



Student and Family Wellness Policies

FAMILY AND COMMUNICATION PRACTICES

At WLA, we know that parent support is a critical component of preparing students to be college and career-ready. Regular communication with families is critical to our mission. WLA will communicate in various ways throughout the school year to provide parents/guardians/families with updates:

Habit Reports & Weekly Announcements: Students will be provided with a Habit Report every Thursday. Students will be expected to have their Habits Reports viewed by parents prior to the start of the next week. The Habit Report contains necessary information regarding the performance of your student throughout the week as well as announcements for upcoming events. Parent/Guardians are strongly encouraged to ask for their student's Habit Report and discuss it with them.

Grade Tracking & Report Cards: WLA will provide two different methods for keeping updated on student grades. Parents will be provided with an online account at the beginning of the school year that allows them access to their student's academic performance. Additionally, student grades are reported on the Habit Report each week. Final Interim Session Grades will be released one week after the end of an interim. See the school calendar for Report Card release dates.

Phone Calls: Throughout the school year parents will receive phone calls from their advisor for updates on academics and behavior. Additionally, the Dean of Students will contact parents to check-in with the wellbeing of their students throughout the year. The Dean of Students and/or school leadership will also contact parents when a student is the subject of a major behavioral incident, has received a detention, or otherwise requires parent involvement at school. Parents are requested to return phone calls as early as possible but no later than 48 hours from initial contact.

Scheduled Parent and Family Conferences: Throughout the year WLA will host Parent-Teacher Conferences after each interim session to discuss their student's academic and behavioral performance throughout the year. During this time teachers will explore data outcomes from the student during the interim session. Parent Teacher Conferences will occur on two-night sequences. See the school calendar for when Parent Teacher Conferences are scheduled

Academic & Exhibition Nights: Throughout the year WLA will host academic nights that provide parents with insights into the day-to-day life of a WLA student. During these nights teachers put their class on exhibition for parents to better understand how WLA's academic programs work. During these nights the school will also exhibit work from students during their project learning and electives programming. All families will be notified prior to those events via text, voicemail and email.

Staff-Requested Meetings: From time to time staff may request parent meetings to discuss academic, behavioral, or other outcomes with the parent/guardians of a student. Parents will be given reasonable time to schedule these meetings. If a parent refuses to meet with a teacher team and/or is unavailable the



school may revoke certain communications or privileges from the student until communication with the parent has occurred.

Parent-Requested Meetings: Parents may from time to time want to meet with an instructional team regarding the performance or well-being of their student. To do so, parent/guardians should contact the student's advisor who will respond with a meeting time within 7 days of the request.

Parent/Guardian Visits: Parents are welcome to visit the school and see their student during the school day. While visits are understandable, please note that the school will not disrupt the student's academic day. Parents are also welcome to visit their student during their scheduled lunch time. To schedule a visit to the school, call the Office Manager at least 24 hours in advance.

Contacting Students During the School Day: WLA will for no reason disrupt the academic day of a student except in cases of emergency. If parents need to contact their students throughout the day they must contact the Office Manager who can relay messages to students. Students will not have access to personal cell phones throughout the school day and parents should not attempt to communicate with their students during the school day. If a response is needed from a student, the student will be called to the office during lunch or transition periods to get in touch with parents.

Planning for Early Dismissal: As is noted in the early dismissal policy parents must communicate with the Office Manager prior to 1pm if they are to remove their student from school early. Except in the case of emergencies students will not be released from school if a parent has not notified the office prior to 1pm. *Please make every effort to communicate with the office for early dismissal as much in advance as possible.*

WLA ATTENDANCE POLICY

Daily and timely attendance is critical to WLA achieving the goal it has for both students and community. Students are expected to attend school every day that school is in session. Additionally, Students are expected to be on time every day. For the 2016-2017 school year WLA defines an absence as the following:

- 1) A day in which a student does not arrive at school at all
- 2) Students arriving to school after 11am
- 3) Students departing school (and not returning) before 1:30pm

Because daily attendance is critical to the success of the school but also a legal obligation to the city, WLA does have serious consequences for students who are frequently absent. While understanding that both sickness, emergencies, bereavement, and other reasons apply to student absences, it is critical that students put their best efforts into being at school daily. The following are consequences for excessive absences from school:



