Text and workbook material can be adequately assigned. Worksheets that are reproduced are not always available in advance. In these cases, students will be given sufficient time to complete these assignments. Faculty members will give the student whatever extra tutorial help is necessary to return the student back to the level of the rest of the class.

Student Illness/Leaving Campus

1. Students who become ill must obtain permission from the office to be excused from class.
2. Permission to leave the school campus must be granted from the main office.
3. Ill students shall only be released to the custody of parent/guardian or designated alternate per parent/guardian's authorization.

Absence Due to Vacation

Parents/guardians are requested not to request early vacation dismissal, late return, or additional vacation time during the school year. Absence due to vacation will be deemed unexcused and missed work, quizzes, nor exams will be made up. Please do not plan a vacation during school time. Please schedule vacations during school breaks.

Excused absence - Is an absence as a result of sickness, accident or scheduled medical appointment. Upon return student must have a note from parent or doctor. **All notes should be submitted to the office immediately upon students' return.**

If a student has a medical condition he/she must have documentation on file from a physician attesting to his/her condition (the physician documentation must be updated on a yearly basis). The school administration will review the student's record regarding excessive absences because of the student's medical condition.

Students Picked Up Early

In an effort to eliminate the loss of our students' educational time, it is requested that if a student must leave early or be picked up early a parent should provide documentation to support the following reasons:

**Medical Appointment
Family Emergency**

RWA DISCIPLINE FLOWCHART

Note: There will be no early pick-ups in the last **twenty** minutes of school. Exceptions will only apply if the reason is related to one of the above. If a pattern persists, parents will be notified to meet with the school administration. Documentation must be presented to the main office.

Maximum absences

The following policy will apply regarding absences:

- 3 Absences Student(s) & Parent(s)/Guardian(s) will be placed in our Truancy Early Earning Indicator System (TEWIS) and sign a commitment letter to answering a daily phone call or responding to a daily text confirming student(s) attendance.
- 6 Absences Parent(s)/Guardian(s) will be required to attend a Mandatory Attendance Meeting with the Attendance/Tardy Committee and Community Partner Organization to address any obstacles causing attendance issues and jointly develop a Plan of Action and receive information from the Erase Truancy Program (District Attorney’s Office and the Department of Human Services).
- 15 Absences Parent(s)/Guardian(s) will be referred to the Erase Truancy Program and the Department of Human Services (if applies).
- 25 Absences Student(s) may be considered for possible retention, required to attend Summer School or referred to the Winans Academy Board of Directors for possible expulsion.

