



FAMILY HANDBOOK
2016-2017



WOODBURY LEADERSHIP ACADEMY MISSION

The mission of Woodbury Leadership Academy is to utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as the basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science and technology.

WOODBURY LEADERSHIP ACADEMY VISION

The vision of Woodbury Leadership Academy is to be a school where students and graduates become exceptional leaders, and are prepared to take on the academic and leadership challenges they will face as they transition into high school.

WLA is an environment that fosters academic success through:

- Rigorous curriculum standards
- High expectations
- Inquiry-based learning, while building strong skills in math, reading, literature, writing, the fine arts, science and technology – **all the essential areas of learning.**

CHARACTER EDUCATION

Woodbury Leadership Academy (“WLA”) emphasizes and spends classroom time teaching character education as well as leadership education to students at all ages. Each month a new character trait will be of primary focus. Students will be expected to practice this trait during the month and throughout following months. There will be explicit instruction as well as many activities conducted in the classroom for each trait. At each month’s assembly a historical figure who embodied this trait will be showcased.

SCHOOL CONTACT INFORMATION

Main Number: 651-539-2641

Email: info@woodburyleadershipacademy.org

Website: <http://woodburyleadershipacademy.com>



SCHOOL HOURS

The 2016-2017 school hours are 9:30 a.m. to 4:00 p.m. for all grades Monday through Friday. Students will not be permitted to enter the building prior to 9:15 a.m., unless part of YMCA Program (the before/after school program). All doors are locked throughout the school day. For safety and security reasons. Students must be picked up from the school at 4:00 p.m. unless they are part of the YMCA Program. During the school day, students will be in their classrooms. During that time parents should enter the building through WLA's main doors to pick up their child(ren). Parents/guardians may enter the building for parent pick-up at 4:00 p.m. and no sooner.

SCHOOL CLOSING ANNOUNCEMENTS

Since Woodbury Leadership Academy students are transported on the same buses as students attending South Washington County Schools, ISD 833, WLA school will not be open if ISD 833 schools are closed. WLA's closing will be announced on WCCO 4, WCCO radio, KSTP 5, Fox 9, KARE 11, and our website at www.woodburyleadershipacademy.com.

SCHOOL VISITORS

Visitors are welcome! WLA desires a partnership between teachers, students, parents, and community. When arriving at the school, all visitors must check in at the front door, sign in, and wear a visitor name badge. The name badge must be worn at all times. Volunteers must have scheduled volunteer times in advance with a classroom teacher/staff member or school administrator.

EMERGENCY AND HEALTH FORMS

Parents have received Emergency and Health Forms to be filled out and returned to the school office by the first day of school. It is very important that the emergency contact information is accurate and up to date. If the information changes, please notify the school's office as soon as possible.

CHANGE OF ADDRESS/PHONE NUMBERS

Parent/guardian should notify the school office as soon as possible concerning changes in the home/work phone numbers and/or addresses.

PARENT/GUARDIAN ABSENCE

If parents/guardians will be away from home and the student will be under the supervision of another person, parents/guardians must call or send a note to the office giving the dates they will be away, the name of the person with whom the student will be staying, along with telephone numbers where this caretaker may be reached during the school day.

VOLUNTEERS AND BACKGROUND CHECKS

Woodbury Leadership Academy encourages community involvement. WLA strives to maintain a safe and healthy environment in order to promote the physical, social and psychological wellbeing of its students. As a result, WLA requires all volunteers to submit to a criminal history background check. Volunteers are responsible for the cost of the background check and must complete a background check every year. Volunteers must have scheduled volunteer times in advance with a classroom teacher or school administration.

CHAPERONES

Woodbury Leadership Academy strives to give each enrolled family an opportunity to attend a field trip as a chaperone. Unfortunately, families with multiple children may not be able to be selected as a chaperone for each of their children's field trips. All chaperones must submit to a criminal background check or have previously submitted to a criminal background check through WLA prior to attending the field trip. See VOLUNTEERS AND BACKGROUND CHECKS above.

