

# **Wesley International Academy**

## **MYP Family/Student Handbook**



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[www.wesleyacademy.org](http://www.wesleyacademy.org)**

## **Welcome from our Executive Director and Board Chair**

Dear Wesley Families,

Welcome to the 2020-2021 school year! It goes without saying that this coming school year will no doubt be different from anything we have planned for or experienced before. We have prepared for and planned for multiple scenarios, which include the possibility of virtual learning, hybrid learning and in-person learning. Amidst our preparations, we remain focused on keeping the safety of students and teaching and learning at the forefront of our plans.

With Dr. Satterfield and Dr. Mason leading our PYP and MYP school respectively, we are confident that this year will bring greater growth, community, and challenge to our students. We are eager to provide our students with greater opportunities for personal and academic growth as well as new ways to forge community with one another. Despite the circumstances, we trust that our students will learn from our current situation as they embark on becoming the next generation of global ambassadors, armed with the determination and passion to change society for the better.

Here at Wesley, we are a network of parents, students, staff, and community members working together in pursuit of academic excellence and growth of the whole child. We see the connections between school and home, athletics and the arts, parents and teachers, and more. We all want to see our children succeed, and we are working together to help them grow and thrive. We are excited to see all the ways our Phoenix students will reach new heights this year.

Sincerely,

Jason Marshall, Executive Director

Thomas Ryan-Lawrence, Board Chair

**General Disclaimer:**

This handbook was prepared for the collective Wesley International Academy school community. Questions concerning this document should be directed to Jason Marshall, Executive Director.

**Statement on Discrimination:**

Wesley International Academy prohibits discrimination in matters affecting employment or in providing access to programs on the basis of race, color, religion, national origin, sex, gender identity, age, marital status, sexual orientation, or disability unrelated in nature and extent so as to reasonably preclude performance.

For more information, contact:

Wesley International Academy, 211 Memorial Drive, Atlanta, GA 30312.

[www.wesleyacademy.org](http://www.wesleyacademy.org)

**Subject to Change Disclaimer:**

The policies, regulations, and procedures detailed in this handbook are subject to change without prior notice to keep school policies in compliance with State and Federal laws and/or with rules and regulations established and/or approved by the Wesley International Academy Board of Directors. They also may change to effectively respond to changing needs within the school.

Wesley International Academy reserves the right to change all rules and regulations, of whatever kind, affecting students. This handbook does not constitute a contract, express or implied, between any parent, applicant, student, or faculty member at Wesley International Academy or our Board of Directors.

## **Mission**

Wesley International Academy develops in students the discipline of learning and a life-long desire for knowledge through a world class International Baccalaureate education.

## **Vision**

Wesley International Academy develops students who are global citizens and are academically competitive by international standards of excellence.

## **The Wesley Way**

We act with integrity  
We practice compassion  
We reflect on our actions  
We embrace the diversity of our global community

## **Philosophy of Education**

In concert with the mission, vision, and pillars of the Wesley Way, Wesley International Academy believes all students are capable of succeeding academically and serving as active, positive members of the school community. We maintain high standards for academic achievement and personal behavior and expect all students to adhere to expectations and general school rules. We believe all students can be successful, and their success is contingent upon the actions of adults in the building who teach, counsel, and advise them throughout their tenure at Wesley International Academy.

## **Organizational Leadership**

Wesley International Academy (WIA) is led by a local Board of Directors. The Board is responsible for ensuring that the academic program of WIA is successful, that the school's program and operation are faithful to the terms of its charter, and that WIA is a viable organization.

WIA currently maintains a thirteen-member governing Board of Directors. The Board meets on the first Tuesday of each month unless a change becomes necessary. Meetings begin at 6:00 p.m. and typically last one to two hours. Board meetings are held in the Media Center of WIA located at 211 Memorial Drive, Atlanta, GA 30312. All meetings are open to the public. Parent attendance and participation is encouraged.

### **Governing Board Members**

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### **Site-Based Leadership**

Mr. Jason Marshall  
Executive Director  
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Dr. Debbie Satterfield  
PYP Principal  
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Ms. Rachel Goodman  
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Dr. Donald Mason  
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Dr. Alastair Pullen  
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Ms. Lisa Price  
Chief Financial Officer/Technology  
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Ms. Donica Johnson  
Student Services Coordinator  
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## **Questions & Concerns**

The Executive Director is responsible for the overall operation of WIA. Principals are responsible for their respective academies and retain decision-making authority on issues that fall under their scope of authority. Please feel free to contact any member of the leadership team if you have questions about the aforementioned areas. The Executive Director is also available to meet with parents to discuss situations that may fall outside the purview of the Principals or to provide additional follow up to any issues of concern.

In order to create efficient processes for responding to issues of concern, we ask that parents first raise their concern with the classroom teacher (if appropriate) and follow up with their respective Assistant Principals and Principals.

Please follow the chain of communication as indicated below:

Step One: Teacher

Step Two: Department Chair or Program Director (Gifted, Special Education, PE, etc.).

Step Three: Assistant Principal/Principal

Step Four: Executive Director

## General Information

### Admissions

WIA is a charter school open to any student (K-8) who resides within the City of Atlanta. There are no preferred attendance zones. Charter schools, as well as public schools, must comply with state and federal regulations, and admissions are open to students in accordance with WIA's charter agreement.

*Admissions Policy:* Returning students and new applicants will be enrolled subject to the following priorities:

- Students who attended WIA during the previous school year
- Siblings of students who attended WIA during the previous school year
- The children of teachers, staff and Board members at WIA, not falling under the first two criteria above, including children of teachers, staff, and Board members who live outside of the City of Atlanta
- Students residing within the Atlanta Public Schools (APS) attendance zone

When demand for enrollment exceeds available capacity for prospective students from the criteria above, WIA will create a waiting list by grade. WIA uses a random, weighted lottery to select new students after those students eligible for the priorities listed above have been accepted. The lottery is weighted to promote socio-economic diversity by giving each student with economic disadvantages a greater chance to enroll at Wesley.

WIA cannot maintain a wait list for more than one school year. Parents of children on the wait list must submit a new application for each school year during that year's application period. All returning parents must submit intent to return paperwork at the designated time in order to retain their child's seat for the subsequent year.

*New Student Application Requirements:* Please visit the enrollment section located on the WIA website (<http://www.wesleyacademy.org/enrollment/prospective-students/>) as a guide to thoroughly complete the enrollment packet and provide the required documentation. Incomplete enrollment packets will not be accepted. ***All forms included in the packet must be completed*** (see checklist). Students with economic disadvantages who are accepted at Wesley are presumed to have benefited from the weighted lottery and will be required to submit additional documentation of their economic status.

Required forms and documentation must be submitted in person at WIA and are accepted Monday-Thursday, 9:00 a.m. to 2:00 p.m.

*Re-Enrollment:* To secure your child's place at WIA for the next school year, you must officially complete the re-enrollment process by the scheduled date as indicated on the website.

*Withdrawal:* In the event that your family moves or you wish to withdraw your child from WIA, you must complete and sign withdrawal paperwork located in the front office. This form must be signed by the student's legal guardian. Before a student leaves WIA, s/he must return all textbooks and all student balances must be clear. Please give the office 48 hours to process your request once the completed form is received. Failure to comply with these withdrawal procedures will delay transfer of student records including grade reports.



## School Hours

*Early Arrivals:* 7:00 a.m.-7:25 a.m.

*Morning Carpool:* 7:25 a.m.-7:55 a.

*PYP and MYP Instruction:* 8:00 a.m.-3:20 p.m.

*Afternoon Carpool:* 3:20 p.m.-3:55 p.m.

*After Care:* 4:00 p.m.-6:30 p.m.

## Attendance and Tardies: An Overview

Attendance is the first step to academic excellence. Children must be in class each and every day in order to achieve their personal best. Please make sure your child only misses school in the case of an emergency or illness. Excessive absences and/or tardies are a violation of WIA's guidelines, and students who miss an excessive number of days and/or have accumulated a significant number of tardies may not be promoted to the next grade.

School officially begins for students at **8:00 a.m.**, Monday through Friday. Students who are not in their classroom by 8:00 a.m. (measured by WIA's clocks) when the tardy announcement is made are considered tardy. Students who enter the building after 8:00 a.m. will receive a tardy pass, which they must present to their teacher. Students who are already in the building but not in a classroom by 8:00 a.m. will be marked tardy but will not need to get a tardy pass from the front office.

## Absences

Students are expected to attend school at all times when classes are in session. We understand students may miss school due to illness or other emergencies that may arise. **If a student is not present for at least four hours during a school day, then s/he will be counted as absent.** We encourage parents to schedule appointments after school hours in order to minimize disruption to the classroom. If your appointment must be scheduled during school hours, please ensure that your child is present at least four hours during that school day. Seat time is essential to student success; students who repeatedly miss class time for tardiness or early dismissal may be retained to make up lost instructional time.