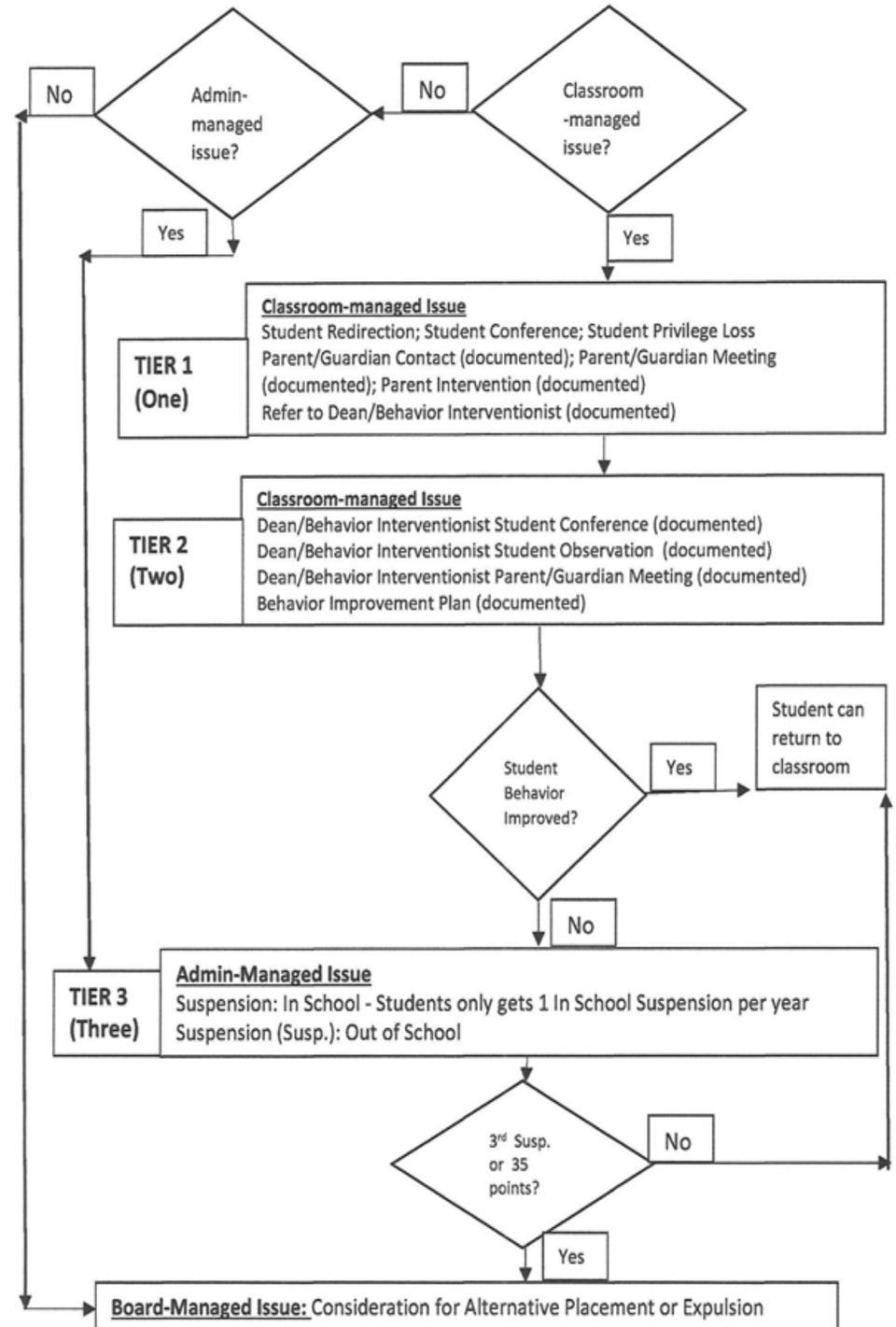
Please note the following regarding absenteeism:

- All missed assignments must be made up and turned in within the exact number of excused absent days upon the student’s return to school. (3 excused days/3days to complete the assignment, etc.) Students who have an unexcused absence may have the grade earned for makeup work reduced by 10%. Make up work submitted late will lose and additional 10% per day.
- Any tests or exams missed during the absentee period will be made up on the day that the student returns to school
- All requests for missed assignments must be submitted in writing

***Attendance/Tardy Committee** – the Attendance/Tardy Committee is a committee authorized by the Winans Academy Board of Directors; this committee is authorized by the board to meet with parents of students who violate the attendance or tardy policy. The committee will hear all cases and administer board authorized plans of actions; the committee will also refer students who violate such plans to the Winans Academy Board of Directors for expulsion.

XII. TARDY POLICY

Tardiness interferes with a student’s progress and inconveniences the teacher as well as the rest of the class. Arrival after the scheduled time for the opening of class constitutes “late”. Upon entering the building, students that are tardy must obtain a “late pass” from the lobby. Student must give late pass to first hour teacher to enter class. Please be advised three (3) tardies equals one (1) absences. Therefore, excessive tardies can lead to the same administrative response as excessive absences. A tardy is defined as either late to school or early dismissal from school.



RWA Behavior Early Warning Indicator System (B.E.W.I.S.)

The purpose of the Behavior Early Warning Indicator System (B.E.W.I.S.) is to keep students, parents, teachers, staff, and administration informed of students' behavior status as a way of encouraging and maintaining positive and appropriate behavior throughout the Winans Academy of Performing Arts (RWA) campuses, buses and off site events. Additionally, B.E.W.I.S. serves as an accountability tool for both the students and the school. For the students, it will serve as an early warning indicator to improve behavior before more serious consequences are assigned. For the school, it will serve as an early warning indicator to intervene with the proper support to prevent continued accumulation of infractions and progression to more serious disciplinary actions up to and including expulsion.

