

Rutherford Winans Academy

2022/2023

PARENT/STUDENT HANDBOOK



“A Commitment to Excellence”

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

**Principal
Dr. Ingra Howard**

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!**

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
SCHOOL-PARENT LEARNING COMPACT
2022/2023

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, Rutherford 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 Rutherford Winans Academy 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 Rutherford 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 _____

Rutherford Winans Academy
Parent/Student Handbook

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“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

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 supervisor.

Tier Three: Expellable Infractions (Board-Managed):

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

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

- Alice protocols are enforced and all persons are required to follow directions of supervisory adults

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.

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 transportation of the student, passengers, or driver.

Greetings,

Welcome to the 2022-2023 school year! As the proud principal of Rutherford Winans Academy (RWA) it is my pleasure to welcome new and returning scholars and families to the new school year of in-school learning. Our K-8 school staff eagerly awaits to share a first-rate curriculum and learning experience that is engaging and exciting. I am honored to serve as the principal of a community where teachers, parents, and students care for one another, and whose goal is to build positive relationships that support academic and social-emotional growth. It is our mission to provide a high-quality education and help every scholar feel welcomed, loved, and connected.

This is a very special time in your child's educational journey, and I encourage you to become active in our Parent Teacher Organization (PTO) to assist with enriching your child's educational experience. Parental involvement can assist scholars in academic achievement, positive behavior, and social functioning. We would love to have you!

To stay abreast of all that RWA has to offer throughout the school year, please be sure to provide an updated cell number and email address to receive our automated messages. You can also follow our social media platforms on Facebook at our Rutherford Winans Academy page, and visit our website at Rutherfordwinans.org, for current news and upcoming events.

As the principal, I am committed to ensuring we provide the most supportive, engaging, and collaborative learning experience for our "most excellent students". I look forward to working with families to provide the best educational outcomes for all scholars! Please feel free to reach out if you have any questions or concerns. Let's begin a great year of learning together!

Respectfully yours,

Dr. Ingra Howard
Principal

MISSION

The mission of Rutherford Winans Academy (RWA) is to prepare students as lifelong learners in pursuit of academics, the world of college, careers, and diverse pathways of life.

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 (RWA) is to expose students to endless opportunities through academics.

PURPOSE

The purpose of Rutherford Winans Academy (RWA) 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, and Social Studies.

- 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

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.

ELECTRONIC DEVICES

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

All students are to turn cell phones into the office at upon arrival. Cell phones are returned at the end of the day from the main office. NOTE: students violating cell phone policy will have phone taken and the parent must pick up the device from the main office.

K-8 Students Cell Phone and Electronic Device Policy

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.

All 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.

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

EXPULSION POLICY

A student may be expelled from Rutherford 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. Rutherford 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

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.

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.

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 Rutherford Winans Academy website or can be reviewed in the main office.

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 Rutherford Winans Academy 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.

PARENT RESPONSIBILITY EXPECTATIONS

Parents of students of Rutherford Winans Academy 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 RWA 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.

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.

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.

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 20 hours per school year (on average 4 hours a month). 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. The Academy will set aside 1% of funds from Title I to support parent involvement.

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 11:45 a.m. until 2:30 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.

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.

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 Academy Board of Directors for expulsion.

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.

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

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 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 Rutherford Winans Academy Board of Directors for expulsion.

CHEATING POLICY

The following behaviors constitute cheating at The Rutherford 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

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.

GOOD-FAITH POLICY

Acting in good faith, Rutherford Winans Academy 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.

COMMUNICATION

An integral part of Rutherford Winans Academy 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.

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.

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.

Absence Due to Vacation

Parents/guardians are requested not to request early vacation dismissal, late return, or additional vacation time during the school year.

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 for K-5 students only)

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 for K-5 students only)