Field trips offer a limited number of chaperone positions. We will ensure a fair process of chaperone selection amongst the families. A lottery selection will be used to select chaperones. Classroom teachers will track any interested family chaperone applicants and always give priority to applicants who have served as chaperone fewer times than the other applicants within the same school year.

STUDENT TRANSPORTATION

The South Washington County School District 833 will provide school bus transportation for WLA students who reside within the District 833. WLA families who reside outside of District 833 are responsible for providing their own transportation. Transportation forms must be completed yearly. For temporary changes contact District 833's Transportation Department at 651-425-5303. Bus drivers cannot accept notes for transportation changes.

No student is allowed to ride a bus other than the bus to which he/she was assigned. Students can only be dropped off at their designated spot on the bus route. Parents/Guardians are not allowed to pick students up at the shuttle transfer site. A complete list of guidelines and forms for District 833 transportation can be found at District 833's Transportation Website, <http://www.sowashco.k12.mn.us/services/transportation>.



LOST AND FOUND

WLA is not responsible for replacing lost or stolen property. Securing valuable items in the school setting is difficult. WLA's lost and found is located by the entrance doors at the school. It is emptied several times a year, after giving notice to parents. All items are brought to a local donation drop site, shelter or donated to another school.

CLASSROOM TREATS

Special occasions, such as the student's birthdays, may be recognized in the classroom by the sharing of treats. Any food brought from home for this event or any other event must be commercially prepared and in a sealed, unopened package and **must not contain peanuts**. If your child has any food allergies, please inform the student's teacher and notate this on the Woodbury Leadership Academy Health Form. Please be aware that there may be students in your child's class who have food allergies. Families will be notified by their classroom teacher if this pertains to your child's class. Please keep this in mind as you send snacks to school.

FREE AND REDUCED LUNCH PROGRAM

The Free and Reduced-Price School Lunch Program is a state and federally funded plan to help student(s) who come from families whose financial situation might prevent the student(s) from receiving a healthy meal. Woodbury Leadership Academy offers Free and Reduced lunches for families that qualify. Please contact Carol Rydeen at (651)-379-2612 or carol.rydeen@crosswindsmn.org with questions. Application forms can be found in WLA's main office. A new application must be filled out every year.

NONSUFFICIENT FUNDS (NSF)

In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee, which is Fifteen and no/100 Dollars (\$15.00). In the event that your check is returned three (3) times for non-payment, WLA will no longer allow checks be an acceptable form of payment for your family for the remainder of the school year.

MOVIES

At times, a G rated movie is educationally beneficial or may be viewed as a reward. In order to show a video with a "PG" rating to students, parents/guardians will be notified prior to showing the video. WLA will never show a "PG-13" or "R" rated video to students.

SCHOOL UNIFORM POLICY

As part of our focus on safety and academic excellence, children attending WLA are required to wear uniforms. The purpose of this policy is to minimize distraction, promote appropriate student behavior, alleviate peer pressure, and promote and encourage school spirit. The school uniform policy can be found on the school's website www.woodburyleadershipacademy.com

Boys Grades K-5 Uniforms

Slacks: Khaki or navy blue twill or corduroy (No sweatpants or jeans please)

Shorts: Khaki or navy blue

Shirts: Oxford cloth dress shirts, long or short sleeve—white or navy blue with school logo. Knit shirts with collar, long or short sleeve—white or navy blue with school logo.

Sweaters/Pullovers: Cardigans—navy blue with school logo. V-neck pullovers—navy blue with school logo. Crew-neck pullovers—navy blue with school logo.

Sweater vests—navy blue with school logo.

Navy blue fleece pullovers with a WLA logo.

No sweatshirts (WLA sweatshirts are acceptable)

No ribbed or cable knits

Socks: Solid colors—navy blue or white

Shoes: Any dress shoe, sandal or athletic shoe is acceptable. *No flip flops, roller shoes, flashing lights or sounds.*

Girls Grades K-5 Uniforms

Pants/Capris: Khaki or navy blue (No sweatpants, jeans or leggings please)

Shorts: Khaki or navy blue (No short shorts, camp shorts, gym shorts, tennis shorts, or cut-offs.

Jumpers/Skirts/Skort: Jumper, skirt, or skort—khaki or navy blue (jumpers must have school logo).