B.E.W.I.S. Operation

- #1. Administrator enters infraction disposition into Student Information Management System behavior component.
- #2. Administrator enters the Number of Accumulated Infractions (major or minor infraction) into the system.
- #3. Administrator places the Number of Accumulated Infractions (major or minor infraction) on the RWA School Referral and Consequences Form and provides the student, the student's parent(s), and the Main office with copies.
- #4. Administrator will initiate a Behavior Improvement Plan (BIP) meeting with student, parent(s), and administration for a student when a student reaches two (2) Major infractions or six (6) Minor infractions. The meeting will identify any support, assistance and counseling programs the student will be required to complete.
- #5. After the Behavior Improvement Plan meeting, the student will be required to have a Daily Behavior Form completed by the student's teachers.
- #6. The student must turn in the completed Daily Behavior Form to the Dean of Students. Dean of Students' will share Daily Behavior Form information with BIP students' parents weekly.
- #7. Administration will initiate the expulsion process for students who accumulate four (4) Major infractions or twelve (12) Minor infractions within a school year.

NOTE #1: One (1) Major infraction and two (2) Minor infractions will be removed from a student's accumulated infraction total every thirty (30) days without any disciplinary incidents.

NOTE #2: Students on Behavior Improvement Plans will have the plan discontinued if the student drops below two (2) Major infractions and twelve (12) Minor infractions.

Minor (Classroom-Managed) [Points scale = 1-5]

- Refuses Directive ●Inappropriate Noises/Comments ●Disruption of the Educational Process ● Does Not Stay in Assigned Seat ●Temper Tantrums/Emotional Meltdown ●Horseplay ●Swearing/Inappropriate Language ●Failure to Report to Assigned Room ●Forged Note/Pass ●Minor Destruction of Property ●Verbal Threats ●Leaves Class without Permission ● Consistent Disruptive Behavior in Non-Classroom Areas ●Throwing Objects in Class ●Inappropriate physical contact

Major (Admin-Managed) [Points scale = 10-35]

- Fighting: Response to physical aggression
- Fighting: Physical violence without injury
- Fighting: Physical violence with minor injury
- Fighting: Physical violence with major injury
- Truancy ●Possession/use of/intent to use a Weapon or facsimile ●Possession/use of Prohibited Substance: drugs or alcohol ●Arson or possession/use of fire-starters & explosives ●Bullying with Physical Aggression ●Major Destruction of Property (Vandalism) ●Sexual Misconduct ●Indecent Behavior ●Offensive language: Racial, Ethnic, Religious, or Sexual Orientation ●Physical Aggression Towards Staff ●Continued Disruptive Behavior ●Defiance/Disrespect Towards Staff, Insubordination ●Verbal Bullying/Threats ●Stealing ●False Fire Alarm ●Prohibited Cellular Phone Use ●Gambling

Expellable Infractions (Board-Managed)

- Violations of MDE Identified Infractions Requiring Expulsion ●Violations of local, state and/or federal law

Excused tardy A tardy as a result of sickness, accident or a scheduled medical appointment. Student must have a note from parent or doctor.

If a student has a medical condition he/she must have documentation on file from a physician attesting to his/her condition (the documentation must be updated on a yearly basis). The school administrator will review the student's record regarding excessive tardiness because of the student's medical condition.

The following policy will apply regarding tardiness:

9 Tardies Student(s) & Parent(s)/Guardian(s) will be placed in our Truancy Early Earning Indicator System (TEWIS) and sign a commitment letter to answering a daily phone call or responding to a daily text confirming student(s) attendance.

18 Tardies Parent(s)/Guardian(s) will be required to attend a Mandatory Attendance Meeting with the Attendance/Tardy Committee and Community Partner Organization to address any obstacles causing attendance issues and jointly develop a Plan of Action and receive information from the Erase Truancy Program (District Attorney's Office and the Department of Human Services).

45 Tardies Parent(s)/Guardian(s) will be referred to the Erase Truancy Program and the Department of Human Services (if applies).
75 Tardies Student(s) may be considered for possible retention, required to attend Summer School or referred to the Winans Academy Board of Directors for possible expulsion.

XIII. ACCIDENT & IMMUNIZATION POLICY

To provide for the care of your child/children should they have an accident, the RWA staff will utilize the following policy:

1. Take care of the child's immediate need first.
2. Check child's emergency card on file in the office for any health or other problems.
3. Report any serious injury to the parent/guardian or emergency contact person.
4. Complete an incident/accident report (to be kept on file).

