

# **Marvin L. Winans Academy of Performing Arts**

**2018-2019**

## **PARENT/STUDENT HANDBOOK**



*“A Commitment to Excellence”*

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

**Superintendent  
Dr. Randy B. Hayward**

### **WAPA Way**

**I am a student of the Marvin L. Winans Academy of Performing Arts.**

**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!**

**Marvin L. Winans Academy of Performing Arts  
Parent/Student Handbook**

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***“A Commitment to Excellence”***

I want to be the first to welcome our new families to Winans Academy of Performing Arts (WAPA), and welcome our returning families to a wonderful new exciting semester! We like to think of WAPA 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 for academic excellence, along with stellar performances throughout the year.

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 WAPA alert and fully prepared to achieve. As a parent of a WAPA 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 22<sup>nd</sup> year as a school and with the brilliance of our students WAPA will shine brighter than ever!

Looking Forward to Our Success,



Pastor Marvin L. Winans  
Chancellor

Dear Parents and Students,

Welcome parents and students to a new school year. Winans Academy staff will provide a caring and academically enriched school environment. As we prepare students in both academics and the arts we ask that parents continue to partner with us to ensure a safe and enriched learning environment. A great school is made by having great parents involved in the education of their children. We look forward to an exciting school year.

Sincerely,



Dr. Randy B. Hayward  
Superintendent

## **MISSION**

The mission of Marvin L. Winans Academy of Performing Arts (WAPA) 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 Marvin L. Winans Academy of Performing Arts is to open the door to rigorous academics and expose the students to the world through the arts.

## **PURPOSE**

The purpose of Marvin L. Winans Academy of Performing Arts 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

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 (Non-Negotiables)**

Each student of Winans Academy of Performing Arts has the responsibility 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 Student ID, 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 (Non-Negotiables)**

Parents of students of Winans Academy of Performing Arts have the responsibility 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.

### **PARENT/TEACHER ORGANIZATION**

In an effort to aid in communication, we encourage parents/guardians to become active members in the WAPA 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 WAPA. 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 WAPA 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.

Failure to volunteer may result in the loss of the student's seat at Winans Academy. Parent trainings will be scheduled throughout the school year. Winans 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 11:15 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.

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.

### **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 WAPA)
- The student was not expelled nor has an expulsion pending

### **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.**

### **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.

### **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.

### 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**

**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 unexcused absences:

- |             |   |
|-------------|---|
| 5 Absences  | Student/Parent will be put on a Plan of Action and <u>receive</u> information from the Erase Truancy Program (District Attorney's Office and the Department of Human Services). |
| 10 Absences | Parent(s) will be <u>referred</u> to the Erase Truancy Program and the Department of Human Services (if applies).   |
| 15 Absences | Student may be referred to the Winans Academy Board of Directors for Possible expulsion, and be required to attend summer school.   |

### 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.

### TARDY POLICY

We believe that a very important aspect of training students is to teach them to be prompt. Therefore it is essential that students arrive on time every day during the school year. Tardiness interferes with a student's progress and is also an inconvenience to the teacher as well as the rest 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.

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:

- 10 Tardies Parent/Student will receive a warning letter and information from the Erase Truancy Program (District Attorney's Office and Department of Human Services).
- 15 Tardies Student/Parent must meet with a representative from the attendance/tardy committee and placed on a detailed plan of action for the remainder of the school year.
- 20 Tardies Student may be referred to the Winans Academy Board of Directors for possible expulsion and the "Erase Truancy Program".

### ACCIDENT & IMMUNIZATION POLICY

To provide for the care of your child/children should they have an accident, the WAPA 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 WAPA 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.

### 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 Marvin L. Winans Academy of Performing Arts and students.

### DROP OFF, STUDENT PICK-UP & PARKING 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-8 students are to be picked up by parents/guardians from their classroom or auditorium. If students are picked up by a sibling, that sibling must be at least 16 years old. To ensure the safety and wellbeing of all our students, school doors will not open the last 15 minutes of the day.

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

**K-8** students picked up after 3:45 p.m. will receive a written warning. Any student who accumulates a total of 3 hours or more of late time will be referred to the Attendance/Tardy Committee.

#### K-8 Late Pick-Up

Late pick up will be assessed a charge of \$5.00 for every 15 minutes past the grace period for dismissal.

#### **For example:**

**Late 1-15 minutes will be assessed \$5.00, Late 16-30 minutes will be assessed \$10.00, Late 31-45 minutes will be assessed \$15.00, Late 46-60 minutes will be**

## GRADING SYSTEM

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-12th 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 Grade/Percentage Equivalency

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**

#### Chart

<b>Weighting</b>	<b>Category</b>
25%	Tests (Formal, Formative, and Summative Assessments) Quizzes (Informal Assessments)
20%	Individual Projects (Authentic Assessments)
20%	Group Projects (Authentic Assessments)
25%	Classwork (Individual)
10%	Homework (Complete/Submission)

## 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 TESTING

Standardized tests are scheduled during the school year. The M-Step is given to 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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.

## CURRICULUM AND TEXTBOOK POLICY

The WAPA curriculum is reviewed and updated yearly by the curriculum coordinator, principal and a curriculum team. Following the Michigan Curriculum Framework and Benchmarks, students at WAPA 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.