Excused absences are defined as follows:

- Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school
- Personal illness of the student or when attendance in school would endanger the health of the student or the health of others
- Quarantine either by the county health department or by the family's physician
- Special or recognized religious holidays observed by the faith of the student
- Medical/dental appointments with verifications; however, such non-emergency appointments are encouraged to be scheduled during non-school hours when possible
- Absences caused by order of the government
- Weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to the health or safety of the student
- Instances in which attendance could be hazardous as determined by WIA

Anything other than the conditions listed above is considered an UNEXCUSED absence. Unexcused absences include:

- Absences for which the parent does not call WIA or send a written note
- Vacations, holidays (non-faith-based), trips, or other non-academic activities

A letter written by a parent/guardian and/or licensed physician explaining the absence must be presented to school authorities on the date of return to school. Failure to submit a note within three school days after a student's return from an absence will result in the absence being marked as unexcused.

Absences that do not fit the aforementioned criteria will be marked as unexcused. Consequences for unexcused absences are as follows:

- 3rd unexcused absence: The principal or designee will send a letter to the parent regarding the absences.
- 4th unexcused absence: The principal or designee will require a mandatory meeting with the parent or guardian.
- 7<sup>th</sup> unexcused absence: The parent will be required to sign an attendance contract and attend an additional mandatory meeting.
- 10<sup>th</sup> unexcused absence: The parent will be referred to the Fulton County Court System for educational neglect. The student also runs the risk of being retained in his/her grade as a result of excessive absences.

Additional corrective actions may be used appropriately in concert with the consequences mentioned above:

- Parent conference (to sign an attendance contract)
- Student Support Team referral (SST)
- Individual counseling

Teachers will make a good faith effort to provide assignments in advance of and during absences when timely notice is given, and students will be expected to complete all missed work for the duration of the absence within the same number of days as the absence.

**Note:** Georgia State Law indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A. 20-2-690.1 a) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense (O.C.G.A. 20-2-690.1 c).

### **Tardy Policy**

Arriving on time to school is central to student achievement both at school and in life. Students' learning begins the moment they walk up the steps and enter a WIA school building. Advisory (morning classroom session) teaches important and essential skills that are pivotal for all students and are a required part of the school day at WIA.

Timeliness is an important skill that is central to success in life; thus WIA takes matters of time seriously in order to instill positive behaviors and productive habits in our students.

#### ***Definition of Tardiness:***

Students may arrive any time between 7:00 a.m. and 7:59 a.m. **Students who are not in a classroom by 8:00 (measured by WIA's clocks) when the tardy announcement is made are considered tardy.**

Students who enter the building after 8:00 a.m. will receive a tardy pass, which they must present to their teacher. Students who are already in the building but not in a classroom by 8:00 a.m., will be marked

tardy but will not need to get a tardy pass from the front office. For students who are present in the building but late to class, additional consequences may ensue.

***Excused Tardies:***

- Illness or injury
- Medical appointments (must be accompanied by a doctor's note)

***Unexcused Tardies:***

- Overslept
- Traffic
- Forgot items at home, etc.

***Early Dismissals:***

Remaining in school for the entire day is central to student achievement. Early dismissal is certainly discouraged as students miss critical instruction. In order to be counted as present, students must be in school for a minimum of four hours. At WIA, we view early dismissal in the same manner way we view student tardies. When possible, arrange all appointments on early release days or after school. When a student is checked out of school early for a medical appointment, a dated, written excuse from the doctor must accompany the student back to school the following day.

***Consequences for Tardiness and Early Dismissals:*** Consequences for student tardies and early dismissals will be determined based on guidelines established by the state, APS, and WIA.

**Student Check Out**

In order for a student to be released from school prior to the end of the regular school day, the student must bring a written note from his/her parent/guardian stating the reason for the early dismissal. Emails will not be accepted. This note must be submitted on the morning of the intended early dismissal to the homeroom teacher and/or front office personnel. The note must state the time that you will be in to pick the child up and you must report to the front office to sign your child out. Be prepared to show personal identification. The student will only be released to his/her parent/guardian or to a person designated by the parent/guardian, as documented by school records, and upon presentation of proper identification.

Office personnel will contact the room and the student will report to the front office. Students will not be called until a parent physically walks in and signs the student out. The parent is to wait in the front office until the student arrives. Parents are not to go to the classroom, the playground, or any other area of the school unannounced or unaccompanied to pick up their child. Members of the faculty and staff will only release students through the office after all the proper procedures have been followed. **There will be no early dismissals after 2:45 p.m.** as preparations for carpool will be in progress.

**Late Pick-Up**

To facilitate safe dismissal procedures, we ask that families develop a consistent plan for students to go home. Students should be picked up on time from the end of the school day or any after school-sponsored activity. Students not picked up within 15 minutes of school dismissal or afterschool sponsored activity will be sent to Aftercare. Parents will be charged a drop-in fee due upon the time of service.

If your child is the sibling of a student participating in a Wesley sanctioned after school activity, they must be supervised while on the premises. Please make alternative transportation arrangements for siblings not participating in a Wesley after school activity. All unattended siblings will be escorted to the

afterschool program and parents will incur a fee. Students will not be released to anyone under the age of 18 years old.

Wesley reserves the right to delay the distribution of certain documents and withhold participation in activities due to outstanding fees. If you believe that your tardiness will occur on a consistent basis, please enroll your child in an aftercare program to avoid excessive fees.

### **School-Wide Events**

***Pep Rallies and Assemblies:*** In an effort to foster community between students and across grade levels, pep rallies and assemblies are held at regular intervals throughout the year. The goal of pep rallies and assemblies is to create solidarity between students, foster school spirit, highlight IB learner traits and characteristics, and celebrate the successes of our student body.

### **Extracurricular Offerings**

WIA believes that learning is not simply confined to the classroom and that participation in the arts and other extracurricular activities benefits the whole child. We provide a variety of extracurricular offerings that support socio-emotional development and community engagement. A complete list of extracurricular activities can be found on the school website.

### **Athletics**

Sports are an important aspect of the WIA experience. Our students learn not only the fundamentals of various sports but also what it means to be part of a team. WIA offers some of the following athletic teams: cheer, basketball, flag football, and baseball.

### **Student Safety**

***Reporting Child Abuse:*** According to state law, school employees must report reasonably suspected cases of neglect, non-accidental injury, or sexual offenses against children to the Georgia Department of Family and Children Services (DFCS) or local law enforcement agencies. Failure to comply with this requirement may result in prosecution of the WIA employee. People who are required to report reasonably suspected abuse are protected by state law from civil or criminal liability.

**Note:** Once a report has been made, official representatives of DFCS have the right and may come to WIA to interview the child. Parent permission is not necessary in such situations. .

***Search and Seizure:*** Students possess certain limited rights to privacy of person and freedom from unreasonable search and seizure of property. These individual rights, however, are balanced by WIA's responsibility to protect the health, safety, and welfare of all students and staff. School administrators may conduct targeted searches when they have reason to suspect that a law or school rule has been violated or that the health, safety, or welfare of students and/or staff may be in danger.

***Search of Lockers and Desks:*** WIA is the owner of and has control of student lockers, cubbies, and desks. School administrators may inspect cubbies, desks, and/or lockers for cleanliness and order at any time without notice and without consent whenever reasonable suspicion exists that a law or school rule has been violated or that the health, safety, or welfare of students or staff may be in danger.

***Search of Student's Person:*** A search of a student's person, bag or purse shall be undertaken only if there are reasonable grounds to suspect that the student possesses a dangerous, prohibited, or illegal substance or items that may interfere with school purposes and/or present a threat to people or property.

### **Nurse Visits/Medical Needs**

The nurse's office is available on a daily basis to address the medical needs of our students. Barring emergencies, severe trauma, and severe illness, students will not be admitted to the nurse's office at any time without a pass. As per state law, students who have a communicable disease must notify the nurse upon re-entry to school. Parents must notify their child's teacher of any such severe illness within twenty-four hours. Each student must have a Healthy Student Form completed and signed by parent/guardian on file in the nurse's office. It is imperative that information be updated as changes occur.

Children are allowed to rest in the clinic for fifteen (15) minutes. If a longer rest period is necessary, the parents will be called to pick up the child. Depending on the nature of the illness/injury, your child may require a doctor's note upon returning to school.

We wish to provide a healthy environment for all children. For the sake of others, as well as your own child, parents are asked to keep home any child with a fever of 99.9 degrees or higher or with other symptoms of illness, such as diarrhea, hacking cough, vomiting, etc. A child should be free from fever or contagious disease for 24 hours before returning to school. If your child has a contagious disease, s/he should be kept at home and the fact of the condition reported to WIA. Contagious diseases include, but are not limited to, illnesses such as strep throat, pinworms, conjunctivitis (pink eye), impetigo, head lice, measles, mumps, chicken pox, scarlet fever, fifth disease, etc.