Please note the following:

- If a child must go home, parent/guardian or emergency contact person must provide transportation
- If a child needs emergency care, a RWA staff member will accompany the child in the ambulance to the hospital. In cases of extreme emergency a staff member will transport the child to the hospital and await the arrival of the parent/guardian

By law, evidence is required that a school age student has received necessary immunizations. The school office must have a record of any disability of a student such as epilepsy, seizures, diabetes, allergies, etc. Any student who has contracted a communicable disease such as chicken pox, measles, mumps, lice, etc. must report to the office with a parent and/or medical note prior to returning to their classroom.

EMERGENCY SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, the school may be closed or the starting time delayed. Please note that the process used to determine school closings is up to the administration.

An announcement will be put on local television and radio stations as soon as possible designating that the school will be closed. If no report is given, school will be in session.

V. NON-DISCRIMINATION POLICY

The Winans Academy of Performing Arts reserves the right to make changes to regulations and school offerings as circumstances may require. To implement any rules necessary to maintain a positive educational environment.

This booklet is presented as a statement of institutional programming and potential offerings. This document is not to be considered a contract between Rutherford Winans Academy and students.

VI. STUDENT DROP OFF/PICK-UP & LATE STUDENT PICK-UP POLICY Dominican Campus (K-8)

Student pick up and drop off is allowed on McKinney, Courville, Whittier, and at the Modular Building (Mods). Students will be permitted to enter the building at 7:10 a.m. The traffic around the Dominican Campus should flow in one direction. One direction traffic during drop off will help to reduce congestion as well as keep our students safe.

⇒ Students arriving to school **before 7:35 a.m. or for breakfast (7:10 a.m. - 7:35 a.m.)** must be dropped off at the McKinney entrance (near the cafeteria)

⇒ Students dropped off **after 7:35 a.m.** must be dropped off at the designated locations listed below:

K - 2nd - at Modular (Mods) entering from King Richard into the staff parking lot

3rd - 5th - at Courville (near cafeteria)

6th - 8th - at McKinney (enter building through Cafeteria door on McKinney)

If students arrive after classes have begun (after 8:00 a.m.) student must use the main entrance which is located on McKinney. The school day for K-8 students begins at **8:00 a.m.** and ends at **3:30 p.m.** Students will be marked tardy if they are not in class by 8:05 a.m.

At dismissal, K-2 students are to be picked up by parents/guardians from the Mods. 3rd—5th grades will be escorted to the Cafeteria Entrance/Exit on McKinney and picked up by parents/guardians. If students are picked up by a sibling, that sibling must be at least 16 years old. Students with written, parental authorization to walk will be released at that time.

Middle School students will be escorted down the front stairway and exit via the Main Entrance/Exit on McKinney. Students with written, parental authorization to walk will be released at that time. To ensure the safety and wellbeing of all our students, school doors will not open the last 15 minutes of the day.

K-8 Late Pick-Up

Please note the following policy regarding late pick-up of students:

K-8 students not picked up by 3:45 p.m. will be relocated to the Main Entrance/Exit and wait outside until picked up. Late pick-up students will receive a written warning. Parents of any student who accumulates a total of five (5) late pick ups will received a certified letter informing them that at ten (ten) late pick ups the student(s) will be transported to the local police precinct per Child Protective Services Mandatory Reporting Requirements.