Note: sweaters other than navy are not allowed

Black socks

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

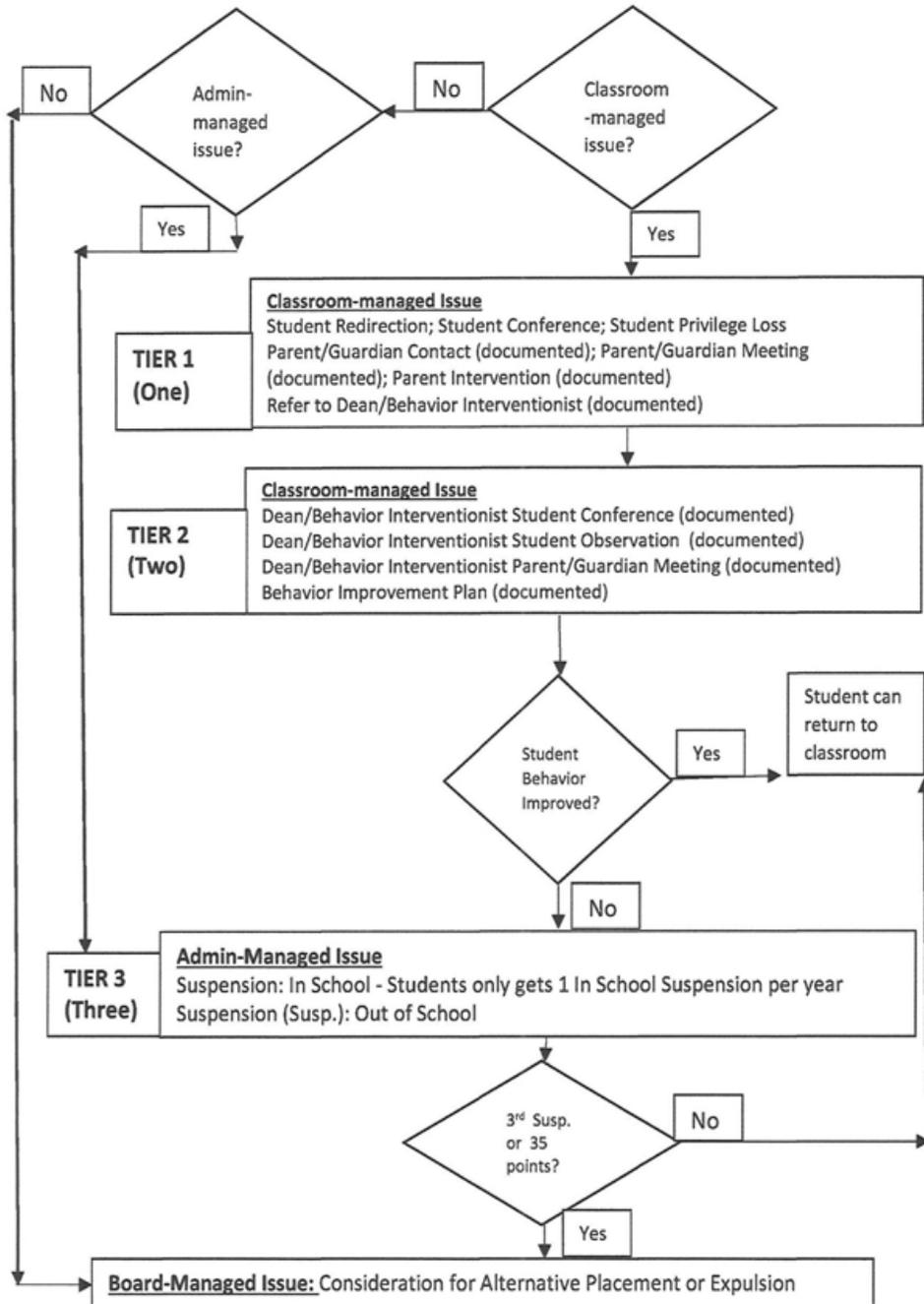
Gym Uniform (All Grades)

Refer to the physical education syllabus.

Gym shoes are required

- 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.

RWA DISCIPLINE FLOWCHART



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.

Medical Appointment/Family Emergency

Excused absence - If an absence is 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 students record regarding excessive absences because of the students 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 reason: **medical appointment**

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

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. All students shall only be released to the custody of parent/guardian or designated alternate per parent/guardian's authorization.

The following policy will apply regarding absences:

3 Absences Student(s) who have 3 Consecutive Absences will receive a call from the teacher and a parent contact form is submitted to the main office.

5 Absences Parent(s)/Guardian(s) will be referred to the Attendance Accountability designee for support.

10 Absences Parent(s)/Guardian(s) will be required to attend a Mandatory Attendance Meeting with the Attendance/Tardy designee and Community Partner Organization to address any obstacles causing attendance issues and jointly develop a Plan of Action and receive information from the Wayne County Prosecutor's Office Erase Truancy Program (if applies)
NOTE: 10 consecutive absences will result in a withdrawal from the School District.

18 Absences The Federal Government considers a student **Chronically Truant** and the Parents will receive a warning letter in regards to the possible consequences for keeping students out of school as final measure prior to being referred to the Wayne County Prosecutor’s Office Erase Truancy Program.

27 Absences The Federal Government considers a student **Chronically Truant absent for 15% of the school year** and the Parent will be referred to the Wayne County Prosecutor’s Office Erase Truancy Program. Student(s) may also be considered for possible retention, required to attend Summer School or referred to the Rutherford 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 Accountability Designee**– consist of designees authorized to meet with parents of students who violate the attendance or tardy policy. The school will hear all cases and administer board authorized plans of actions; the committee will also refer students who violate such plans to the Rutherford Winans Academy Board of Directors for expulsion.