***Injury During the School Day:*** If a student is injured, the teacher and/or school nurse will contact the parent or guardian if and when deemed appropriate by WIA, depending on the severity/seriousness of the injury. In cases where an injury or illness is serious or life-threatening, emergency services will be called to transport the student to a hospital. A school accident report will be completed and provided to parents in the event of an accident or injury at school.

***Physical Education:*** The WIA Physical Education program is an important part of the education experience for students. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required. In order for a student to be excused from physical education for a short period of time (up to 2 days), a written request from a parent will suffice.

***Restricted Physical Education Activities:*** If for any reason you feel your child should have restricted physical activity, please provide WIA with a doctor's note stating the reason and length of the restriction. This information will be forwarded to both the classroom and PE teachers. If a student needs to ride the elevator, a note from a doctor must be given to the nurse in order to accommodate this request.

***Authorization for Medication:*** A form must accompany any medication (over-the-counter or prescription) to be given to your child. A separate form must be filled out for each medication and be brought personally to the clinic by the parent/guardian. Do not send medications to school with your child. Medications will only be accepted from the parent. PLEASE DO NOT PUT MEDICATION IN LUNCH BOXES OR BACKPACKS. If you need additional Authorization for Medication forms, please let the clinic know. These forms are always available in the nurse's office. No drugs of any kind (over-the-counter or prescription) will be given to your child unless authorized by a parent. Prescription medicine must be in the original labeled container. The label must include the student's name, the name

of the medicine, instructions for dispensing the medicine, and doctor's name. Pharmacists can provide a duplicate labeled container with only the dosage to be given at school. Over-the-counter medicine must be in the original container and marked with the student's name. Parents must pick up unused medicine from the nurse in the clinic. Any medication not picked up will be discarded at the end of the school year. Medicine will not be sent home with the student.

***Other Medical Information:*** It is a legal requirement in the state of Georgia that certain health forms, such as certification of immunizations, must be on file (and updated yearly) for every student enrolled in school. WIA also requires parents to inform the school of any known medical conditions, such as allergies and/or chronic diseases/illnesses affecting their children. The implementation of a Student 504 Plan, which will be prepared by the SST coordinator and school nurse to ensure maximum safety and accountability, may be required in these instances.

***Head Lice:*** Students must be free of head lice and nits. It is important for parents to routinely check their children's hair for lice. Lice are small insects about the size of sesame seeds. Nits are tiny yellowish-white oval eggs attached to the hair. Nits don't come off easily like dandruff or lint. Lice do not jump or fly. They are transmitted via head-to-head contact and personal articles such as hats, combs, and pillows. Please remind your children not to share such things with others. When head lice are identified at school, an administrator will notify parents of affected students and provide information on treatment of the hair and the household. Students must be free of head lice and nits for a minimum of 48 hours after treatment in order to return to school. Spraying pesticides for the control of head lice at home or at school is not recommended.

### **Immunizations and Health Screening Requirements**

Please make sure that all of your child's immunizations are kept up to date. Students not in compliance may not be allowed to start school.

Georgia law requires that each student present the following forms prior to being enrolled:

- Georgia Department of Human Resources Form 3231, which must be signed by a physician licensed under the laws of Georgia OR by a qualified employee of a county health department.
- "Certificate of Immunization" showing that the child has adequate protection against varicella (chicken pox), Hepatitis A, Hepatitis B, diphtheria, pertussis (whooping cough), tetanus (lockjaw), polio, measles, rubella (German measles), and mumps
- Additional doses of Mumps and Varicella added to 2 existing vaccine requirements for children entering Kindergarten, 6th grade, or new entrants into any grade (K-12)
- Georgia Department of Human Resources Form 3300 "Certificate of Ear, Eye and Dental Examinations." This Form 3300 Certificate must be dated within twelve months of the first day of school.

A child who cannot be immunized because of a medical disability can be given a special certificate by a licensed physician or a county health department. If a child is not immunized for religious reasons, an exemption waiver must be obtained from WIA.

#### ***Students transferring from another state or country***

Students transferring to WIA from another state or country must obtain a certificate from a Georgia licensed physician or the Atlanta Public Health Department. A parent may present a written, dated immunization record attested to by a licensed physician or an authorized representative of a health agency of another state or country that adequate immunizations have been received by the student. Atlanta Public Schools Public Health will place the record on file and issue a Certificate of

Immunization, and the student can be admitted to school.

## **Emergencies**

***Emergency Information:*** It is critical that WIA is able to contact parents/guardians at any time students are at school. WIA must have the parent/guardian's current address, home, cellular and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parent/guardian's address, telephone, or emergency contact information.

***Emergency Drills:*** Fire, severe weather, and emergency drills are held on a regular basis throughout the school year. Students should follow their teachers' instruction and go to the designated areas in a prompt and orderly fashion. Evacuation routes, areas, and procedures are posted in each classroom and fully explained to students. An Emergency Procedure/Crisis Plan is kept current. Each faculty member has a copy and will have thoroughly read and practiced the procedures.

***Inclement Weather:*** In case of severe weather or other emergencies, WIA will consult with local authorities to make a decision as to the opening and closing of school. Please refrain from calling WIA for information. The office must keep phone lines clear in emergency situations. Parents will receive a message through a calling post to inform them if WIA will close early. Please monitor the local TV and radio stations following APS guidelines. TV: Channels 2 (WSB/ABC), 5 (WAGA/FOX 5) 11(WXIA/NBC) Radio: 94.1 FM (Star 94), WSB 95.5 FM.

## **Computer/Internet Policies**

Students are responsible for proper behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility; each individual user of WIA's computer networks is responsible for his/her behavior and communications over those networks.

Network storage areas may be treated like school lockers. Network and school administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will be private. WIA has the right to check the computers in order to determine what materials are on it, as well as what websites have been accessed and by whom. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, it is the families' responsibility to guide the children as they are exposed to the Internet, movies, television, and other potentially offensive sources.

## **Field Trips**

Field trips may be planned throughout the year for various academic and enrichment activities. Parents will receive advance notice of such trips. A permission slip must be signed by the student's parent/guardian and applicable fees collected in order for the student to participate in the field trip. Students going on the field trip who have preordered lunch will receive a credit that will be issued to their account.

Parents may be asked by the classroom teacher to serve as chaperones on class field trips. The primary

responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and remain vigilant and attentive to the students' needs throughout the trip. Children who are not enrolled in the class may not accompany the chaperones. Selection of parent chaperones is up to the discretion of the teacher. All chaperones must complete a background check as per APS policy.

### **Birthday and Class Parties**

Birthday parties for students are not permitted during the instructional day and are distracting to the learning environment. Tasty treats may be brought into school and will be shared with the class at the teacher's discretion (lunch or recess). We ask that you notify the homeroom teacher at least one day in advance and select treats that can be easily distributed to students. Treats brought in by parents must be dropped off in the main office. Parents are always welcome at Wesley; however, we prefer to keep birthday celebrations "low key," so we ask that you refrain from sending in individual visitors, balloons, and presents.

If your child is in a classroom with food allergies, all food items need to be labeled and checked by the nurse before they can be distributed.

### **Breakfast & Lunch Program**

WIA works with APS to provide breakfast and lunch in accordance with state and federal school nutrition guidelines. APS provides breakfast and lunch for all students.

Breakfast and lunch menus will be available on the website one week in advance. Families are expected to pay for both breakfast and/or lunch. However, students will not be required to pay in advance. Every student will also receive a snack at no charge if they participate in a school-sanctioned after school activity.

**Free and Reduced Breakfast and Lunch Program:** WIA participates in the federal free and reduced price meal program. Students from households with incomes at or below certain eligibility levels can qualify for free or reduced-price meals. Also, students from households receiving Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.

Free and reduced-price applications are distributed during orientation. All families are required to complete the forms, regardless of income level or interest in accessing school lunches. Application information is confidential and will be used to determine eligibility, as well as make other kinds of funding and resources available to WIA.

**Lunches from Home:** When packing a lunch, water, milk or 100% fruit juices are recommended. Soda is not encouraged. Please provide lunches that do not need to be heated. Students may purchase milk when packing a lunch from home.

Parents are welcome to have lunch with their child(ren) but must sign in at the front office upon arrival. Parents who wish to have lunch with their children are considered volunteers. Therefore, they must adhere to the volunteer policy and complete all relevant paperwork prior to their visit.