RWA BEHAVIOR INFRACTIONS SCALE

Minor Infractions (Classroom-managed) Point Scale 1-5	1 Point	2-3 Points	4-5 Points
	Does Not Stay in Assigned Seat Failure to Report to Assigned Room Failure to wear mask consistently Failure to stay in assigned seat Failure to maintain CDC recommended social distancing	Cheating/Plagiarism Temper Tantrums/Emotional Melt down Horseplay Swearing/Inappropriate Language	Refuses Directive Inappropriate Noises/Comments Disruption of the Educational Process Forged Note/Pass Minor Destruction of Property Verbal Threats Leaves Class without Permission Consistent Disruptive Behavior in Non-Classroom Areas Throwing Objects in Class Inappropriate Physical Contact
Major Infractions (Admin-managed) Point Scale 20-35	10-20 Points	21-30 Points	31-35 Points
	Fighting: Response to physical aggression Fighting: Physical violence without injury Public Displays of Affection Gambling Unapproved Social Posts Inappropriate Use of Technology/Electronics Devices Stealing False Fire Alarm Prohibited Cellular Phone Use	Fighting: Physical violence with minor injury Truancy Fighting: Physical violence with minor injury Possession/use of/Intent to use a Weapon or Facsimile Possession/use of Prohibited Substance: drugs or alcohol Major Destruction of Property (Vandalism) Leaves School Grounds Without Permission Continued Disruptive Behavior; Continued Defiance of Authority Defiance/Disrespect Towards Staff; Insubordination	Fighting: Physical violence with major injury Arson or Possession/use of Fire-starters and/or Explosives Assault/Physical Aggression Towards Staff or Students Bullying with Physical Aggression Sexual Misconduct Indecent Behavior Offensive language: Racial, Ethnic, Religious, or Sexual Orientation Verbal Bullying/Threats
Expellable Infractions (Board-managed) Point Scale 35 or more			Violations of MDE Identified Infractions Requiring Expulsion Violations of local, state and/or federal law

RWA Behavior Point System with Infractions Scale

ACADEMIC SECTION

I. GRADING SYSTEM

Minor (Classroom-Managed) [Points scale = 1-5]

- Refuses Directive ●Inappropriate Noises/Comments ●Disruption of the Educational Process ● Does Not Stay in Assigned Seat ●Temper Tantrums/Emotional Meltdown ●Horseplay ●Swearing/Inappropriate Language ●Failure to Report to Assigned Room ●Forged Note/Pass ●Minor Destruction of Property ●Verbal Threats ●Leaves Class without Permission ● Consistent Disruptive Behavior in Non-Classroom Areas ●Throwing Objects in Class ●Inappropriate physical contact

HEALTH AND SAFETY EXPECTATIONS

- All students must wear a mask at all times during instruction except while eating
- All students must remain in their assigned seats during instruction
- All students must adhere to CDC recommended social distancing guidelines
- All students will have their temperatures checked before entering the building and throughout the day

Major (Admin-Managed) [Points scale = 10-35]

- Fighting:** Response to physical aggression
- Fighting:** Physical violence without injury
- Fighting:** Physical violence with minor injury
- **Fighting:** Physical violence with major injury
- Truancy
- Possession/use of/intent to use a Weapon or facsimile
- Possession/use of Prohibited Substance: drugs or alcohol ●Arson or possession/use of fire-starters & explosives ●Bullying with Physical Aggression ●Major Destruction of Property (Vandalism) ●Sexual Misconduct ●Indecent Behavior ●Offensive language: Racial, Ethnic, Religious, or Sexual Orientation ●Physical Aggression Towards Staff
- Continued Disruptive Behavior ●Defiance/Disrespect Towards Staff; Insubordination ●Verbal Bullying/Threats ●Stealing ●False Fire Alarm
- Prohibited Cellular Phone Use ●Gambling

Expellable Infractions (Board-Managed)

- Violations of MDE Identified Infractions Requiring Expulsion
- Violations of local, state and/or federal law

The grading system for K-2 will contain the following EM (Exceeds Mastery, M (Mastery), P (Progressing), LM (Limited Mastery) and NI (Needs Improvement).

The following grading system will be used at Winans Academy for the 3rd-8th Grades:
A = Exceeds Mastery. Student demonstrates the ability to use the concept with skill and understanding

B = Mastery. Student is gaining understanding of the concept with minimal problems

C = Progressing. Student needs additional help to grasp the concept

D = Limited Mastery. Student does not demonstrate total mastery of the concept

F = Needs Improvement. Student has failed to master concept. Failure due to not meeting academic requirements

I = Incomplete. Student did not complete assigned coursework

K-8 Grading System

Standard Based Mastery/Letter

EM = Exceeds Mastery	A = 100 - 94 A- = 93 - 90	3.5 - 4.0
M = Mastery	B+ = 89 - 88 B = 87 - 84 B- = 83 - 80	2.7 - 3.4
E = Emerging	C+ = 79 - 78 C = 77 - 74 C- = 73 - 70	1.7 - 2.6
L = Limited Mastery	D+ = 69 - 68 D = 67 - 64 D- = 63 - 60	0.7 - 1.6
NI = Needs Improvement	F = 49 - 0	0.1 - 0.6
I = Incomplete	I = 0.00	0.0 - Incomplete

Assignment Weighting

Grade/

<u>Weighting</u>	<u>Category</u>
25%	Tests, Midterms, Final Exams
20%	Quizzes, Projects
35%	Classwork (Individual)
10%	Essays, Group Projects
10%	Homework

Percentage Equivalency

II. REPORT CARDS/INTERIM REPORTS

Report cards are issued four (4) times a year at the end of each quarter. The card-marking period is approximately 10 weeks in duration. Report cards will not be mailed out.

