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WayPoint Academy Policies and Procedures

ABSENCES

Attendance at school is an important part of the success and achievement of students. Students who are late for school and absent from school will usually have poor grades. There is no reason for students not to attend school daily. Perfect attendance should be the goal of every parent and student. Certain absences are considered excused according to state guidelines. Excused absences include:

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in a student's immediate family requiring absence from school.
- A court order or an order from a government agency mandating absence from school.

If your child is absent from school, you need to send a note to the school stating the reason for his/her absence. Should the reason be noted above, your child's absence will be marked excused.

It is important for parents to be aware of attendance requirements. Please read the WayPoint Academy Student Handbook for more information about attendance guidelines.

Our staff monitors student attendance very carefully. Teachers and School Administration will contact parents when tardy and/or early check-out and/or absences become a concern for student achievement. WayPoint Academy awards Certificates of Attendance to students who are present every school day.

Children who have a certain number of unexcused absences will be reported to the proper legal authorities. Our Administrative Staff will attend any Truancy proceedings and provide the proper authorities with all your child's attendance records. Again, attendance is very serious; ***CHILDREN MUST COME TO SCHOOL!***

LATE ARRIVAL/TARDIES

Students arriving after the final first period bell will be marked tardy. An adult must come to the front office with the child and sign in. Administrative personnel will give the student a note to enter class. Parents, please be aware of the time when bringing students to school. We want to teach our children to be responsible and part of responsibility is being on time.

BUS INFORMATION

All students at WayPoint Academy are provided free bus transportation, contingent upon proper conduct. Students will be assigned a bus for the purpose of riding to and from school. Approval for students to ride another bus will be given only if written request is made by the parent. Children are to get off **ONLY** at their designated stop unless the parents have requested approval first. Children who go home with friends should do so only with written approval of their parents. Approval of any change of bus stop or transportation changes need to be in the form of a note signed by the parent, including date, bus numbers involved, address and children involved.

Buses occasionally get behind schedule because of breakdowns or weather. Every effort to keep buses on schedule will be made. Plan to have your child ready to catch the bus 10 minutes before the usual arrival time and 10 minutes after the usual arrival time. It is the child's responsibility to catch the bus daily. Children who miss the bus from school to home must make arrangements by telephone with parents for transportation home.

BUS DISCIPLINE

The bus driver has the major responsibility for maintaining discipline. Bus drivers will attempt to settle any behavior problems first. If a student is a persistent behavior problem, a bus referral will be filed by the driver and turned into the school. Every effort will be made to correct the misbehavior with mutual cooperation between



the parents and the school. Students can be suspended from riding the bus depending on the severity of the problem and/or the number of referrals. See the WayPoint Academy Student Handbook for more details about Bus Discipline.

CAR RIDERS

Car riders are to be dropped off and picked up in front of the main entrance. No supervision is provided for students prior to 7:00 a.m. If you wish to have your child eat breakfast at school, they should be dropped off at least 10 minutes before the final bell. This will allow car riders ample time to walk to the cafeteria, eat breakfast and be in class by the start of first period. Students are to be seated and ready to begin at the start of first period. Car riders will be dismissed after all the school buses have left the parking lot. In order to change a student's mode of transportation, a written note from the parent must be sent to the front office in the morning.

CELLULAR DEVICES

Students may bring cellular phones to school at their own risk. The school is not liable for stolen, lost or broken phones. **CELL PHONES MUST REMAIN INSIDE THE STUDENT'S LOCKER!** Cell phones must not be visible and remain off at all times. If a cell phone interrupts the learning process, it will be taken up by the teacher and given to an administrator. Parents must then pick the phone up from the school. IPOD's, headsets, video games or any other listening device is not allowed in school and will be taken from students. Students are NOT allowed to use cell phones inside the school building or during school hours. Failure to comply will result in possible suspension from school.

CAFETERIA INFORMATION

WayPoint Academy offers a daily school breakfast and lunch program for all students. A monthly menu will be sent home with all students. Breakfast and lunch are served inside the cafeteria and scheduled meal times will be provided during student orientation. The price of meals will also be provided during student orientation.

Free/Reduced Lunches: Free or reduced lunches are available to children of parents whose income is within certain guidelines. Forms concerning this matter will be sent home at registration or during the first week of school. Please contact the front office if your financial status changes at any time of the year, and an application will be sent to you.