TARDY POLICY

Tardiness interferes with a student’s progress and every effort to be on time should be made. 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 office. Student must give the late pass to teacher to enter class. Please be advised three (3) tardies equals one (1) absence. 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.

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.

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 Rutherford Winans Academy (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 infractions) into the Student Information System (SIS).

#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.

WAPA Behavior Infractions Scale

Minor Infractions (Classroom-managed) Point Scale 1-5	1 Point Consequence up to Teacher Discretion	2-3 Points Consequence up to Teacher Discretion	4-5 Points Consequence up to Teacher Discretion
	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 10-35	10-20 Points MINIMUM 1 DAY SUSPENSION	21-30 Points MINIMUM 2 DAY SUSPENSION	31-35 Points MINIMUM 3 DAY SUSPENSION OR MORE
	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

The following policy will apply regarding tardiness:

- 18 Tardies** Parent(s)/Guardian(s) will be referred to the Attendance Accountability designee for support.
- 30 Tardies** Parent(s)/Guardian(s) will be required to attend a Mandatory Attendance Meeting with the Attendance/Tardy designee and Community Partner Organization to address any obstacles causing attendance issues and jointly develop a Plan of Action and receive information from the Wayne County Prosecutor’s Office Erase Truancy Program (if applies).
- 54 Tardies** The Federal Government considers a student **Chronically Truant** and the Parents will receive a warning letter in regards to the possible consequences for keeping students out of school as a final measure prior to being referred to the Wayne County Prosecutor’s Office Erase Truancy Program.
- 81 Tardies** The Federal Government considers a student **Chronically Truant absent for 15% of the school year (3 tardies equals one absent)**. The Parent will be referred to the Wayne County Prosecutor’s Office Erase Truancy Program. Student(s) may also be considered for possible retention, required to attend Summer Learning Academy or referred to the Rutherford Winans Academy Board of Directors for possible expulsion.

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.

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
- Any students experiencing symptoms (cough, fever, vomiting, diarrhea, etc.) will be quarantined and must be picked up by parent as soon as possible

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.

NON-DISCRIMINATION POLICY

The Rutherford Winans Academy 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.

STUDENT DROP OFF/PICK-UP

Student pick up and drop off is allowed on Curtis Street at the main entrance of the school. Students will be permitted to enter the building at 7:45 a.m.

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, Kindergarten students are to be picked up by parents/guardians from the auditorium. 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. To ensure the safety and wellbeing of all our students, school doors will not open the last 15 minutes of the day.

RWA Behavior Point System with Infractions Scale

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

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 Rutherford 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 Rutherford 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.

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.

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 receive a certified letter informing them that at (ten) late pick ups the student(s) will be transported to the local police precinct per Child Protective Services Mandatory Reporting Requirements.

ACADEMIC SECTION

K-8 Grading System

Numeric and letter grades are used in relationship to MASTERY on progress reports and report cards. Issued grades are based on the standards-based criteria described for each course. Students will be graded on the MASTERY of the grade level content standards.

The following grading system will be used at Rutherford Winans Academy for grades K-8:

- Exceeds Mastery.** E = Student is exceeding mastery above grade level content standards
- Mastery.** A = Student is mastering 90-100% of grade level content standards
- Progressing.** B = Student is mastering 80-89% of grade level content standards
- Limited Mastery.** C = Student demonstrates an understanding between 70-79% of grade level content standards
- Needs Improvement.** D = Student demonstrates an understanding between 60-69% of grade level content standards
- Underperforming.** F = Student is unable to demonstrate an understanding of at least 50% of grade level content standards. Failure due to not meeting academic requirements at grade level.

Grade/Percentage Equivalency Chart

EM = Exceeds Mastery.	A+ = 101	Above grade level
M = Mastery.	A = 94 - 100	3.5 - 4.0
	A- = 90 - 93	
P = Progressing.	B+ = 88 - 89	2.7 - 3.4
	B = 84 - 87	
	B- = 80 - 83	
L = Limited Mastery.	C+ = 78 - 79	1.7 - 2.6
	C = 74 - 77	
	C- = 70 - 73	
NI = Needs Improvement.	D+ = 68 - 69	0.7 - 1.6
	D = 64 - 67	
	D- = 60 - 63	
UP = Underperforming.	F = 0 - 59	0.1 - 0.6

Assignment Weighting

<u>Weighting</u>	<u>Category</u>
25%	Tests, Midterms, Final Exams (Summative)
20%	Quizzes, Projects (Informal & Authentic)
50%	Classwork (Individual)
5%	Homework

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.

STANDARDIZED AND LOCAL TESTING

Standardized tests are scheduled during the school year. The Early Literacy & Math Benchmark Assessment is given to K-2 and the M-Step is given to 3rd - 8th grade students. NWEA is given to all K-8 students and the PSAT is given to 8th grade students in preparation for high school. All assessments are used to assess student learning needs and evaluate each student's progress throughout the year.