As interim report indicating any difficulty a student is experiencing will be sent home at approximately the mid-term point of each quarter. A phone call from the teacher is also an acceptable means of communicating to parents any student who is having difficulty. A parent/teacher or administration conference to discuss the academic progress and solution will be called in the event a student shows deficiency in any subject that may result in the failure of that subject or grade.

III. STANDARDIZED TESTING

Standardized tests are scheduled during the school year. The M-Step is given to 3rd, 4th, 5th, 7th, and 8th grade students. In addition, a second standardized test is given to all students. Both standardized and teacher written tests are used to assess a student's needs and evaluate each student's progress throughout the year.

IV. CURRICULUM AND TEXTBOOK POLICY

The RWA curriculum is reviewed and updated yearly by the curriculum coordinator, principal and a curriculum team. Following the Michigan Curriculum Framework and Benchmarks, students at RWA are assured to receive a quality and state of the art educational experience.

The teacher will distribute all textbooks and consumable books. Each book is of top or usable quality when they are distributed. Each book will automatically depreciate at a rate of 20% per year based on normal wear. Based on the normal rate of depreciation: no fee will be assessed. The fee will reflect a percentage of use based on the book's original value.

Books shall be assessed as follows:

5/New	-	100% of the book's value for replacement
4/Very good	-	1 year 80%
3/Good	-	2 years 60%
2/Fair	-	3 years 40%
1/Poor	-	4 years 20%
0	-	Book is no longer usable

Books will be rated 0 under the following conditions:

- Pages torn out, cover torn off, or answers written in the book

Parents/guardians must replace books distributed in usage condition and then damaged to the degree in which it is no longer usable. The replacement cost shall be determined by the value of the book at the date of issue. Any books marked with crayon, pen, pencil, marker, etc. will be subject to a fine. The fine shall not exceed \$1.00 per page nor "beginning of the year" value of the book.

Students selected to play on a team or participate in a performing arts club, must pay an athletic and /or performing arts club fee.

Any student who violates the rules and regulations set forth by the Student-Athletic handbook or the Rutherford Winans Academy Parent/Student Handbook, and is currently on an interscholastic squad, will not be allowed to participate in any school practice and/or competition until further notice from the Athletic Director and Administration.

Athletic Appeals Process

Each student-athlete shall have the right to an appeal and hearing of a decision made by the coaching and administrative staff. It is preferable that problems be solved by the persons involved in the appeal (Winans' Administration, Solid Rock Management, etc.), and that whomever is handling the situation not be asked to rule on such problems until all efforts by the parties involved have been exhausted.

Student Athlete Grading Policy

Any student athlete, who fails to maintain a **2.5 grade point average** on their quarterly report card during their interscholastic sport, will not be allowed to participate in any team practices, scrimmages and games.

STUDENT CODE OF CONDUCT SECTION

I. DISCIPLINE POLICIES

Philosophy

Per passage of the Michigan Legislature's Restorative Justice Law (House Bill 5619) in 2016, Winans will be intentional and deliberate in implementing restorative justice practices as an alternative to suspending students. We understand students are still developing physically, emotionally, and intellectually. We believe that self-discipline is a very important character trait in young people for today's society and self-discipline is a learned behavior. To learn self-discipline, we will support our students in meeting consistent and clearly communicated expectations in an environment where everyone feels safe, valued, connected and respected. We believe that everything at Winans Academy is to be done decently and in order. Therefore, we are implementing a clear and concise policy as reflected in our new behavior point system and associated policies listed as follows.

Teachers or supervisory personnel shall speak with and/or discipline students should they feel it necessary in the classroom or on the school premises whenever conduct has a tendency to degrade Winans Academy. Employees shall use professional judgment in each situation.