**We do not accept deliveries from outside vendors or food delivery services (i.e. UBER EATS, etc.)**

### **Uniform Policy**



Uniforms are an indispensable feature of WIA. In our efforts to maintain an elevated standard of personal appearance, promote a dignified school climate, and foster school pride, we have prepared the following uniform and appearance guidelines:

***General Considerations:***

- Each component of the uniform must be complied with daily. This includes footwear, socks, shirts with appliques, belts, etc. The WIA school uniform is not negotiable and may not be manipulated to accommodate personal style or interest. No changes are permitted, regardless of temperature or change in weather.
- Uniforms should be neat (i.e. shirts tucked in, etc.) and clean at all times. Parents may purchase solid black items from any vendor so long as they comply with the uniform expectations.
- Hair must be appropriately groomed so as not to cause a disruption or generate unnecessary attention during the school day. Barrettes and other hair accessories must either be red, white, or black.
- Light makeup and light, clear, lip-gloss is permitted.

***Jewelry and Accessories (Male and Female Students):***

- The only permissible accessories are earrings and watches. Both must be modest in appearance so as to not generate attention or cause a disruption within WIA.
- Solid black belts must be worn with shorts or pants.

***Sweaters, Jackets, and Undergarments:***

- Students may wear outerwear (jackets and coats) of their own choosing to school. However, only the WIA red, black sweaters or sweatshirts are permitted inside of the building.
- Circumstances may require that students wear additional clothing to insulate themselves. Only close fitting, long-sleeve, plain white or black t-shirts are allowed.

***Confiscated Items:***

- Accessories or articles of clothing found in violation of the Dress Code will be confiscated and will only be returned to the parent or guardian.

***Statement of Absolute Compliance:***

- Absolute compliance with the WIA school uniform is expected. The uniform is not subjective or open to interpretation.

***Uniforms 2019-2020***

**Shirts:** Red Short Sleeve or Long Sleeve Knit Pique Knit (Polo) Shirts with Logo Patch (PYP ONLY)  
Grey Short Sleeve or Long Sleeve Knit Pique Knit (Polo) Shirts with Logo Patch (MYP ONLY), Wesley spirit wear shirts

**Shorts:** Black Pleated, Fashion Fit, or Flat Front Shorts

**Pants:** Black Pleated, Fashion Fit, or Flat Front Slacks

**Skorts:** Black Skort

**Skirt:** Black or Plaid (Black, Red, and Grey) Skirt available at Parker School Uniforms

**Sweaters:** Red or Black V-Cardigan Sweater with Logo Patch or Monogram

**Spirit Sweatshirts/Hoodies:** Grey or Black with printed Wesley - This Spirit Wear will be available for purchase next year at school and can be worn as part of uniforms.

**Jackets:** Black or Red Full Zip Fleece Jacket with Logo Patch or Monogram

**Belts:** Solid Black Belt

**Socks/Tights:** White or Black socks or leggings

**Shoes:** Black shoes with the exception of the following are permitted: sandals, slippers, bowling shoes, or clogs.

*\*\*\*WIA reserves the right to determine whether certain clothing items, by appearance and style, falls beneath expected appearance standards.\*\*\**

***No Uniform Today (N.U.T.) Pass Day Specifications (All Students):***

On N.U.T. pass days, students who have paid \$2.00 may dress according to the following specifications:

- Top - WIA requirements listed above or any Wesley t-shirt (PTSA spirit wear, class/program t-shirts, Dragon Boat, Field Day, WIA Chinese shirts, etc.)
- Bottom – Jeans, pants, or any shorts/skirts of similar length as uniform skirts or shorts (must come to the top of the knee cap)
- Shoes – Any closed toe, comfortable shoes (no sandals, light-up shoes, tall boots, or heels)

***Arrival and Departure:*** WIA students must arrive and leave school properly attired.

***Hardship:*** Determinations of hardship will be made on a case-by-case basis. Families who experience hardship may notify WIA in person or in writing. Under certain circumstances, WIA will make efforts to support the particular family in need. However, it remains the responsibility of the family to ensure that students are properly attired each day.

***Consequences for Violation:*** The consequences for violating the WIA Uniform Policy are simple and straightforward. First, each component of the uniform must be complied with, daily. This includes footwear, socks, shorts with appliques, belts, etc. If a student arrives to school out of uniform, parents will be notified by classroom teachers by 9:00 a.m. with a request to either pick the child up or to correct the infraction.

- MYP Students (6-8): Students who violate the uniform policy will need to remove the item and/or find a replacement. Students will not be allowed to return to class until a suitable replacement is found.

***Official Vendors:*** Wesley uniforms – including patches – are available at Prestige Uniforms. Prestige Uniforms will also adhere patches for a fee. Prestige does not have online ordering, but they are available at 404-349-3100 or their locations in Greenbriar Mall and South Dekalb Mall.

**Visitor Policy**

Parents, guardians, and other visitors are welcome at Wesley between the hours of 8:00 a.m. and 2:45 p.m. A parent, guardian, or grandparent who wishes to have lunch with a student may meet the student in the cafeteria without scheduling the visit in advance so long as they have completed a volunteer background check as stipulated below. In addition to joining students for lunch, we encourage parents to observe and/or volunteer in the classroom. If a parent/guardian wishes to observe instruction, s/he may email the teacher to set up a time to schedule an observation for up to thirty minutes. We ask that parents coordinate with the teacher to find a mutually agreeable time that will support rather than disrupt classroom learning. Parents who wish to observe for a longer period of time must contact their student's respective Principal at least three days in advance to coordinate the logistics of a longer observation.

Prior to volunteering in any capacity, all individuals must complete the APS Volunteer Background

check. **All volunteers must complete the requirements under Level 2 unless they will be accompanying students on a field trip in which they must complete the Level 3 clearance.**

All parents must bring a state-issued ID card and complete the following form, which is available here: <http://www.wesleyacademy.org/wesleyadmin/wp-content/uploads/2015/07/APS-Volunteer-Release-Formfillable.pdf>

### **Level 2 Volunteers**

Due to the nature of most school volunteer opportunities, WIA classifies ALL volunteer opportunities and visits as Level 2. All parents must complete the Level 2 process which is at no cost to parents. Forms are available during Open House and online. Additional forms can be obtained in the front office. The volunteer release form gives us permission to check names against the State and Federal Registered Sex Offender sites. Once this process is complete, parents will be able to volunteer and/or come for a visit. Please note: This process takes 1-2 business days and must be completed prior to the visit.

### **Level 3 Volunteers**

Parents who wish to chaperone a field trip (day trips and overnight trips) must complete a more extensive background check. All potential chaperones must go through the Georgia Applicant Processing Services (GAPS) fingerprint-based criminal history check. Parents will be responsible for registering in the system, choosing a fingerprinting location convenient to you, and paying the fee. Please note that this check will take at least 1 week to complete and is valid for 5 years.

- **Note:** Parents and visitors who become disruptive or verbally abusive to school staff (especially when staff members are performing their duties) can be subject to a no trespass order on school property. In addition, parents are not permitted to take videos or photographs of students in the classroom unless prior authorization has been obtained by the respective principal. Failure to comply with these requests may jeopardize a parent's ability to visit WIA.

The first two weeks of school is a time when teachers are getting to know their students, practicing procedures, and reviewing expectations. For this reason, visitation and volunteering in the classroom will not be permitted the first two weeks of school. It is our belief that the "getting to know your student process" is of extreme importance. After the first two-week period, parents are encouraged to visit classrooms and become a part of the educational process.

Please note, after the first week students should be responsible enough to walk to class without parental assistance. Please help us by following this request. Small children, such as younger siblings, in the classrooms are a distraction to students and should not be brought into the classroom.

### **Communication**

The Executive Director, Principal/Assistant Principal, or other assigned designee will communicate information pertaining to significant events that impact the learning environment within 24-48 hours or at a time deemed reasonable based on circumstances related the event (i.e. teacher resignation, teacher incapacitation, teacher long-term leave, serious classroom incident, etc.)

**Conferences:** WIA holds two parent/teacher conferences throughout the school year. Parents and/or teachers may request additional conferences as needed. If you are concerned about your child's performance or would like to talk at greater length about your child's classroom experience, you may reach out to your child's teacher to schedule a meeting to discuss his/her progress.

\*If you would like to speak with a teacher or an administrator, you must make an appointment as opposed to arriving unannounced. This will allow us to maximize our instructional day, better address your situation, and respond accordingly.

**Wesley Website:** WIA's website address is [www.wesleyacademy.org](http://www.wesleyacademy.org).

**Parent Teacher Student Association:** WIA is proud to have an active PTSA who is always working to improve our school community. The PTSA supports the needs of WIA teachers, students and families, and is responsible for various fundraising efforts.

### **Records Request**

In compliance with the Family Educational Rights and Privacy Act (FERPA), parents may review their child's cumulative education records at the school upon request. If student education records are inaccurate or misleading, the student's parent or guardian may request an amendment by contacting the registrar and/or principal. Cumulative records are treated as confidential material, and the privacy rights of parents and students are safeguarded. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent.