- If a student has 20 or more consecutive unexcused absences, WLA will take the following action:
 - The student will be automatically unenrolled;
 - Attendance data will be reported to Court Social Services and/or the OAG Juvenile Division and Child and Family Services;
 - Retention (repeating a grade) will be considered and the absences may be the primary reason for retention regardless of academic performance
- If a student is absent for 20 consecutive days, unexcused, they may be un-enrolled.
- If a student has 10 or more unexcused absences (consecutive or nonconsecutive), WLA will report the absences to Child and Family Services.
- If a student has 3 or more unexcused absences during student orientation (the first 8 days of school), a meeting with the student's family will be required immediately to discuss expectations.
- Students who reach 5 absences during one interim, or 8 absences during the year, may be required to complete an attendance recovery plan, a plan intended to make up learning time missed while out of school

How and When to Report Absences: Parents need to report all absences to the school's Office Manager as soon as the need for absence is known. Additional information will be required for the absence to be excused (see below). If we do not receive notification of the absence in advance, we may call parents to determine the reason for an absence. All documentation of excused absences must be received **no later than 5 days** following the absence. If documentation is not received in the appropriate timeframe, the absence will be considered unexcused. Documentation should be sent to **Attendance@wlapcs.org**.

What WLA Considers an Excused Absence: WLA makes exceptions for absences based on circumstances and available documentation. See the below list for excusable absences. All absences will be reported as unexcused absences unless the school receives the following documentation within 5 days of the absence:

- For single day absences due to illness, WLA will accept a direct contact from the parent excusing the student for up to **3 total absences after which a doctor's note will be required.**
- For illnesses lasting longer than a single day, or for students with more than 3 total absences a doctor's note is required.
- For regularly scheduled doctor, dentist, or other medical appointments, students are only excused for the duration of the appointment and the necessary travel time. Parents must request student releases with the scheduled time of the appointment prior to pick-up.
- Religious holidays as communicated to the school by parents.



- Parent note indicating there is a family funeral – the child will be excused for the day of the funeral.
- Advance written notice to the Principal indicating that student will be visiting their parent or legal guardian, who is in the military; immediately before, during or after deployment.
- Parent note indicating there is a family emergency – emergencies include house fires, house floods, or incidents of violence in the home. An emergency is defined by the presence of an emergency response team (fire, ambulance, police, CPS, etc), unexpected hospitalization of a family member, or unexpected loss of a family member.
- Court documents mandating a court appearance – the child will be excused only for the day(s) indicated on the court documents.

Long Term Absences: If your child will be absent for a week or more please contact the office immediately to make arrangements for assignment completion and to provide adequate time for teachers to plan and prepare for accommodations. Teachers will put forth a reasonable effort to support student learning while away or allow for makeup work. WLA does not provide homebound instruction to students.

Late Arrivals, Early Dismissals & Appointments: If a student has a medical or dental appointment or a family emergency, requiring the parent or guardian to come to school requesting an early dismissal, the family should call the office manager, use one of the school-approved messaging systems, or send the child along with a note. All early dismissals are made from the office, not from the classroom. Parents are required to sign-out students in-person from the office. The school will not send students to waiting or parked cars; parents must come into the office and present identification to the office manager prior to a student being released. A student will be dismissed early only to a parent or other properly authorized and identified adult. A letter from the parent or guardian properly identifying another adult whom you authorize to pick up your child is required. For appointments occurring prior to 11:00am or after 1:30pm, WLA will only authorize student leave for the duration of the appointment and time allotted for transportation to and from the appointment. For example, if a student leaves school at 12pm for a two hour appointment with 30 minutes of travel, they are expected to return to school that day. Secondly, if a student has an early morning appointment and arrives to school at 9:45am they will not be given a tardy.

Recovering Missed Work Because of Absence(s): Students are expected to make-up all work or learning missed as a consequence of absences, excused or unexcused. Teachers will use their discretion in creating policies for when work must be recovered due to absences. Students will be expected to complete missed work by the deadline imposed by the teacher's own policy. For example, if the World History teacher requires that all missed work due to absence be submitted 72 hours after the absence, the student must abide by that teacher's policy in order to gain credit for that material.



Assignment Deadlines on Day of Absence: Teachers may impose a policy for work due on the date of the absence. Given WLA's digital nature, it is reasonable enough for a teacher to require that work due on a date of absence from a student still be submitted by the submission deadline. For example, if an assignment is due in English and a student is absent on that day, it is reasonable that a teacher still require that material to be submitted electronically. It is the teacher's discretion to determine when and how students submit those materials.