Basic Discipline Procedures

Teachers will be responsible to establish his/her own discipline plan for their respective classrooms. The plan will be discussed with and approved by the administration prior to implementation. Each classroom plan should include 3-4 basic rules, rewards for keeping those rules, and consequences for violation of the rules. Each classroom plan will include a severe clause which states: "Any misconduct involving drugs, smoking, drinking, fighting, stealing, sexual misconduct, disrespect, bullying, or challenging authority will be referred directly to the office". An administrator will meet with the student to determine the appropriate action to be taken. Parents/guardians will be notified of any such incident and the action taken.

Health Sciences

- Careers related to the promotion of health as well as the treatment of injuries and disease.
- Examples of career titles in this pathway are physician, nurse and veterinarian.

Human Services

- Careers in child care, civil service, education, hospitality and the social services. Career titles in this pathway include counselor, teacher and religious leader (rabbi, priest, minister).

Natural Resources and Agriscience

- Careers related to natural resources, agriculture and the environment.
- Fish and game warden, marine biologist and farmer are career titles in this pathway.

X. STUDENT/FAMILY DEBT TO SCHOOL

Any student with any outstanding financial debt will not be allowed to participate in extra curricular activities, school clubs, field trips, etc. The student will not be issued textbooks (for textbook debt), report cards or transcripts until the total outstanding debt is settled. Any student with an extended outstanding debt will be referred to the Winans Academy Board of Directors for expulsion.

STUDENT ACTIVITIES SECTION

I. PERFORMING ARTS CLUBS

The Rutherford Winans Academy Clubs are held after school on Tuesdays and Thursdays from 3:30 pm until 4:45 pm. The performing arts clubs are extracurricular activities that serve to enhance skills. Participating in the clubs are based on auditions; therefore, club activities are a privilege. Students participating in performing arts clubs must maintain at least a 2.5 grade point average. In addition, students selected to participate in a club must pay a non-refundable Performing Arts fee of \$35.00. **If a student does not pay the club fee, the student will not be able to participate and perform in after school activities.**

II. STUDENT ATHLETICS

All students who are participating in an interscholastic athletic team that is representing the Winans Academy must complete the Student-Athletic Handbook prior to the first announced practice for that particular sport.

All Students participating in the RWA Athletics must maintain a **2.5 Grade Point Average** on each quarterly report card. In addition, each athlete is required to pay **\$50 athletic fee** for the entire year to participate in all athletics.

Any student who does not sign the Student-Athletic handbook and undergo a team physical, will not be allowed to participate in any school practice and/or competition until either or both the complete handbook and physical are given to the Athletic Director.

The following policy shall apply for non-returned books:

- The student must pay the “beginning of the year” value of the book.
- Student will not be issued any textbooks for the next year until fines have been satisfied for non-returned book(s).
- Student report cards and transcripts will not be released until fines have been satisfied for non-returned book(s). *Refer to the Student/Family Debt to School Policy*

V. EDUCATIONAL EXCURSION POLICY

Winans Academy considers educational excursions part of the educational process, enhancing the learning experience. Students are required to attend any educational excursions scheduled for their class, unless behavior and/or academic performance warrants otherwise. Notices and permission slips will be sent home with students and must be returned in order for the student to be permitted to attend the educational excursion. Any student who does not return a permission slip will not be allowed to attend the educational excursion; the student will still be expected to attend school. Dress code will be determined according to the nature of the educational excursion.

All students attending Winans Academy must utilize school approved transportation for educational excursions.

VI. SUMMER LEARNING ACADEMY

All students attending the Summer Learning Academy shall wear their school uniform. Any student who arrives to the Summer Learning Academy without wearing the school uniform will be sent home immediately.

K-2

Students in K-2 who have Limited Mastery (LM) in core subjects must attend the Summer Learning Academy. Should the student not meet expectations for academic progress for the Summer Learning Academy’s program due to grades, the result may be possible grade retention and/or automatic assignment to individualized, targeted and focused additional instruction for the upcoming school year to ensure academic progress.

Remediation (Grades 3-8)

Students receiving a “D” as a final grade in a core subject area must attend the Summer Learning Academy for remediation. Failure to attend the mandatory Summer Learning Academy will result in an administrative action.