### **Overdue Balances**

Wesley reserves the right to delay the distribution of certain documents and withhold participation in activities due to outstanding fees. This includes lunch balances, late pick up fees, athletic dues, etc. Unpaid balances could prevent your child from participating in extracurricular activities, promotional exercises, or other school sanctioned events. Overdue balances must be paid by the deadline established by the school. If you have questions about your balance, please contact the front office.

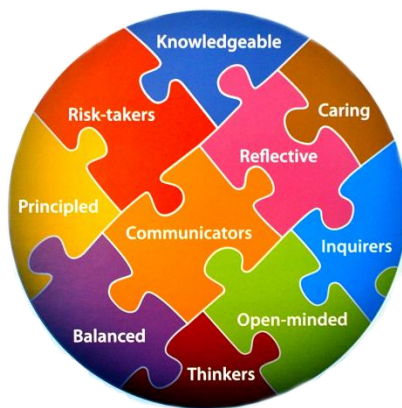
## Academics

### Academic Overview

The Middle Years Programme (MYP) grades sixth-eighth at WIA is as an official International Baccalaureate (IB) World School and has received the official authorization recognizing this designation. All students in grades 6-8 take Chinese daily, ensuring every student will have a solid foundation in a second language and world culture upon matriculation from the eighth grade. As an IB World School, all Georgia Standards of Excellence are delivered through the IB framework, which emphasizes critical inquiry and service through global understanding.

### International Baccalaureate: An Overview

The Middle Years Programme serves grades six through eight (the final two years of the IB MYP are grades nine and ten, which students will ideally pursue in their high school program). The MYP incorporates the Learner Profile and a hands-on, experiential learning approach to content. The IB program provides a framework teachers use to plan activities, engage students in learning, assess the success of their students in reaching established goals, and reflect upon and reformulate the process according to the results. The International Baccalaureate Organization (IBO) provides the framework and necessary training. Through training for all staff, standards that guide IBO visits, IBO curricular materials, and ongoing formal participation in the international IB World School network, staff have access to diverse curricular materials that can be used in all content areas and grade levels.



The student as learner is at the core of the IB framework and shapes the curriculum and outcomes for all students in the MYP. Therefore, the expectation is for WIA students to practice the ten IB attributes to become:

**Inquirers:** Their natural curiosity has been nurtured. They have acquired the skills necessary to conduct purposeful, constructive research. They actively enjoy learning.

**Thinkers:** They exercise initiative in applying thinking skills critically and creatively to make sound decisions and solve complex problems.

**Communicators:** They receive and express ideas and information confidently in more than one language, including the language of mathematical symbols.

**Risk-takers:** They approach unfamiliar situations without anxiety and have the confidence and independence of spirit to explore new roles, ideas, and strategies.

**Knowledgeable:** They have spent time in our schools exploring themes which have global relevance and importance.

**Principled:** They have integrity, honesty, and a sense of fairness and justice.

**Caring:** They show sensitivity toward the needs and feelings of others. They have a sense of personal commitment to action and service.

**Open-minded:** They respect the views, values, and traditions of other individuals and cultures.

**Well-balanced:** They understand the importance of physical and mental balance and personal well-being.

**Reflective:** They give thoughtful consideration to their own learning and analyze their personal strengths and weaknesses in a constructive manner.

Teachers also facilitate the development of the ten IB attributes listed above through explicit instruction about them. Through thematic units in all core content areas, monthly school-wide themes, celebrations, and investigations, students are supported in developing the attributes.

The world perspective and curricular requirements that guide the IB program at WIA are organized in the planning templates provided by the IB program, which are used by all teachers at WIA for collaborative unit and individual lesson planning. Units of Inquiry align instruction across the curriculum throughout the year and assessment formats for all content areas. The curriculum at WIA is approached as separate disciplines integrated into a coherent whole.

### **International Baccalaureate: Middle Years Programme**

The International Baccalaureate Middle Years Programme (MYP) at WIA is designed to create a seamless transition to a high school program that offers the final two years of the MYP. The MYP provides students with the skills and content knowledge needed to be successful at any rigorous high school. It also prepares students for success at two of the high schools to which many WIA eighth graders matriculate (Maynard Jackson High School and North Atlanta High School). Both high schools are IB World Schools where WIA alumni will be able to complete the MYP.

The MYP is organized into eight areas: Language A (English), Language B (Chinese), Math, Science, Individuals and Societies, Arts, Physical Education, and Technology. Instruction in each of these eight areas may be specific to the area or part of an interdisciplinary approach, meeting the IB requirement of a minimum of 50 hours of curriculum time allocated annually to each.

The MYP organizes units and content into six Global Contexts designed to help students recognize the connection between what they learn in the classroom and the world around them, tie the various subject areas together, and help students see knowledge as an interrelated, coherent whole.

The Global Contexts are:

1. Scientific and Technical Innovations
2. Personal and Cultural Expression
3. Orientation in Space and Time
4. Identities and Relationships
5. Globalization and Sustainability
6. Fairness and Development

### **Chinese Program**

Beginning in Kindergarten, every WIA student participates in Chinese instruction each day. WIA employs the largest Chinese department in any Atlanta area public school. Through our partnership with the Confucius Institute at Georgia State University and Kennesaw State University students receive instruction anchored in the latest research-based strategies to maximize knowledge acquisition. Students

may receive high school credit for Chinese courses taken in MYP.

Learning a second language has a variety of benefits, including improvement of communication skills, understanding different cultures in an increasingly global society, having access to bodies of knowledge not present in the first language, and the development of insight into the nature of language and culture. In order to compete for high-skill jobs and thrive in the interconnected 21st-century economy, the ability to be multilingual is increasingly important.

***China Trip:*** Every year, WIA selects MYP students to represent our school on an annual summer trip to China. Selected students spend roughly one month studying and living with other students at Nanjing University. Our partnership with Nanjing University is a pivotal component of the WIA Chinese program.

### **Remedial Education Program (REP)**

The REP is intended to meet the needs of students that are below grade level in grades 6 – 8. Entrance and exit criteria are based on how the student performs on the Georgia Milestones Assessment and/or other standardized tests and classroom performance. WIA works with Atlanta Public Schools (APS) to ensure that the program meets all state guideline for REP and that all students who are eligible receive the services they need to meet and exceed standards.

### **Special Education Program**

In accordance with state and federal guidelines, WIA provides special education services to all qualifying students. Students with diagnosed exceptionalities receive services as outlined by their respective Individual Education Plans (IEPs). The special education team conducts re-evaluations, determinations of eligibility, and individual education plans to make sure all students receive the accommodations and modifications they are entitled to under state and federal statutes. WIA ensures that students are placed in the least restrictive environment as determined by their IEPs. Settings include small group, interrelated, and resource. As an APS site, WIA complies with the APS special education policies, which can be found here: <http://atlanta.k12.ga.us/page/179>.

For more information regarding Special Education, contact the lead special education teacher.

### **Gifted & Talented Program**

Students who have been identified as gifted and/or talent development have exceptional needs that require specific attention. Therefore, gifted-identified students receive varying services based upon their grade level.

MYP students who have been identified as gifted or talented are enrolled in gifted coursework in Language and Literature. However, if a student is not meeting the communicated academic expectations of the course, students can be removed from class.

Students are identified for gifted services once a year through an extensive assessment process. Each student can be assessed for gifted services through parent, teacher, and/or automatic referral. In order for parents to stay abreast of education practices, gain tips, and stay updated on resources in the field of education, information meetings and/or workshops are held throughout the year.

For more information please consult the following website:

## **Grading and Grade Report Schedule**

Students will receive grades on a semester basis with the exception of connections classes, which are quarterly. Students will receive progress reports prior to the dissemination of report cards at specified times throughout the year. Teachers are expected to enter at least two grades into Infinite Campus each week. Parents will be able to access grades via the parent portal feature in Infinite Campus.

## **Promotion and Retention:**

In support of student success, we recognize that the progression of students from one grade level to the next should be continuous and that students have a right to on-grade-level instruction. The decision to promote or retain a student shall be made using a variety of assessments of a student's mastery of academic standards and readiness for the next grade including state-approved assessments. Retention should be used only after students have been supported through early diagnosis and intervention, the Multi-Tiered Systems of Support (MTSS) process, and the Student Support Team (SST).

## **Homework Policy**

**Definition:** Homework is any assignment or activity assigned by the classroom teacher to be completed independently or with parental supervision outside of the classroom. Homework may include practicing skills learned in class, reading, studying for an upcoming assessment, projects, or completion of classroom assignments, such as IB projects and reflections, writing assignments, and preparing for presentations.

**Purpose:** Homework is comprised of either practice work reflecting previously taught skills and concepts or work designed to prepare students for forthcoming lessons. It is an opportunity to extend skills and concepts, support educational goals, as well as to help the students develop good work and study habits. Teachers have the discretion to provide homework for practice or homework for grading based upon the concepts the students are learning within the classroom. Homework that is graded will only be assigned after appropriate instruction and practice has taken place. Teachers differentiate homework based upon the needs and abilities of the students and the pace of the class.