Blouses: Oxford cloth dress shirts, long or short sleeve—white or navy blue with school logo. Knit shirts with collar, long or short sleeve—white or navy blue with school logo.

Sweaters/Pullovers: Cardigan—navy blue with school logo. V-neck pullovers—navy blue with school logo.

Sweater vest—navy blue with school logo. Crew-neck pullovers—navy blue with school logo.

Navy blue fleece pullovers with a WLA logo.

No sweatshirts (WLA sweatshirts are acceptable)

No ribbed or cable knits



No shawls or ponchos

Socks/Tights: Solid colors—navy blue or white.

Shoes: Any dress shoes, sandal or athletic shoe is acceptable *No flip flops, roller shoes, flashing lights or sounds.*

WLA Middle School Students (Grades 6-7)

Middle School students at WLA are permitted to wear any of the gender appropriate wear describe above, but will also have additional clothing options.

Girls' Blouses: Oxford cloth dress shirts, long or short sleeve—white, navy blue, or heather gray with school logo.

Knit shirts with collar, long or short sleeve—white, navy blue, or heather grey with school logo.

Boys' Shirts: Oxford cloth dress shirts, long or short sleeve—white, navy blue, or heather gray with school logo.

Knit shirts with collar, long or short sleeve—white, navy blue, or heather grey with school logo.

Additionally, WLA Middle School Students (Grades 6-7) will be permitted to wear school sponsored spirit wear (T-shirts, sweatshirts, etc) on any Friday. WLA Hoodie Sweatshirts are approved to wear on any school day, but other spirit wear purchases may only be worn on Fridays.

UNIFORM VENDORS

EmbroidMe

7730 Hudson Road

Woodbury, MN 55125

651.379.1799

www.embroidme-woodbury.com

Contact: Pam Duncan

Classy Threads of MN

5215 Gershwin Avenue N

Oakdale, MN 55128

Business Phone: 651.739.4802 / Cell: 651.248.3357

morrow@classythreadsofmn.com

Contact: Sheila Morrow

OUTDOOR RECESS

Attire: Students will go outside for recess in suitable weather above 0 degrees (including wind-chill). Boots, scarves, jackets, mittens, and other appropriate seasonal clothing may be needed. Please mark your child's outerwear with their name for identification purposes. Children who do not have suitable weather dress will be required to remain indoors for recess.

Behavior: To insure a safe and enjoyable recess for all students, certain conduct described below will not be tolerated.

- **Disrespect** to other students, parent volunteers, staff, and equipment.
- **Verbal Abuse** such as statements made directly or indirectly to other students or staff that are obscene, degrading, or meant to intimidate, embarrass, or humiliate.
- **Physical Abuse** is an assault. Each student attending WLA is entitled to feel personally safe at school. Personal safety concerns will be addressed and investigated by school personnel, local police, and/or social service agencies.

Health Issues: Recess is an important part of the student's day. There are many positive benefits of physical activity for children. If a student is unable to participate in recess due to health concerns, a physician's note must be kept on file with the school nurse and the WLA office.

Recess Supervision: No child will be allowed outside during the regular school day without adult supervision by school personnel or qualified volunteer staff.

Recess Activities: Students may at times use the community park, located approximately one hundred (100) yards from the outdoor play area. If you do not want your child to utilize this option, please contact your child's teacher and the Director.

#506 STUDENT DISCIPLINE POLICY

WLA recognizes that individual responsibility and mutual respect are essential components of the educational process. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment, which provides options and stresses student self-direction, decision making, and responsibility. Teachers and the Director handle student discipline when necessary. Please refer to Woodbury Leadership Academy's policy manual for the complete policy which can be found on our website at www.woodburyleadershipacademy.com.

CELL PHONES AND OTHER ELECTRONICS

All types of electronic devices are a distraction to the learning environment and must be turned off and out of sight during school hours in the school building or at school related events unless given special authorization by administration. Any staff member can confiscate these items.