Parent/Visitor Lunch: Parents are welcome to eat lunch with their children. A parent choosing to eat lunch with his/her child's class must sign in at the front office and meet the class in the cafeteria. Parents should eat with their children at their assigned tables in the cafeteria. Due to limited space, each student can have only two visitors for lunch per day.

Credit for School Lunches: Students are expected to pay daily the amount owed for lunch using cash. The following credit procedures will apply: students will be allowed to accumulate a maximum of \$5.00 at one time.

If a student comes to lunch without money after the maximum charge, the student will be given an alternate meal along with milk. Parents will be informed in writing of the student's current payment status and the need for immediate payment. When a student has charged meal(s), parents will be informed of the account status at least once a week by a letter and/or a phone call; only a parent or legal guardian is allowed to bring lunch for their child.

***Special Note: For safety reasons, students may not bring glass containers to school. Students and parents are prohibited from consuming canned soda drinks at school. There is no talking inside the cafeteria serving line.*



CHANGE OF ADDRESS/PHONE NUMBER

Parents are responsible for notifying the school in writing of any change of address or phone number. Proof of residency is required for all address changes. The school cannot be held for failure to communicate if it is not informed of such changes. It is very important that the school has current phone numbers in the event of an emergency. Please notify your child's teacher immediately if there is any change.

MORNING JOURNAL, READING AND MATH WARM-UP

WayPoint Academy, in an effort to improve student achievement, involves all students in a daily 30-minute intense instructional support program. Students in grades 6th-12th receive academic instruction in Writing, Reading and Math by participating in mandatory Warm-Ups daily.

We urge parents to have their children arrive at school on time to avoid missing Warm-Up instruction. In addition, we ask that parents not check-out students from 8:00 a.m.-12:00 p.m. for appointments.

DISCIPLINE

WayPoint Academy teachers implement classroom management plans that align with our school philosophy of discipline. Every child will be taught school rules and expectations of individual responsibility. Individual responsibility includes accepting the consequences when a student violates school rules. If a student violates certain school rules he or she will face the consequence of suspension or expulsion from school. In order to guarantee all WayPoint Academy students the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or a student from learning. Additional information about WayPoint Academy Discipline Policies and Procedures is included in the WayPoint Academy Student Handbook.

DRESS CODE AND SCHOOL UNIFORMS

A student's clothing should be comfortable, suitable to the weather, and allow for maximum learning. Clothing which is not socially appropriate (dirty, skimpy, sagging pants, etc.) will make it more difficult for the students to adjust to school and enjoy the society of the classroom.

Students should wear shoes that allow for safe play at outside time and P.E. class. Shoes with cleats or wheels damage the floors and are not allowed at school. Hats, bandannas, and sweatbands may not be worn in the building. Non-permanent hair dye is not permitted at school. Boys are not allowed to wear earrings to school. Girls may only wear earring studs. No tattoos or body piercings are allowed to be seen.

The wearing of tank tops, tube tops, halters, spandex, short shorts or other clothing that could be suggestive, is not appropriate for school. No undergarments should ever be exposed.

Parents are asked to send their student dressed in school uniform daily. ***The school uniform is khaki pants or khaki short pants, blue shorts or blue pants, neat blue jean dark denim pants or neat black blue jean denim pants, red, white or blue polo shirts with a collar, tennis shoes or dress shoes; no open toe shoes or sandals. Girls may also wear dark blue, black or khaki skirts that are knee length.***

EARLY PICK UP OF STUDENTS

If it becomes necessary for parents to pick up students before the end of the school day, parents should report to the front office for check-out. The child will be paged while the parent signs the child out at the front office. A government issued picture identification must be shown to check your child out of school. Children can only be released to adults identified on the student folder. Car-riders will not be dismissed during school bus loading, as this would interfere with bus dismissal. Vehicles are not allowed in the bus lanes during that time.



NOTE: *Students may not be released directly from classrooms. They must be called to the office for check-out. Please help us protect your children by following these procedures.*

FIELD TRIPS

A field trip that coordinates with a curriculum area may be scheduled for your child's class during the school year. Each child who participates in the field trip must have a signed permission slip. Bus transportation expenses and admission fees, if applicable, are requested to cover field trips. No child is denied the opportunity to participate for failure to contribute. However, if sufficient funds are not collected, it will be necessary to cancel the field trip.