Tardiness: Timely arrival to school and to each individual class is key to the success of our school and each student. Late arrivals are distracting to students who are on time and incur a loss of learning for the student who is late. At WLA, learning begins the moment at student enters the building and into each of their classrooms. Obtaining the goals of our school and the ambitious outcomes of our curriculum means that learning will always be the urgent priority at our school. Tardiness and its resulting distraction greatly limit our ability to achieve those goals. WLA will work with students towards habits of timeliness as it is critical to their college and career readiness. Tardiness is defined by a student arriving to class later than the allotted start time. Students ***must be seated in their first session class by 8:30am*** each morning. Students will be allowed access to the building by 8:15am. Students arriving later than 8:30am will have the following consequences:

- **Up to 3 tardies:** immediate lunch detention
- **After 3 tardies:** after school detention for each tardy
- **After 5 tardies:** Friday detention and credit recovery plan, intervention planned with parent/guardian

FOOD AT SCHOOL AND LUNCH SERVICES

School Lunch Services: WLA will contract with a food vendor to supply nutritious, balanced meals made with real ingredients. The school will provide breakfast, lunch, and occasionally snacks for students throughout the school day. Breakfasts, lunches, and snacks meet the USDA Scholar Nutrition Guidelines. Some students may qualify for the USDA free and reduced lunch program providing free access to meals at school.

School Breakfast Policy: Students may choose to have breakfast provided by the school prior to the school day starting. Breakfast is served from 8:10-8:20 am. Breakfast must be picked up by the student prior to 8:20. Students must finish their breakfast prior to arrival to first session at 8:30.

School Lunch Policy: Students may choose to bring meals from home. Food brought from home must be kept in the student's book bag or in approved storage areas. A student may only eat his/her food from home during times that other students are eating and only in approved locations (i.e. the cafeteria). Scholars will be permitted to each snacks during their advisory period. Some foods will be limited based



on the discretion of the school leadership. Foods that are exceptionally messy or provide a distraction among students may be prohibited from school. Prohibited foods include:

- Hot Cheetos, Takis, BBQ chips (are other foods that easily stain furniture)
- Sodas
- Gum
- Candy
- Food Dyes

Lunch Visits and Lunch Drop-off: Parents may need to deliver lunch to students throughout the day or want to have lunch with their students. The school will allow students to eat lunch with their parents or guardians within the allotted timeframe for lunch. The school does not allow lunch to take students away from their learning time. Lunch deliveries made outside of lunch time will not be provided to students until a passing period at which point they will be given 5 extra minutes (10 total minutes) to complete their meal. If a student regularly forgets or needs lunch deliveries this policy may be changed.

Student Allergies: It is parents and guardians' responsibility to notify school administration of student allergies. In some cases, WLA may be required to limit what food students can bring to school if other students' allergies are extremely severe. WLA will notify parents if such a policy is to be enacted.

Student Accounts: WLA will provide information to families prior to school opening regarding student accounts for lunch purchases and how they will be managed. Parents and guardians are responsible for paying for their students' lunches or completing required paperwork for enrollment in the Free and Reduced Price Lunch program.

PERSONAL TECHNOLOGY POLICY

WLA has adopted the following policies in an effort to minimize the degree to which personal technology devices present distraction, legal liability, and harm to students at the school.

Cell Phones: Students are permitted to carry a cell phone on their person, in their backpacks, purses, or pockets; however, phones must be powered OFF while on campus or when off-campus during school-day events. All student cell phones must be OFF. The silent or vibrate setting is not considered OFF. If any phone is on, visible, or making noise during school hours, or in the school building, it may be taken from a student and result in a Level 1 offense (see discipline policy). The first time a student's phone is confiscated, a parent will be notified, and upon permission from the parent, returned to the student and the student assigned a Level 1 consequence. If a student is persistently caught misusing an electronic device the school administration may take further action including:

- Holding the phone for parent pickup
- Requesting a meeting with a parent and student regarding the misuse of the phone



- Alternative policies limiting the student's access to cell phones during the day
- Elevated disciplinary consequences such as after school detention, in-school suspension, or out of school suspension

Misuse of Personal Technology: Cell phones can, when misused, present a danger to students themselves or other community members. WLA takes seriously the safety of its students from this misuse. If students make or receive calls, send or receive a text message, take, send, or receive text messages during the school day they will be assigned detentions or suspensions at the discretion of school leadership. Students who refuse to give a staff member their phone for any reason may be suspended.

If a student sends lewd text messages, photos, or videos that are discovered during the school day, they may be suspended and in some cases reported to the local authorities. The sending of lewd photos from a minor to minor is an illegal act and may be prosecuted as such. Telephones may be searched at the discretion of the school leader and permission of the student's parents, when applicable. Students taking unapproved pictures of other students (knowingly or unknowingly) are breaching privacy laws and may be suspended or reported to local authorities.

