



Elementary/Middle School Handbook

for Parents of Students in Grades K-8

2018-2019

Welcome to

Woodbury Leadership Academy!

School Mission:

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

Our Vision:

The vision of WLA 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.

Our Students:

- WORK** cooperatively with other students of various racial and cultural backgrounds;
toward personal high academic goals;
- RESPECT** each individual's uniqueness and cultural heritage;
a variety of opinions and ideas;
- BELONG** to a community that gives back to the larger community and;
act as an active member to a rich and challenging learning community.

Our Philosophy:

- Learner success is based on a partnership where:
 - Teachers facilitate
 - Learners participate
 - Families engage
- Proficiency in either Spanish will prepare our learners to thrive in a diverse society.
- Small learning communities create a welcoming, safe, and nurturing environment.
- Learning is centered in the classroom.
- WLA focuses on the whole learner:
 - Emotional health
 - Social development
 - Academic achievement
- A culturally diverse student population enriches each learner's experience
- WLA continues to improve through the active participation of:
 - Learners
 - Families
 - Community
 - Staff
 - School Board
- Teachers working in learning teams ensures the success of all learners
- WLA strives for academic success by:
 - Using standards based curricula
 - Making data driven decisions in planning for each student
 - Using best instructional practices

Address: 8089 Globe Drive Woodbury, MN 55125

Phone : 651-571-2100

Email: info@wlamn.org

Website: www.wlamn.org

Welcome to the 2018-19 School Year!

Welcome to Woodbury Leadership Academy (WLA), a Minnesota public charter school. We are glad that you have chosen WLA for your child’s education. We hope this will be a rewarding and enjoyable year for everyone in your family. As a Minnesota public school, it is our responsibility to follow all rules and regulations that apply to all state public schools.

This handbook has been prepared to share general information about our school and our policies and procedures with you. This handbook is only a starting place for two-way communication between the school and your home. It does not replace the personal contact that is needed to create a true partnership between the school and families, but we hope it will help in answering some of the ongoing questions that arise during the year. Our contact information can be found both in this handbook and on our school’s website. We are available to answer any further questions you have about your child’s school.



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General Information

Contact Information

Address: 8089 Globe Drive
Woodbury, MN 55125

Website: www.wlamn.org

Phone: (651) 571-2100

Fax: (612) 656-3031

Office Hours: 8:00 am to 4:30 pm

School Hours: 9:20 am to 3:50 pm



School Hours

School Day	9:20 a.m. to 3:50 p.m.
School open to students	9:05 a.m. to 4:05p.m.
School Office Hours	8:00 a.m. to 4:30 p.m.
Extended Care hours	6:30 a.m. to 9:05 a.m. and 3:50 p.m. to 6:00 p.m.

Doors to the school are open to students that are dropped off by parents at 9:05 a.m. All students are dismissed at 3:50 p.m. Only those students that are registered for the extended childcare program or have permission from one of the teaching staff and in a supervised activity are allowed in the building prior to 9:05 a.m. or after 4:05 p.m. There is NO supervision for other students either before or after school.

Board of Directors

The Board of Directors governs the school by setting the expectations and parameters that lead to higher levels of student achievement. The Board of Directors role (as a governing body) is to adopt goals, ensure accountability, evaluate results, and adopt policies – acting as one voice. Among other things, the Board is responsible for compliance reporting, strategic goal-setting, evaluating the school’s Executive Director, curriculum development and overseeing the finances of the school.

If you are interested in serving on WLA’s Board of Directors, please visit the school website for more information.

Student Information

Admissions

Students admitted to Woodbury Leadership Academy will be placed in the appropriate grade based on their age and previous schooling. Woodbury Leadership Academy will not accept a student for kindergarten unless they are at least five years old by September 1st of the school year in which they start kindergarten.

Enrollment Policy

WLA follows Minnesota State statutes including enrollment, lottery, sibling preference and utilizes wait lists. Please refer to Enrollment Admissions policy 538.

Attendance Policies

Student success is directly correlated to attendance. In order for WLA to increase more student learning opportunities the following guidelines and procedures have been put into place.

- Contact the school office before 9:00am if your child will be tardy or absent.
- If notifying school outside of school hours, leave your name, your child's name, and his/her teacher along with a reason for the absence over voicemail or e-mail.
- A doctor's slip may be required for any absence that is 3 or more consecutive days, or where excessive absences occur.
- Valid excuses include:
 - Sickness/hospital
 - Cultural ritual
 - Death in the family
 - Divorce/separation of parents
 - Death of pet/friend
 - Birth/adoption
 - Other excuses may be discussed with the school Director
- If your student is tardy or absent 3 times in any 4-week period, you will be expected to attend a meeting with the school Director.
- *Continual truancy* – absent 3 days in a row in a school year without valid excuse. *Habitual truancy* – child under 16 is absent without a lawful excuse for 7 consecutive days.
- If your child is wither a continual or habitual truant, a **TRUANCY NOTICE** will be sent to you in which you must verify the absence with a doctor's note or other documentation. If you fail to comply to this policy, the school is obligated by law to report the case to Washington County Child Protection.