The following procedures will be used for noncompliance:

1. First offense, confiscate for remainder of day.

2. Second offense, confiscation and only returned to parent/guardian.
3. Repeated infractions or failure to comply with administrators or staff members will result in further disciplinary action.
4. WLA is not responsible if such items are lost, stolen or damaged. WLA recommends that students not bring them to school.

ILLNESS GUIDELINES

WLA wishes to maintain a healthy environment for our students and staff. Please follow these guidelines when evaluating your child's attendance at school:

Common colds: We recommend that students stay home for the first day or two of a cold when they are the most contagious.

Do not send your student to school if:

1. The student has had a fever of 100 degrees or more. Students must stay home for 24 hours after their temperature is below 100 without fever reducing medication.
2. A student with vomiting or diarrhea must stay home for 24 hours after the last episode.
3. A student has a rash of unknown origin must stay home. Rashes can be a symptom of a contagious disease. The student must be evaluated by a medical care provider before returning to school.

For each day that your child is ill and will not be attending school, call the school office or at email www.woodburyleadershipacademy.com to report the absence by 9:00 a.m. Calls to parents/guardians of students noted as absent by their teacher will be made if the office has not been informed prior to 9:30 a.m.

#516 STUDENT MEDICATION POLICY

The administration of prescription medication at school requires a completed and signed request from the student's parent/guardian and licensed medical provider. The administration of over the counter medication at school requires a completed and signed request from the student's parent/guardian and, at the discretion of the school nurse, the signature of a licensed medical provider. Please refer to our website at www.woodburyleadershipacademy.com.

#503 STUDENT ATTENDANCE POLICY

The WLA Board believes that regular school attendance is directly related to success in academic work. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. It is the student's responsibility to attend all assigned classes and study halls every day that school is in session and to request any missed assignments due to an absence. Please refer to Woodbury Leadership Academy's policy manual for the complete policy which can be found on our website at www.woodburyleadershipacademy.com.

#531 THE PLEDGE OF ALLEGIANCE POLICY

All students will be led in the Pledge of Allegiance at least once a week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Please refer to Woodbury Leadership Academy's policy manual for the complete policy which can be found on our website at www.woodburyleadershipacademy.com.

#524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

WLA is providing students and employees with access to the WLA computer system, which includes internet access. The purpose of the system is more specific than providing students and employees with general access to the internet. The WLA computer system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use internet access through the school to further educational and personal goals consistent with the mission of WLA and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on WLA's limited-purpose network. Please refer to Woodbury Leadership Academy's policy manual for the complete policy which can be found on our website at www.woodburyleadershipacademy.com.

Students and parents/guardians are required to sign an internet acceptable use form allowing their child to utilize WLA internet access. The forms will be provided to students by their classroom teacher. The signed forms must be returned prior to students having access to the WLA computer system.

EXCUSING EARLY FROM SCHOOL

For the security of our students, please follow these guidelines when your child must be excused early from school. These same safety measures apply if a student will be leaving school at the end of the day by means other than their "regular" method of transportation.

1. WLA will accept a phone call, e-mail, a note from home, or the parent coming in when it is necessary to excuse a student from school early.

2. In all cases the student must be signed out in the office by the person picking up the child.
3. The person requesting the student to be excused early must show a valid I.D. when requested.
4. Students must be picked up from the office and not from the classroom unless special circumstances exist.
5. All students must have written or verbal permission from the parent/guardian if the child is to be picked up by someone other than their parent or legal guardian in the event this information is not on the dismissal form.

WITHDRAWALS/TRANSFERS

Parents/guardians of students transferring to another school are asked to notify the office in writing at least five (5) days before the student's last day of attendance. The student must return any WLA textbooks or other school property. The parent/guardian is financially responsible for any damaged books or property and to make payment on any delinquent lunch accounts.

CLASSROOM PLACEMENT

There are several factors the WLA teaching staff will consider when making up class lists in the age groups that have multiple classrooms. It is our goal at Woodbury Leadership Academy to place students in a classroom that will best meet their needs. In doing this, WLA takes the following information into account: academic achievement, gender balance, social needs, learning styles, parental input and special needs. While it is WLA's responsibility to make up class lists, parents may have particular needs or concerns that will be helpful for WLA to know in preparing classes for the next school year. If you have information that will be helpful to us, please pick up a classroom placement form in the office to fill out. **The deadline for this information is the second Friday in April.**

SECTION 504 SERVICES FOR STUDENTS

All public schools must provide a free appropriate public education to eligible students. "Appropriate" means an education comparable to the education provided to non-disabled students, but which may require reasonable accommodations.