**Parameters:** MYP students receive homework on a nightly basis with the due date to be designated by the teacher. Homework will be collected for both completion grades and/or accuracy grades as established by the teacher. Parents will receive weekly communication via email from teachers regarding homework and concepts learned in class.

The amount of time it takes for the completion of assignments will vary from student to student. However, the following times below indicate what WIA deems to be the *approximate* amount of time suitable for children at each grade level in an IB school to spend on nightly homework. Homework assignments are also listed on google classroom.

**\*Sixth Grade-Eighth Grade** should receive between 100 and 120 minutes of total content areas homework per night and an additional 20 minutes of reading each night is encouraged.

The time allotment for each student may vary based upon individual academic needs, abilities, and student pacing. If a child is struggling to complete assignments within the guidelines outlined above, parents should contact his/her teacher(s).



***Make-up Work:*** It is incredibly important for students to make-up work when they are absent. Students who miss schoolwork because of an excused absence will be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed. Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work for full credit. Teachers shall assign such make up work as necessary to ensure academic progress, not as a punitive measure. Students suspended from school shall be given assignments to complete. The teacher of any class from which a student is suspended may require the student to complete tests missed during the suspension.

\*If you anticipate your child being absent for an extended period of time but not more than five days, please contact your child's teachers directly. If your child will be out of school for more than five days, please contact your child's teacher and respective school counselor.

### **Teachers will:**

- Create meaningful assignments
- Be certain that every assignment is clearly understood
- Relate the assignments to class instruction
- Vary the types of assignments
- Use homework as a way to check for understanding of the previously taught skills and content

### **Teacher Guidelines for Returning Homework:**

- Review, discuss, and return (if collected) homework in a timely manner (no longer than 2 weeks)
- Communicate and coordinate assignments so that students do not receive an overload of homework, whenever possible
- Explain homework assignments to the students prior to the assignment. Teachers shall communicate homework assignments in at least one of the following ways: send a packet home, write assignment on the board, require students to record it, and/or make available through emails, initial student agendas at the end of each day websites, blogs, or hotlines. The use of a variety of strategies is encouraged
- Follow a student's Individualized Education Plan (accommodations, interventions, and modifications) or 504 Plan in regards to homework.
- Teach techniques that can help students allocate their time wisely, meet their deadlines, and develop good personal study habits
- Identify the access that students will have to materials for projects and other homework assignments – taking into account affordability, resource materials from the library/media center, assistance and tutoring opportunities, and technology resources

### **Student Guidelines:**

- Complete homework as assigned
- Seek clarification from teachers when unclear about homework
- Use class time provided for completing classwork and/or starting homework
- Seek assistance from teachers when demonstrating an inability to complete homework
- Complete homework independently in a neat and legible manner
- Always try your best

## **Homework Tips for Students:**

- Ask clarifying questions to be sure the expectations on your assignments are clear
- Know, record, and monitor due dates
- Have a quiet space with basic materials for homework completion
- Make homework part of your daily after school routine
- Place a note next to homework questions and ask the teacher the next day

## **Parent Guidelines:**

- Provide a quiet space and basic materials for homework completion
- Teach techniques that can help children allocate their time wisely, meet their deadlines, and develop good personal study habits
- Monitor time management and productivity, but allow students to work independently. (Parents should review homework for completion)
- Review school provided materials (for example: agendas, class handouts, and/or online resources).
- Communicate with teachers at the earliest possible opportunity once the child has demonstrated consistent inability to complete homework. If necessary, parents shall attempt to reach accommodations with their child's teachers regarding homework
- Contact the grade level team lead and then Assistant Principal or Principal if a solution cannot be reached with a teacher regarding homework

## **Assessment Policy**

*Formative Assessments (i.e. homework, classwork, rough drafts, quizzes, warm-ups, exit tickets, notebook checks, etc.)*

- A minimum of two recorded formative assignments per subject area will be recorded in Infinite Campus per week, spread across the criteria
- Students can retake any part of a formative assessment for an improved score, without penalty. The highest grade will be recorded in the gradebook

*Summative Assessments (Tests, projects, final papers, presentations, etc.)*

- A minimum of two summative assessments per subject per quarter will be recorded in Infinite Campus
- Summative assessments will be recorded in Infinite Campus within two weeks of the due date
- Students can retake any part of a summative assessment for an improved score, without penalty. The highest grade will be recorded in the gradebook

\*MYP does not give extra credit; grades should assess students' mastery of a specific task; if a score is low, students should keep on working to improve on that task, not extra credit.

\*Students may complete work during recess or academic detention as to be determined by the teacher.

\*The cut-off date for students to retake an assignment or complete any missing work is 2 weeks prior to the end of the semester.

*Communication with Parents regarding Formative and Summative Assessments*

- Teachers will contact parents if a student does not perform well on consecutive summative assessments; further, they must remind parents in the weekly team update to check Infinite Campus for recently recorded assessments
- Teachers will contact parents after a student has missed two formative assessments

### **Textbooks & Supplies**

The textbooks issued for student use become the responsibility of the student and/or parent/guardian and must be returned at the end of the school year in the same conditions in which they were issued. Any damaged or lost books must be paid for before another book is issued for home use. Report cards will be withheld until all books have been returned and/or fees have been paid.

Students are expected to provide the basic supplies as listed by grade level on the *School Supply List* issued by WIA. Any additional supply needs must be requested in writing by the classroom teacher for approval by administration. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and make sure that s/he has packed everything needed for the next day.

### **Academic Integrity Policy**

#### ***What is Academic Integrity?***

Academic integrity is more than the act of not cheating on a test or plagiarizing a source. It is about choosing to take principled action in the creation of knowledge. It is about making knowledge, understanding, and thinking transparent. Students need to understand that people construct knowledge together and must reflect on our roles in furthering knowledge and building understanding. An essential aspect of this is an understanding of academic integrity.

Academic integrity must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling, and taught skills.

IB programmes encourage students to inquire, take action, and critically reflect on what they learn and how it affects their attitudes and behavior. With an understanding of academic integrity, students should be able to:

- make their thoughts and their learning explicit;
- show how they have developed their ideas;
- demonstrate the views they have followed or rejected;
- celebrate the work of others;
- and respect the creative rights of others.

#### ***Academic Honesty in the PYP & MYP***

At Wesley International Academy (WIA), students strive to develop the attributes of the learner profile. Some key attributes related to academic honesty that we as a school community model and strive to develop include:

- Inquirer: Students develop skills needed to pursue their questions as they conduct inquiry and research.
- Open-minded: Students practice seeking and evaluating a range of points of view.
- Principled: Students act with integrity and honesty; they take responsibility for their own actions.

WIA strives to create principled, balanced learners per the IB Learner Profile through a focus on intercultural awareness, communication, and holistic learning. Students will often be working in collaboration with their peers and using sources from experts all over the world to respond to unit questions. Therefore, we expect students to meet the following expectations:

- Students are expected to work together, to recognize and encourage contributions of others in the group.
- Students are expected to know that the purpose of an assessment, summative or formative, is to show what they know, understand, and can do and therefore they must provide their own work.
- Each group member takes responsibility for his or her roles/tasks and ensures that the other members of the group understand the task and their responsibilities.
- When a product is required from a group, the product should reflect each member's contribution.
- Each student's work should be explicitly acknowledged.
- Each student is capable of reflecting on his or her participation and the participation of the other members of the group.
- Students are able to reflect on the group's processing and communication.
- Students will always appropriately give credit to any outside research used to inform their product.

### ***Academic Dishonesty in the PYP & MYP***

Examples of academic dishonesty include but are not limited to:

- Plagiarism: using the ideas or work of another person as your own, such as copying language from a book or website and not citing where it came from
- Collusion: helping someone else cheat, such as allowing your own work to be copied by another
- Misconduct: such as taking test materials from a classroom or using prohibited electronic devices

### ***Consequences of Academic Dishonesty***

Although academic dishonesty is prohibited, it is understood that growing learners may not always make appropriate choices on their journey toward independence. However, keeping in mind the Approaches to Learning, as well as the policies put forth by Atlanta Public Schools, when a student engages in academic dishonesty, his/her grade is not negatively impacted by his/her behavior. The student is provided another opportunity to demonstrate what he/she can do on the assessment task in question. Separate, behavior-oriented consequences are administered, including student reflection, teacher conference, parent conference, administrative conference, detention, and/or reduction of privileges. The ultimate goal is to understand the student's motivation for his/her actions and address appropriately.

### ***How Does WIA Encourage Academic Honesty?***

In addition to adhering to IB principles, WIA operates under the tenets of the Wesley Way:

- We act with integrity.
- We practice compassion.
- We reflect on our actions.
- We embrace the diversity of our global community.