Students can ask permission to go to the office to use the school phones if they need to call a family member for a school related issue. WLA reserves the right to make changes to this policy and remove any and all cell phone privileges from students or groups within the school that are caught frequently abusing the cell phone policy.

The school will in no way be held responsible for a student's misuse of cell phones, or damaged, lost, or stolen phones.

Electronic Devices: Similar to the cell phone policy, students at WLA are permitted to carry electronics to school if they are turned off and kept in the students' backpacks or purses, and are out of sight. If electronics are not in a backpack, bag or purse, or they are in plain view, they will be taken and kept in the office and returned to students or parents at the request of the parent. The school in no way assumes any responsibility for damaged, lost, or stolen devices. The school will not replace any damaged, lost, or stolen devices.

Toys, Games, and Gadgets: Students are not permitted to bring toys, games, or gadgets to school. All of these items will be confiscated and only returned to the parents. The school in no way assumes any responsibility for damaged, lost or stolen items. The school will not replace any damaged, lost, or stolen items.

Banned Items and Searches: To protect the safety of all students, the administration reserves the right to search any student's backpack, purse, locker, shoes, cell phone history, photos on cell phones, cell phones generally, flash drives, computers, CD's, and/or any item of theirs that has pockets or any area that could conceal an item or information that is banned from school. Please see the Search and Seizure portion of the handbook for more information.



TECHNOLOGY USE POLICIES

WLA is a tech-forward school and consequently students will be utilizing technology tools in nearly all of their classrooms. Students will each have a school-issued laptop or chromebook for completing their work and in this case will have access to the internet and technology tools that are unique to most high school students. WLA has put forth the following technology and internet use policies to ensure that students are safely navigating the use of technology as respectful and responsible online citizens while also maximizing the educational use of our digital programming.

Computer and Internet Acceptable Use Agreement: WLA adheres to the federal requirements and guidelines stipulated in the Children's Internet Protection Act. Internet safety is taken seriously at WLA and measures are taken to prevent students and adults accessing certain media depictions including depictions that are:

- Obscene
- Pornographic in nature
- Harmful to minors

The school will utilize blocking and filtering systems to be the best of its ability. Persons having access to disable or add pertinent site blocks will be limited.

Internet Use and Educational Purpose: The primary use of technology and the internet is for educational purposes. The use of the internet should be to complete personal or classroom-based learning activities, career and college preparation, academic research, and otherwise submit, review, or grade academic materials. The school will clearly delineate when the internet is acceptable to be used for other purposes and will respond to students who do not comply to these terms of use (technology use is included in the school's discipline policy for Level 1-4 behaviors). WLA has reasonable rights to limit the materials accessed or posted through the school's internet systems. Users of the internet are obligated to follow the school's technology policy and, pursuant to federal laws, will be trained on maintaining safety and security while using the internet; the dangers that come along with disclosure of personal information; the consequences of unlawful and inappropriate actions or activities by students.

While training will be provided to students on acceptable and safe internet use it is important to note that the school is not responsible for the illegal or unsafe internet activities that the school is unaware of while providing a reasonable amount of attention to student internet use. Consequently, students should not expect that their online behaviors, actions, or activities are private or unmonitored even when using personal accounts. Any information transmitted through the school's network or in the building is suspect to investigation by school officials and law enforcement officials if necessary.

Unacceptable Use of the Internet: WLA takes seriously the safety, security, and illegal actions of its students as well as the development of students as safe stewards of the internet. The following types of



internet use are prohibited and will result in Level 1-4 (see School Discipline Policy) consequences as determined by the school leadership:

Personal Information and Privacy: Students should not post personal contact information about themselves. Personal information might include address, telephone number, school address, and home address. This information should not be provided to organizations, companies, social networking sites, or internet-based chat room and chatting applications. Students should not agree to meet in-person with people they have met online. In special circumstances where a student believes a need to share this information exists they should consult a teacher or administrator. If a student receives inappropriate contact requesting personal information, making the student feel unsafe, or cyberbullying they should disclose the situation to a school administrator.

Illegal Activities: Students should not attempt illegal purchases of materials online, make arrangements for illegal activities, or engage in the communication of criminal material including but not limited to: gang activity, theft, weapon making, threats, drug acquisition, creation, or sales, transmission of pornographic images, and vandalism. Students should at no point transmit or attempt to transmit lewd images of themselves or others to anyone. Students should not attempt to gain unauthorized access to the WLA school network or neighboring networks. Students should attempt to access other person's accounts, files, or personal information. Students should not make deliberate attempts to disrupt digital services, delete data, or spread computer viruses.