Communications

At WLA we value communication between school and home. Here are some venues to help you stay connected throughout the school year.

Conferences

Parent-teacher conferences are held twice a year (Fall and Winter) providing an opportunity for parents to check in with their child's teacher in regards to their progress in a more formal meeting.

E-mail

Teachers will let parents know the best ways to contact them at the beginning of the school year. Most teachers check e-mail regularly, but please note that they may not be able to respond immediately, as their primary focus during the day is the students. If you need to reach the school immediately, call the main office.

Website

The school website shares information to parents about their school, staff and student opportunities. The school's website is www.wlamn.org.

Newsletters

Classroom teachers will send out a weekly newsletter every Thursday regarding updates in their classrooms and in the school and upcoming events.

Emergency School Closings

In the event of a school closing or a 2-hour delay for any reason, you will be notified as soon as possible via the school website and on WCCO 830 AM, WCCO channel 4 and KARE 11. WLA will be announced; listen for Woodbury Leadership Academy. *Note: If the school is closed, the before and after childcare program will also be closed.*

Dress for Success

Uniforms are a requirement for attendance at Woodbury Leadership Academy. THE UNIFORM POLICY WILL BE ENFORCED. All students are required to wear uniforms to school every day except on Free Dress Fridays (see below for Free Dress Friday guidelines), or other designated days. If your child does not adhere to the uniform policy (except Free Dress Fridays and other designated days) a discipline notice will be sent home. Parents/Guardians will be called to bring the student proper attire. If there are multiple incidents of improper dress, additional measures will be taken, including but not limited to: removal from class, community service duties in the school, suspension from school, or a parent meeting with the administrator regarding continued attendance at Woodbury Leadership Academy.

Expectations include:

- **Pants/Capris/Shorts:** khaki or navy blue twill or corduroy
- **Jumpers/Skorts/Skirts:** khaki or navy blue (jumpers must have school logo)
- **Shirts:** Oxford cloth dress shirts, "polo" style shirts (with collar) - long or short sleeves - white or navy blue with school logo
- **Cardigans:** navy blue with school logo
- **Sweater Vests:** navy blue with school logo crew-neck
- **Pullovers (v-neck/fleece):** navy blue with school logo and WLA hooded sweatshirt
- **Shoes:** Any dress shoe, casual or athletic shoe that are closed toed. *NO wedges/heels, flip flops, open-toed sandals, roller shoes, flashing lights or sounds.*

****Middle School Students** are permitted to wear any uniforms from above in addition to –

Shirts: light blue and heather gray AND school-sponsored spirit wear on any Friday (Hooded sweatshirts – any day)

Transportation to School

For this school year, WLA has contracted with Monarch to transport students that live in the 833 and 622 school districts as well as remaining parts of Woodbury. Parents do have the option of providing their own transportation to and from school if they choose to do so. To secure busing for your child, please e-mail info@wlamn.org to complete a Transportation Form.

School Bus Safety

All students in grades K-8 will undergo bus safety training at the beginning of the school year. Please review the following ten rules students will need to follow on the school bus:

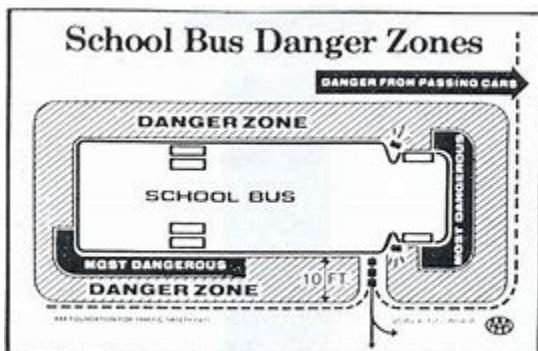
1. Be on time and be clear of the danger zone
2. Follow the Driver's instructions while driving
3. Remain seated and facing forward at all times
4. Head and arms must remain in the bus
5. Although cell phones are allowed, taking photos or recording is not
6. Be courteous to others on the bus
7. No drinking or eating on the bus
8. Take all personal items and trash when exiting the bus
9. No throwing objects in or out of the bus
10. Dangerous weapons or objects are not allowed on the bus

Violation of School Bus Safety Guidelines

Any student that violates bus rules will be issued a Bus Conduct Report (copy to be sent to parent/guardian).