To that end, all members of the WIA community work to promote a positive school culture where we focus on developing the attributes of the learner profile and where good practices of academic honesty will be introduced, modeled, and used by all.

### ***How Do Teachers Reinforce Academic Honesty?***

All teachers make it a priority to discuss and reinforce academic honesty by:

- helping students understand what academic honesty is and why it is important.
- helping students learn definitions of cheating, plagiarism, collusion, and misconduct and how to avoid those practices.
- modeling good practices of academic honesty.
- promoting ethical research skills.
- encouraging students to develop their own voice and ideas.
- collaborating with the media specialists on developing responsible use of IT, library resources, and citing works properly.

### ***How Do Students Exhibit And Encourage Academic Honesty?***

The principled, reflective IB learner should:

- be honest in presenting all work.
- acknowledge help from parents, other students, and friends.
- know what constitutes cheating and how to abide by the rules of academic honesty.
- say “no” to students who want to copy their work.
- understand that their teachers value their ideas and want them to present ideas using their own language and voice, given the appropriate audience.
- understand the teachers’ guidelines for group and individual work.
- understand and use technology and library resources properly.
- acknowledge resources by creating appropriately cited bibliographies.
- seek guidance from teachers when unsure how to follow rules of academic honesty.

### ***The Role of Students’ Families***

It is important that our students’ parents and guardians are familiar with our academic honesty guidelines, as well as the consequences for academic dishonesty as outlined in the student handbook, which may include parent contact and/or detention. In addition, parents and guardians can support students by encouraging them to exhibit the Wesley Way values of respect, integrity, and responsibility as they strive to become principled learners and citizens.

## **Behavior Management & Student Code of Conduct**

### **Behavior Management Philosophy & Overview**

WIA strives to create a school culture that is guided by our vision, mission, and the four pillars of the “Wesley Way.” This philosophy serves as the foundation of our school-wide approach to behavior and discipline, which is based on the principles of positive behavior support, restorative justice, character education, and global leadership. We expect students to act in accordance with the “Wesley Way” at all times and view each student as a unique and important member of our IB community.

As a school, we believe that:

- Teachers must create a warm, positive environment that emphasizes community and citizenship as well as academic rigor.
- Students must be taught consistent routines, policies, and procedures in order to be successful.
- Student behavior is correlated to the actions of adults. We hold students accountable for their actions but do not believe that there are any “bad kids.”
- In order to change a student’s behavior, we must teach an alternative, desired behavior.
- Emphasizing positive behavior effectively diminishes poor behavior and is conducive to creating a culture of excellence in the classroom and at school.

***Restorative Practice Model:*** Restorative Practice provides a model for addressing disciplinary infractions in a manner that is not simply punitive. By shifting the paradigm from punitive to restorative methods, restorative practice configures misbehavior as harm done to the community as opposed to the simple breaking of rules. The emphasis is on restoring relationships and a student’s tie to the greater community. Central to both restorative justice and the Wesley Way are values of compassion, responsibility, integrity, and an ethical commitment to the betterment of the community. Key components of restorative practice include separating the action from the individual, creating alternative consequences that allow students to give back to the community, and restoring relationships between those involved in an incident.

***Second Step SEL (Social-Emotional Learning) Program:*** Second Step is a program that helps students continue to develop their social-emotional skills in preparation for social and academic readiness. Through the program, students are equipped with skills that help them make good choices and avoid pitfalls that may in turn hinder social success. Teachers and families are also given tools to help reinforce positive behavior, make connections to real life, and bolster family engagement and support.

Appropriate behaviors and positive character must be modeled and maintained by all staff and students in order to have a safe and orderly school. Rules for expected student behaviors are modeled and aligned with the IB learner profile. The learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others, and the world around them.

### **Rights & Responsibilities**

WIA supports the belief that all stakeholders must embrace the rights and expectations that are unique to them. WIA has adopted the following framework, outlined by APS, to help support our philosophy and approach to discipline and character development:

*Students may expect:*

- To receive a free high-quality public education
- To be safe at school

- To be treated courteously and respectfully
- To bring complaints or concerns to the school Assistant Principal, Principal, or staff for resolution
- To tell his/her side of the story before receiving a consequence
- To be told the reason(s) for any disciplinary action, verbally and/or in writing
- To be given information about appealing disciplinary actions
- To express opinions, support causes, and discuss issues

*Student Responsibilities:*

- To read and become familiar with the Student Code of Conduct
- To attend school daily, prepare for class, and complete class and homework assignments to the best of his/her ability
- To know and follow school rules and instructions given by WIA Assistant Principals, Principals, teachers, and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the community
- To bring to school only those materials that are allowed
- To treat everyone in the WIA community with respect
- To respect school property, community property, and the property of others

*Parents/Guardians may expect:*

- To be actively involved in their child's education
- To be treated respectfully by WIA Assistant Principal, Principal, teachers, and other staff
- To access information about the policies and procedures outlined by WIA and APS
- To be notified promptly if their child is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned
- To appeal disciplinary actions taken by the student disciplinary hearing officer
- To receive information about their child's academic and behavioral progress

*Parent/Guardian Responsibilities:*

- To read and become familiar with the Student Code of Conduct
- To make sure their child attends school regularly, on time, and to notify WIA before the school day begins if their child is absent
- To give WIA accurate and current contact information and inform/update that contact information when and if it changes
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with WIA Assistant Principals, Principals, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected in school
- To support their child's learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students' privacy rights

**Expectations for Student Behavior**

We expect students to follow the Wesley Way at all times both in the classroom and throughout our school buildings. The grid below details expectations for behavior in all common areas of our school buildings:

<b>The Wesley Way</b>	<b>We act with integrity.</b>	<b>We practice compassion.</b>	<b>We reflect on our actions.</b>	<b>We embrace the diversity of our global community.</b>
All day/Every day	<ul style="list-style-type: none"> <li>★ Use voice and volume that fits the setting</li> <li>★ Be courteous and polite</li> <li>★ Follow directions</li> <li>★ Dress in uniform</li> <li>★ Help others follow all school rules</li> <li>★ Be on time</li> </ul>	<ul style="list-style-type: none"> <li>★ Be kind to others</li> <li>★ Be honest and fair</li> <li>★ Think before you speak</li> <li>★ Include everyone so no one feels left out</li> <li>★ Use positive and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>★ Am I acting kind?</li> <li>★ Am I taking responsibility for my work?</li> <li>★ Am I doing my best?</li> <li>★ Am I maintaining a positive attitude?</li> </ul>	<ul style="list-style-type: none"> <li>★ Seek out new ideas</li> <li>★ Value different opinions and customs</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>★ Walk facing forward</li> <li>★ Sit at the table with feet on the floor</li> <li>★ Keep hands, feet, and food to yourself</li> <li>★ Follow the traffic light</li> </ul>	<ul style="list-style-type: none"> <li>★ Be aware of the noise level</li> <li>★ Refrain from teasing or hurtful comments</li> </ul>	<ul style="list-style-type: none"> <li>★ Am I being loud?</li> <li>★ Am I including the people around me in my conversation?</li> <li>★ Am I being a good friend?</li> </ul>	<ul style="list-style-type: none"> <li>★ Try different types of food</li> <li>★ Support others' food choices</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>★ Walk facing forward</li> <li>★ Keep hands, feet, and objects to yourself</li> <li>★ Avoid and report hazards to staff (puddles, trash, spills)</li> <li>★ Make sure you have permission to be in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>★ Be considerate of classes in session- REMAIN QUIET</li> <li>★ Be courteous, allow others space to pass</li> </ul>	<ul style="list-style-type: none"> <li>★ Am I quiet?</li> <li>★ Am I keeping my hands to myself?</li> <li>★ Am I walking directly to my destination?</li> </ul>	<ul style="list-style-type: none"> <li>★ Learn from your surroundings</li> <li>★ Make sure different perspectives are represented on bulletin boards</li> </ul>