Student Account Security: Students are responsible for individual accounts and must protect their account information such as passwords, login information, private file storage, and locations. Students should never share account information with another student or staff. The school will have a password retrieval protocol that will be communicated to students when account information is initially provided and students should follow this protocol to change or recall passwords.

Inappropriate Online Behavior: The following restrictions apply to all methods of communication used through use of the internet, including but not limited to chat rooms, private messaging applications, social networking sites, and public messaging programs- even those posted anonymously that can be retroactively traced to an individual device. Students will not use profane, vulgar, lewd, inflammatory, threatening, or disrespectful language. Students will not engage in harassment, cyberbullying, or use of discriminatory or prejudicial actions towards individuals. Students who are told to stop messaging or posting by an individual or organization will adhere to those directions. Students will not post false or defamatory information about a person or organization.

Disciplinary Actions and Interventions: WLA's internet and network is a limited forum and therefore certain forms of speech may be restricted. The school may restrict speech if it is in disagreement with the opinions a student is expressing and additionally if the school feels the speech is disruptive to the educational purposes of internet use. Students should expect limited privacy in the contents they store, share, visit (websites), view, and create. The school will conduct regular maintenance and monitoring of the network. Monitoring of the network may result in the discovery of school violations or policy and/or the law. If monitoring does result in a discovery of wrongdoing the school will conduct individual



searches of student hardware and accounts if the school believes that the student code of conduct or law has been broken. The school will notify the student if an in-depth investigation of their account has been done as a result of discovering a need for disciplinary action. Any wrongdoing will be aligned to the school's disciplinary policy as either a Level 1-4 behavior with corresponding consequences.

Limitation of Liability: The pace at which new tools, websites, and access points become available on the internet makes it incredibly difficult for a school to take full responsibility of the security of its network. WLA makes no guarantee that the network will be without defects, loopholes, or error. WLA is not responsible for any damage a student may suffer due to use of the internet. These include but may not be limited to: loss of data or storage, interruptions in service, accuracy of data, access to and exposure to explicit materials, or illegal activities. The school will work in partnership with local agencies to continually update its network security and safety and work alongside requests of local or federal authorities if applicable.

Parents of students may be held financially liable for costs incurred through inappropriate use of unauthorized use of the internet and/or costs incurred as a result of intentional misuse of the internet by a student.

DRUG ABUSE AND DRUG PREVENTION POLICIES

Drug Free Environment: The WLA Code of Conduct provides that WLA will take punitive action against any student involved with drugs. WLA will also take rehabilitative action in such cases through referrals to appropriate agencies. Students who are suspected of being under the influence of drugs while in school will be sent home with a Level 3 violation of the Discipline Policy. Students possessing drug paraphernalia will be sent home with a Level 3 violation of the Discipline Policy.

Prohibited Use of Marijuana, Cannabis, or Alcohol: Using, possessing, distributing, purchasing or selling any illegal drug or controlled substance (including Alcohol), or cannabis (including medical cannabis, marijuana, and hashish) is strictly prohibited and a Level 3 violation of the Discipline Code. So too is the possession of paraphernalia related to the use of drugs such as pipes, bongs, or hookahs.

Although District of Columbia law permits the use of medical marijuana (i.e., use by persons possessing lawfully issued medical marijuana cards), for persons 18 years or older, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions who are recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed at WLA; nor is it permitted at any school sponsored event or activity off campus

Prohibited Use of All Tobacco and Nicotine Products: Using, possessing, distributing, purchasing or selling any tobacco products is prohibited on campus. This includes smokeless products (chewing tobacco, etc.) the use of smokeless or e-cigarettes, menthol chews, menthol cigarettes, nicotine products, or inhalants.



Right to Search and Seizure: In some cases WLA administrators may determine that the search of a student is necessary if there is reasonable suspicion that a student is carrying or hiding controlled substances. The search will only be conducted provided that:

1) There are reasonable ground for suspecting search will reveal evidence that the student has violated or is violating the law or drug free policy

2) The search is reasonably related in scope to the of the disciplinary level and the objectives of the search in that the search will not be excessively intrusive when regarding the student's age, sex, and the nature of the offense

To the extent possible, given the severity of the situation, WLA administrators will notify both the student and the student's parents prior to any search. If the situation permits WLA may wait for the arrival and presence of the parents before conducting a search. Methods of search may include that of a student's storage space on campus (locker), their personal belongings (backpacks), or their person. If an illegal substance is confiscated the school administration will work with the Metro Police Department for safe handling and removal.