Section 504 of the Federal Rehabilitation Act of 1973 directs requires public schools to provide these special accommodations or related services in the regular setting to identified students who do not qualify for special education (Individuals with Disabilities Act -IDEA) services.

Section 504 services can apply to any school age child who (1) has or (2) has had a physical or mental impairment which substantially limits a major life activity, or (3) is regarded as disabled by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

Parents who wish to have their child identified, evaluated, and/or placed for 504 services should contact the WLA director.

#521 STUDENT DISABILITY NONDISCRIMINATION POLICY

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive a free appropriate public education. Please refer to Woodbury Leadership Academy's policy manual for the complete policy which can be found on our website at www.woodburyleadershipacademy.com.

#522 STUDENT SEX NONDISCRIMINATION POLICY

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. Please refer to Woodbury Leadership Academy's policy manual for the complete policy which can be found on our website at www.woodburyleadershipacademy.com.

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

It is the requirement of WLA to fully comply with Minnesota statute requiring school personnel to report suspected child neglect or physical or sexual abuse. It shall be a violation for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

Mandated Reporters means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

#505 DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS, FAMILY MEMBERS OF STUDENTS AND EMPLOYEES POLICY

To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of WLA, the WLA Board of Directors adopts regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities. Please refer to Woodbury Leadership Academy's policy manual



for the complete policy which can be found on our website at www.woodburyleadershipacademy.com.

CHEMICAL USE/POSSESSION

Woodbury Leadership Academy prohibits the use, possession, or distribution of illegal drugs, over-the-counter medications, and alcohol by students as it jeopardizes personal safety and interferes with the learning process. A written and signed permission slip for some over-the-counter medications that are deemed necessary for the student to remain in school may be turned into the school nurse. **All** over-the-counter medications must be kept in the nurse's office.

514 BULLYING POLICY

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Woodbury Leadership Academy cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of WLA and the rights and welfare of its students and is within the control of WLA in its normal operations, it is WLA's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. Appropriate administrative and staff follow-up will be provided for targets and offenders of bullying. The purpose of this policy is to assist WLA in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

UPDATING POLICIES

The Director, with the approval of the WLA Board of Directors, has the right to change policies and procedures at any time without giving notice.

Woodbury Leadership Academy has the following policies for your review on the school's website www.woodburyleadershipacademy.com/policy. Per your request these policies can be printed for you in the school's main office. Please be advised if more than two (2) policies are requested, a data request form must be submitted.

- #102 Equal Educational Opportunity
- #303 Background Checks
- #413 Harassment and Violence

- #418 Drug - Free Workplace/Drug - Free School
- #419 Tobacco - Free Environment
- #501 School Weapons Policy
- #502 Search of Student Lockers, Desks, Personal Possessions and Student's Person
- #503 Student Attendance
- #504 Student Dress and Appearance
- #505 Distribution of Non School Sponsored Materials on School Premises by Students and Employees
- #506 Student Discipline
- #514 Bullying Prohibition Policy
- #515 Protection and Privacy of Pupil Records
- #516 Student Medication
- #521 Student Disability Non-Discrimination
- #522 Student Sex Non-Discrimination
- #524 Internet Acceptable Use and Safety Policy
- #525 Violence Prevention
- #533 Wellness
- #531 The Pledge of Allegiance
- #537 Kindergarten Lottery Policy
- #538 Enrollment
- #541 Cell Phone Use Policy

While Woodbury Leadership Academy will make every effort to keep your school handbook current, the information and policies described/referenced in this handbook may be changed in any way at any time at the sole discretion of the Woodbury Leadership Academy Board of Directors and/or Administration. Your family is responsible to comply with current Woodbury Leadership Academy policy at all times. These policies apply to all students at Woodbury Leadership Academy.

Updated 1.31.2017