GRADING-REPORTING TO PARENTS

WayPoint Academy continually checks each student's progress so that instructional activities can be planned that lead to improvement. Progress is reported to parents every six weeks. Interim progress reports are issued at midpoint of each grading period unless a parent conference is held. Parent-teacher conferences are scheduled twice each year. The teacher or Principal will contact you to schedule conferences.

We regard parents as partners in education. This reporting system emphasizes the need for a close working relationship between home and school. If there are any questions or concerns about your child's progress, please request an additional conference. Students are promoted based on fulfilling all the requirements as mandated by the Michigan Department of Education. In addition, promotion/retention is also based on student attendance, classroom conduct and their completion of classroom assignments.

HOMEWORK

Meaningful homework can be a way for children to practice what they learned in school, and in doing so, communicate the curriculum to parents. Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing guidance and encouragement. Homework assignments may be made to an entire class, to small groups, or to individual pupils. The amount and type of assignments may vary with the student's placement and the teacher. These assignments are made to make sure the child understands the Academic Knowledge and Skill and is better prepared for the next day's class. Please follow up to see that your child completes his/her homework.

MAKE-UP WORK

It is the responsibility of the student to make arrangements to make up work missed when absent. Students will not be provided with make-up work prior to absences. If your child is absent two or more days, you may call the school office and request that assignments be prepared for you to pick up the next day in the office. If your child will only miss one day, the work can be made up the next day.

LOST AND FOUND

Please label outer clothing and lunch boxes with your child's name. All items found in the school will be placed in the Lost and Found area of the school.

PARENT VISITS

All visitors to WayPoint Academy School **MUST** go directly to the front office upon entering the building, and officially register as a guest. You will receive and wear a visitor's sticker during this visit. Parents are expected to respect the teacher's duty to provide instruction from 8:00 a.m. -3:00 p.m. All classroom visits are to be pre-arranged by an administrator.



Parents need to be aware of educational expectations and the progress of their children, and teachers need to know their student's parents. A conference is an ideal way for parents and teacher to get to know one another so that the best interest of the child is realized. Teachers will be available for conferences before or after hours of student attendance. Conferences **MUST** be scheduled via telephone call or a note to the teacher.

Parents are always welcome to come and have lunch with their children. Parents may sit with their children at their assigned table in the cafeteria.

Parents please remember that cell phones disrupt the learning environment and should be turned off upon entering the building.

SCHOOL CLOSINGS

Unusual weather may cause schools to be closed. School closings are determined by the WayPoint Academy Superintendent. Announcements of closing will be broadcast via local news media. The basic premise to observe is that the school is open unless closing is announced. Tune your television and radio to local stations for school information.

SCHOOL NEWSLETTERS

Our school newsletter, *The WayPoint Academy Gators*, will be sent home every two weeks. This newsletter will provide parents with information about school and PTO activities. The Gators newsletter will be sent home with your child.

GENERAL MEDICAL PROCEDURES

Students who become ill at school will be sent to the front office and the Parent/Guardian will be contacted by school Administration. ***This is why it is necessary to have correct and current contact phone numbers.***

Parents/Guardians of students who are absent for any reason should immediately contact the school at (231) 777-3682. If your child is not extremely ill it is better to bring your child to school and schedule medical appointments after 12:00 p.m. and then pick your child up from school to go to the doctor.

Basic first aid is provided to children who suffer injuries at school. Our school keeps no medication on hand to give to students. Cuts and scrapes will be cleaned and bandages applied as needed. Anything requiring further care will be applied by the parent.

Parents will be called and students will be sent home if they are too sick to remain at school. A child that appears ill will need to be picked up from school. Should any emergency situations arise in which your child needs immediate medical attention and we are unable to contact anyone, we will call "911", and your child will be taken to the nearest local emergency room.

Medications can only be given with a completed medication form on file. This includes over-the-counter medication or a doctor's prescription. Medication forms are available in the front office. Students are not allowed to carry medication of any kind to or from school. Parents must transport all medication to school. Medicine is not to be kept by a student. The school will not be held responsible for medication.