CURRICULUM AND TEXTBOOK POLICY

Rutherford Winans Academy curriculum is reviewed and updated yearly by the curriculum department, 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.

Instructional Materials

The teacher will distribute all instructional materials (Ex. Textbooks, calculators, journals, etc.). Students are responsible for maintaining school issued materials and are to have them ready for use in and outside of classes.

Technology Devices

Rutherford Winans Academy will distribute technology devices to each student in order for them to access the learning portal online. All K-8 students are required to travel to and from school with their devices daily.

Parents/Guardians are expected to sign a technology agreement after which your student will be able to travel with their device. Parent/Student must understand access to District technology is a privilege and that responsible use is expected.

In addition, students selected to participate in a club must pay a non-refundable 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.**

STUDENT ATHLETICS

All students who are participating in an interscholastic athletic team that is representing the Rutherford 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.

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

DISCIPLINE POLICIES

Philosophy

Per passage of the Michigan Legislature's Restorative Justice Law (House Bill 5619) in 2016, Rutherford Winans Academy 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.

- 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.

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.

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.

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, technology, report cards, or transcripts until the total outstanding debt is settled. Any student with an extended outstanding debt will be referred to the Rutherford Winans Academy Board of Directors for expulsion.

STUDENT ACTIVITIES SECTION

COLLEGE AND CAREER CLUBS (3C’s)

Rutherford Winans Academy Clubs are held after school on Tuesdays and Thursdays from 3:30 pm until 4:45 pm. The 3C’s are extracurricular activities that serve to enhance skills. Participating in the clubs are based on student willingness therefore, club activities are a privilege. Students participating in 3C’s must maintain at least a 2.5 grade point average.

Inappropriate behavior may lead to consequences including disciplinary action, revocation of my account, or responsibility to make financial restitution to the District. Parents failure to fulfill and ensure student meets obligations regarding maintenance and/or replacement of lost/unrepairable device(s), cords, and technology related tools will not be issued another device. Technology is critical to student access, to their learning portal.

Parents/Guardians must replace books distributed and/or technology devices in usage condition and if damaged to the degree in which it is no longer usable. The replacement cost shall be determined by the value to be determined at the date of issue.

The following policy shall apply for non-returned instructional materials and technology:

- Parents must be financially responsible for any lost or damaged text books and lost or unrepairable technology at the “beginning of the year.”
- Students will not be issued any textbooks or technology for the next year until fines have been satisfied.
- Student report cards and transcripts will not be released until fines have been satisfied.

Refer to the Student/Family Debt to School Policy

EDUCATIONAL EXCURSION POLICY

Rutherford 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 Rutherford Winans Academy must utilize school approved transportation for educational excursions.

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.

Remediation (Grades K-2)

Students in K-2 who have Needs Improvement (NI) in core subjects must attend the Summer Learning Academy. Should the student not meet expectations for academic progress by demonstrating grade level understanding 80% or greater, the result may be possible grade retention and/or assigned an individualized targeted plan for intervention to be adhered to throughout the school year to ensure academic progress. The school reserves the right to retain students in the upcoming year if the student continues to struggle and/or underperform.

Remediation (Grades 3-5)

Students receiving a “D” as a final grade in a core subject area or “F” grades in 2 core subjects, must attend the Summer Learning Academy for remediation and must receive a passing grade of 80% at grade level to be promoted to the next grade level. Should the student not meet expectations for academic progress by demonstrating grade level understanding of 80% or greater, the result may be possible grade retention and/or assigned an individualized targeted plan for intervention to be adhered to throughout the school year to ensure academic progress. The school reserves the right to retain students in the upcoming year if the student continues to struggle and/or underperform.

Retention (Grades 3-8)

If a student receives an “F” in 2 core subjects for all four card marking periods, the student will be retained in their current grade for the upcoming school year and they **must** attend the Summer Learning Academy to begin their individualized targeted plan for intervention to be adhered to throughout the school year to ensure academic progress.

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

Rutherford Winans Academy Special Programs

Note: College and Career Clubs (3C’s) meet every Tuesday and Thursday. Please see Administration for other club meeting times.

Michigan’s Career Pathways

What is a Career Pathway?

Career Pathways are broad groupings of careers that share similar characteristics and whose employment requirements call for many common interests, strengths and competencies.

Academic Games (6th - 8th)
After School Learning Programs
Boys/Girls Basketball Team
Cheerleading
Entrepreneur Club/School Store (7th)
Broadcasting (Newspaper/Year Book)
National Junior Honor Society (6th - 8th)
Mentoring

Parent/Teacher Organization
Parent Volunteers
Performing Arts
STEAM Club
Science Club
Student Aides
Student Council (6th - 8th)
YES (Young Educators Society)

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

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.