Students receiving failing grades in 2 core subjects, must attend the Summer Learning Academy for remediation and must receive a passing grade of 80% to be promoted to the next grade level. Should the student not meet expectations for academic progress for the Summer Learning Academy’s program due to grades, the result may be possible grade retention and/or automatic assignment to individualized, targeted and focused additional instruction for the upcoming school year to ensure academic progress.

Retention (Grades 3-8)

If a student receives an “F” in 2 core subjects for all four card marking periods, they **must** attend the Summer Learning Academy for remediation and will be retained in their current grade for the upcoming school year. Should the student not meet expectations for academic progress for the Summer Learning Academy’s program due to grades, the result may be possible grade retention and/or automatic assignment to individualized, targeted and focused additional instruction for the upcoming school year to ensure academic progress.

VII. M-Step (grades 3-8)

Students who score a level 3 or 4 in core academics on the most current M-Step results must attend the M-Step camp. M-Step camp will provide students with M-Step-focused instruction in core academics to increase their proficiency on the upcoming M-Step. Failure to attend the M-Step camp and poor progress in the camp will result in the forfeiture of that child's seat.

**Students in grades 3, 4 or 5, who score a level 4 in core academics must attend the Summer Learning Academy. Failure to attend the Summer Learning Academy and not receive a passing grade of 80% will result in the forfeiture of that child's seat.

Dismissal from the Summer Learning Academy/M-Step Camp

- Disruptive Behavior
- Two or more absences (arriving 15 minutes after start of class constitutes an absence)
- Three or more tardies
- Three or more late pick ups

VIII. Winans Academy of Performing Arts Special Programs

Note: Performing Arts Clubs meet every Tuesday and Thursday. Please see Administration for other club meeting times.

IX. Michigan's Career Pathways

What is a Career Pathway?

Career Pathways are broad groupings of careers that share similar characteristics and

Academic Games (6 th - 8 th)	Parent Volunteers
After School Learning Programs	Performing Arts Clubs
Boys/Girls Basketball Team	Robotics Club
Cheerleading	Science Club
Entrepreneur Club/School Store (7 th)	Student Aides
Journalism (Newspaper/Year Book)	Student Council (6 th - 8 th)
National Junior Honor Society (6 th – 8 th)	YES (Young Educators Society)
Parent Organization	

whose employment requirements call for many common interests, strengths and competencies.

Why do I need to understand Career Pathways?

Career Pathways can assist you in finding your way among the thousands of different occupations available to you.

Following a career pathway makes it easier for you to identify career choices. Career pathways can help you develop a plan on how to prepare for your chosen career interest area.

What are Michigan's Career Pathways?

Michigan's six career pathways:

- ⇒ Arts & Communications
- ⇒ Business, Management, Marketing and Technology
- ⇒ Engineering/Manufacturing and Industrial Technology
- ⇒ Health Sciences
- ⇒ Human Services
- ⇒ Natural Resources and Agriscience

How do I decide what Career Pathways are best for me?

Knowing how your personal interests, abilities and skills match to career pathways can help you begin choosing what fits you best.

Who can help me understand Career Pathways?

Many different people are interested in helping you learn about Michigan's Career Pathways, including teachers, parents and other family members, counselors, community members, and business leaders/owners.

Starting in Grade 7 and reviewed in Grade 8, RWA's instructional staff will assist students in completing and updating annually their Educational Development Plan (EDP) per the Michigan Revised School Code MCL Act 451 of 1976 Section 380.1278b.

Michigan's Career Pathways

Arts & Communications

- Careers related to humanities and the performing, visual, literary and media arts.
- Sample career titles include artist, journalist and graphic designer. These careers are interesting to people who value creativity.

Business, Management, Marketing & Technology

- Careers related to all aspects of business including accounting, business administration, and finance, information processing and marketing.
- Examples of career titles in this pathway include accountant, business manager and auto salesperson. You may be interested in this career pathway if you're good with math and enjoy being the leader of a club or captain of a team.

Engineering/Manufacturing & Industrial Technology

- Careers related to technologies necessary to design, develop, installs or maintains physical systems.
- Working with tools, equipment and other kinds of machinery are important to people who have careers in this pathway. Sample career titles include mechanic, airplane pilot and engineer.