**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*

**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.

**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. Failure to attend the mandatory Summer Learning Academy and make good progress will result in the forfeiture of that child’s seat.

**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 the forfeiture of that child’s seat.

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 fail the Summer Learning Academy’s program due to grades it shall result in the forfeiture of that child’s seat.

**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. 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.

**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

**Winans Academy of Performing Arts  
Special Programs**

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

**Michigan’s Career Pathways**

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

**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.

**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.

### 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.

#### 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.

### 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.

### PERFORMING ARTS CLUBS

The Marvin L. Winans Academy of Performing Arts 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.**

### 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 WAPA 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 Marvin L. 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.

## **DISCIPLINE POLICIES**

### **Philosophy**

We believe that self-discipline is a very important character trait in young people for today's society. Self-discipline is learned behavior. To learn self-discipline, one must follow rules and establish guidelines. We believe that everything at Winans Academy is to be done decently and in order. Americans rate discipline as their #1 concern regarding public education today. For this reason, it is incumbent upon Winans Academy to have a clear and concise policy.

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.

If a behavioral problem with a student continues, parents/guardians will be requested to attend a conference with the administration. Methods of communication and follow up procedures will be determined. A student receiving three referrals for inappropriate and/or disruptive behavior will receive a suspension. After a student has received three suspensions, they will be referred to the school board for expulsion.

There are some areas of misconduct that will not be tolerated. The following items similar in severity may result in immediate suspension:

- Defacing, destroying or theft of property
- Leaving school grounds without teacher approval
- Continual classroom disruption; continual defiance of authority
- Fighting
- Assault on students or staff; threats (to person or property)
- Possession or distribution of drugs or weapons
- Profanity

## **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 WAPA. Please note the proper uniform for students:

### **K-8 Girls**

Burgundy Plaid Skirts (K-8)

Burgundy Polo shirt

Burgundy sweater (optional for K-5 students only) **Note: sweaters other than burgundy are not allowed**

Burgundy tights or Burgundy socks

Black dress shoes {no gym shoes, open toe shoes or mules (slip ons)}

### **K-8 Boys**

Burgundy slacks (with black belts)

Burgundy Polo shirt

Burgundy sweater (optional for K-5 students only) **Note: sweaters other than burgundy are not allowed**

Black socks

Black dress shoes (gym shoes are not allowed)

### **Gym Uniform (All Grades)**

WAPA T-shirt

WAPA shorts

Gym socks

Gym shoes

## **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)
5. “Excessive” hair extensions or hair color
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. Male students may not wear braids, locks, twists, mohawks or other designer/fad hair-styles that may prevent uniformity.
9. Male students hair should not exceed two inches in length.
10. 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 <sup>st</sup> offense | - | Parent will be notified and warning letter sent home.                      |
| 2 <sup>nd</sup> offense | - | Parent will be notified and asked to correct violation or pick up student. |
| 3 <sup>rd</sup> 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.

## **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.

## **STUDENT CODE OF CONDUCT**

### **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

## **EXPULSION POLICY**

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

## **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 WAPA campus. Students suspended from WAPA 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

## **DETENTION POLICY**

Those students assigned detention will report to the assigned room at 3:30 pm and remain until 4:30 pm. Students/parents will be given 24 hours notice so that they may make arrangements for detention. The penalty for failing to attend detention on the assigned day will result in a one-day suspension. Students that receive three detentions will result in a one-day suspension.

A student can receive a detention for the following reasons:

- ⇒ Receiving a discipline referral
- ⇒ Failure to turn in homework
- ⇒ Continual classroom disruption

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 WAPA campus. Students expelled from WAPA 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 WAPA Plan of Action
- verbal abuse/profanity

## **WEAPONS POLICY**

WAPA 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 WAPA reserves the right to conduct random locker searches. WAPA also reserves the right to search personal property on school grounds for reasonable cause.

## **WAPA ANTI-BULLYING POLICY**

WAPA prohibits acts of bullying, (to include cyber bullying) and has adopted an anti-bullying policy. WAPA 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.

## **ELECTRONIC COMMUNITIES**

Students cannot represent WAPA in a disparaging way within electronic communities such as Facebook, Twitter, MySpace, Instagram, Tumblr, 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 cell phone/pager clips. Office phones are available for student use during school hours.

### **K-5 Students**

Phones confiscated from K-5 students will have phones returned to parents after the 1st incident. If phones are confiscated a second time from K-5 students, the student will be suspended and phones will be returned to parents or guardians at the end of the current semester.

### **Middle School Students**

During Middle School call to order all Middle School students must surrender cell phones and all electronic devices. Failure to do so will result in the confiscation of that cell phone/electronic device and suspension of the student. Cell phones/electronic devices that are turned in during call to order are returned during Middle School dismissal at the end of each school day. If students do not turn in cell phones the cell phones will be confiscated upon sight or upon knowledge of possession of cell phone. The cell phone will be returned only to parents or guardians at the end of the current semester. If Middle School students arrive after call to order, students must report to the main office and turn in cell phones.

**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.

## **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

Marvin L. Winans Academy of Performing Arts  
SCHOOL-PARENT LEARNING COMPACT  
2018-2019

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 \_\_\_\_\_

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 \_\_\_\_\_

Marvin L. Winans Academy of Performing Arts  
Parent and Family Engagement Policy

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.