Assemblies	<ul style="list-style-type: none"> <li>★ Enter and exit in an orderly fashion</li> <li>★ Go directly to your seat</li> <li>★ Keep hands and feet to self</li> <li>★ Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>★ Applaud or clap politely</li> <li>★ Face forward and listen to presentation</li> <li>★ Use appropriate language</li> <li>★ Support your fellow classmates when they receive awards</li> </ul>	<ul style="list-style-type: none"> <li>★ Am I sitting quietly?</li> <li>★ Am I clapping for <i>all</i> speakers and award recipients?</li> <li>★ Am I actively listening and participating?</li> </ul>	<ul style="list-style-type: none"> <li>★ Listen to varying viewpoints</li> <li>★ Consider alternative perspectives</li> </ul>
Recess	<ul style="list-style-type: none"> <li>★ Run only in appropriate areas</li> <li>★ Stay in assigned places</li> <li>★ Stay where an adult can see you</li> <li>★ Alert adults of all strangers or stray animals</li> </ul>	<ul style="list-style-type: none"> <li>★ Avoid throwing rocks and other dangerous objects</li> <li>★ Make sure everyone who wants to be, is included in games</li> <li>★ Encourage good sportsmanship</li> <li>★ Share and take turns</li> </ul>	<ul style="list-style-type: none"> <li>★ Am I including everyone who wants to play?</li> <li>★ Am I acting nicely?</li> <li>★ Am I considering everyone's feelings?</li> </ul>	<ul style="list-style-type: none"> <li>★ Try playing a new game</li> <li>★ Learn about your classmate's family history</li> </ul>
Media Center	<ul style="list-style-type: none"> <li>★ Enter and exit quietly and calmly</li> <li>★ Keep chair and table legs on floor</li> <li>★ Follow computer rules</li> <li>★ Follow library rules</li> </ul>	<ul style="list-style-type: none"> <li>★ Respect others' workspaces.</li> <li>★ Treat books, computers, and property with respect</li> </ul>	<ul style="list-style-type: none"> <li>★ Am I putting books back where they belong?</li> <li>★ Am I talking quietly?</li> <li>★ Am I using the computer for its intended purposes?</li> <li>★ Am I listening to adults?</li> </ul>	<ul style="list-style-type: none"> <li>★ Engage multiple perspectives</li> <li>★ Read about something unfamiliar</li> </ul>

**Behavior Management System (MYP)**

All teachers use *Class Dojo* to monitor and track student behavior. Teachers can also use *Class Dojo* to communicate with parents and keep them informed of student progress. Failure to attain a certain number of positive dojo points will negatively impact a student's opportunity to participate on field trips and extracurricular opportunities.

Parents are informed of their child's progress on a regular basis unless there is an issue that requires immediate attention. Teachers re-direct student behavior and provide opportunities for reflection when indicated. When such teacher-led interventions are not effective, the student will be referred to the Assistant Principal.

**MYP Actions and Consequences**

Classroom Consequence Tree for off-task/disruptive behavior

1. Verbal Warning
2. Negative Dojo point
3. Time out in another room
4. Silent Lunch
5. No Recess
6. Phone Call Home
7. Counselor Referral (for suspected emotional concerns)
8. Discipline Referral

<b>Student Action</b>	<b>Teacher/Administrative Consequence</b>
Play Fighting/Hitting	Silent Lunch
Fighting	Discipline Referral
Spitting	Detention
Sexually Inappropriate Behavior/Language	Counselor Referral
Alcohol/Drugs	Discipline Referral → Suspension/Tribunal
Skipping Class	Discipline Referral
Leaving the building during school hours	Discipline Referral
Food Fight	Discipline Referral
Inappropriate Language (Cursing, etc.)	No recess
Stealing	Discipline Referral
Disrespect	Counselor Referral (1 <sup>st</sup> time) Discipline Referral (if more than once or ongoing)
Bullying	Counselor Referral
Cell phone	Confiscation → Phone must be picked up by a parent

**Consequences for Classroom Tardies/Semester (note not tardy to school)**

In addition to losing a Dojo point, students will also receive the following consequences. (Note - Consequences restart each quarter.) Students who are entering the classroom late will have to sign a tardy sheet posted to each door.

1. Warning
2. Phone Call home
3. Silent Lunch
4. No Recess
5. Referral

**Detentions in a Semester:**

1. After the 3<sup>rd</sup> detention (upon receiving a 4<sup>th</sup>), students will receive a ½ day of ISS the following Thursday.
2. Students who receive a 5<sup>th</sup> detention will serve a full day of in-school suspension (ISS) the following Thursday.
3. If a student receives an additional detention, additional consequences will be implemented by administration.

## **MYP Academy-Level Consequences for Student-Athletes**

For MYP students who are also a member of a Wesley-sponsored athletic team, additional consequences will be applied for violations of the Wesley Way Code of Conduct. The following consequences apply to detentions accumulated for every sport offered and for each athletic season.

\*2 detentions=student may not play for a quarter

\*3 detentions=student must sit out for a half.

\*Student Athletes who receive ISS for 4+ detentions will also be suspended from the next game.

\*Athletes may also receive additional consequences for disciplinary violations at the discretion of the Principal and/or Assistant Principal.

## **Code of Conduct**

Students are expected to comply with the Wesley Way at all times by adhering to the expectations outlined above in addition to the rules and regulations set forth by Atlanta Public Schools Code of Conduct. Please remember that if and when events occur, confidentiality is essential and that we are not at liberty to discuss other student's consequences even when involved in the same incident.

## **Consequences for Violating the Wesley Way and Code of Conduct**

While every effort is made to redirect student misbehavior in the classroom and give consequences in line with the protocols of restorative justice, there are times when students who violate the Wesley Way lose the right to participate in school-sanctioned events. The Principals, Assistant Principals, Director of Student Services, and Executive Director retain decision-making authority with regard to school consequences. Depending on the severity of the incident, a student may be given detention, suspended, or referred to tribunal, which may result in expulsion. When applicable, we adhere to the policies and procedures set forth by APS regarding consequences. Consequences may vary based on student history as well as the nature and facts of the incident. We take all of this into consideration when holding students accountable for their actions and gather evidence and respond to incidents in a timely manner. To view the APS's Student Code of Conduct more detail, please visit, [https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/94/2018-19%20FINAL\\_web\\_APS%20STUDENT%20HANDBOOK%20Complete\\_ENG.pdf](https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/94/2018-19%20FINAL_web_APS%20STUDENT%20HANDBOOK%20Complete_ENG.pdf). Hard copies can also be obtained in the front office for your records.

## **Bullying and Harassment Policy**

WIA subscribes to Atlanta Public School's policies and verbiage regarding bullying and harassment, which are detailed below. Bullying and other forms of intimidation will not be tolerated in any form and are strictly prohibited by the Atlanta Board of Education Policy (JDCDAG) and Georgia law (O.C.G.A. 20-2-715.4).

All reports of bullying are taken seriously. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others and may be oral or written. The Bullying Reporting Form is available in WIA's main office and the counseling office. Counselors and administrators can provide assistance to students in filling out the bullying reporting form.

***Prohibited behaviors must occur on the property of the public school, at an event within the jurisdiction of a public school, or at a school-sponsored event. Reported incidents of bullying,***

**harassment, intimidation, or retaliation that have occurred outside the jurisdiction of the school and have not disrupted the WIA environment shall be reported to the students' parents/guardians. *Disciplinary action may also be necessary if off-campus behavior results in a disruption to the WIA school environment.***

**Bullying:** No student shall bully another student or students. Bullying can occur on school property or through school technology resources, but can also occur through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication:

- a. is directed specifically at students or school personnel,
- b. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of WIA, AND
- c. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

**Bullying behavior is defined as:**

- Willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so or;
- Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;
- Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:
  - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts.
  - Has the effect of substantially interfering with the victim student's education;
  - Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
  - Has the effect of substantially disrupting the orderly operation of WIA.

Examples of bullying and harassment include, but are not limited, to

- Unwanted teasing
- Physical violence and/or attacks
- Sexual, religious, or racial harassment
- Destruction of school/personal property
- Rumors or spreading of falsehoods
- Social exclusion, including incitement and/or coercion
- Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. Facebook, etc.) chat rooms, texts, and instant messaging
- Sending abusive or threatening text messages or instant messages
- Threats, taunts and intimidation by words and/or gestures
- Extortion
- Public humiliation
- Theft of money and/or personal possessions
- Stalking

- Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim.
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online.
- Using websites to circulate gossip and rumors to other students

\*After 3 reports of bullying, a tribunal will be held.

## **Acknowledgements**

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In preparing this handbook, WIA benefited from the following schools whose handbooks served as invaluable resources: APS Student Code of Conduct, Uncommon Schools, Drew Charter School, and the KIPP Metro Atlanta Academies. Policies, sources, and institutions accessed when creating the academic integrity policy include: IB brochure: Academic Honesty in the Middle Years Programme, Atlanta International School, Academic Honesty in the MYP, Atlanta Public Schools, MYP: From Principles Into Practice, White Bear Lake Middle School, Academic Honesty.

**Parent/Guardian Acknowledgement\***

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I acknowledge that I have received a copy of the Wesley International Academy (WIA) Family/Student Handbook for the 2020-2021 school year. I understand that it contains important information on policies and procedures and serves as a general reference guide for students and families. I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school. I further understand and acknowledge that WIA may change, add, or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion. I acknowledge and understand that this Family/Student Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

I also understand that parental involvement and cooperation is vital in the discipline process. By signing below, I acknowledge my understanding and commitment to ensure that my child understands and complies with the handbook.

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

*\*Please detach this page and return it to your child's teacher within one day of receipt of this information.*