This report is to notify parents of infraction in order for them to respond and aid in the correcting the behavior. Repeated or serious infractions of rules may result in a student's removal from the bus for a period of time to be determined by the building administrator. Suspension can result in loss of bus privileges for the remainder of the school year, depending on the severity of the offense.

Parent/Guardian will be contacted prior to a student's bus suspension and circumstances will be thoroughly explained. After suspension from the bus for at least 2 days, the student will be required to meet with administration and demonstrate that he/she knows the rules prior to resuming to ride the bus.



Questions regarding any transportation issues such as routes, stops, late buses can be directed to WLA main office.

Nutrition Services

Research proves that daily food choices affect your health and how you feel. WLA will not be providing a hot breakfast/lunch service for this school year, but we encourage our families and students to make healthy eating choices.

Bringing Cold Lunch

When sending a bag lunch with your child, be sure to provide food that is nutritious, portable, easy for your child to manage, and does not need heating. Microwaves and refrigerators are not available.

Food, Drinks, Snacks

WLA encourages healthy eating habits. We encourage that you send fruit drinks, fresh fruit, vegetables and other healthy choices. WLA discourages sending soda and candy as part of lunch. Students may not bring snacks or candy to share or exchange with their tablemates at lunch.

Snacks for Birthdays/Class Parties

If choosing to send birthday snacks for birthdays or other class parties, we ask that you send healthy choices and preferably snacks that are individually wrapped. Cupcakes, cookies, and other sweets are strongly discouraged.

School Safety

WLA is committed to creating a safe environment for all students to ensure their well-being both physically and emotionally. Reports of bullying will be thoroughly investigated and WLA will discipline or take appropriate action against any person who is found to have violated this policy.

Bullying Policy

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property, school provided transportation or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct interferes with or obstructs the mission or operations of Woodbury Leadership Academy or the safety or welfare of the student, other students, or employees. This policy also applies to an act of cyberbullying and cyber harassment regardless of whether such act is committed on or off school property and/or with or without the use of school resources. Acts of cyberbullying/cyber harassment include but are not limited to: teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, parent or other employee of Woodbury Leadership Academy by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.

What is bullying?

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student or a group of students;
2. damaging a student's or a group of students' property;
3. placing a student or a group of students in reasonable fear of harm to person or property;
4. creating a hostile educational environment for a student or a group of students; or
5. intimidating a student or a group of students.

What to do if bullying is suspected?

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school official designated by this policy. For more information, see policy 514 on the school website.

Walkers

Students that live within a 1-mile radius of school may choose to walk. Students that elect to walk must have a written permission from parents.

Bicycle Safety Guidelines

Students that ride their bicycles to school must have a written permission from parents. Bicycles should be locked to prevent theft. Kindergarten students are not allowed to ride bicycles to school. First grade students are not permitted to ride unless a note is received from parent/guardians stating that the child has the physical skills, knowledge and good judgement necessary to ride a bicycle safely to school.

Parking Lot Safety

With a new school building this year, we have put in place new rules and regulations to keep students safe during drop-off and pick-up times. Due to the high volume of traffic during these times, we ask that parents come from the east using the Globe Drive entrance and follow the signs to the parking lot designated for drop-off and pick-up. To maintain easy flow of traffic, parents must remain in their cars. If you choose to go inside the school to pick up your child, we ask that you park in the visitor lot on the west side of the school by the main entrance.

Outdoor Preparedness

Students are to come to school with appropriate attire for all types of weather. At school students are expected to be outdoors for recess and other activities that may occur throughout the day. If students do not have appropriate clothing, they will be asked to stay inside in the main office. When temperatures drop below zero degrees or a wind chill below -10, students will not be going outside.

Photographing Students

WLA will keep a record of which students are not able to be photographed. Parents will need to fill out a release form at the beginning of the school year. If this form is not completed, your child may be included in local media or any coverage of school events.

Volunteer Background Check

WLA welcomes families and community members to come in and work with our students and teachers. In order to do so, volunteers will need to complete a background, sign in at the main office and follow all school policies and procedures. Some volunteer opportunities include but are not limited to volunteering in the classroom, chaperoning field trips, or working any school events.

Safety Drills

All schools are required to conduct safety drills throughout the school year. These include fire drills, severe weather and lock-down drills. Students may be evacuated and sheltered within

Our classrooms are involved in one or more field trips during the school year. These trips are outings facilitated by the school to complement learning at locations outside the school. School buses are used for field trip travel and are supervised by teachers and chaperones. Parent/guardian permission is required and a field trip slip will need to be completed prior to the trip. Students will not be able to attend a field trip unless a permission slip is on file under state law. There may be a small fee to help defray the cost of field trips.

YMCA Care

WLA will be offering YMCA before and after school childcare. Childcare is offered on site before school from 6:30 a.m until school starts and after school until 6:00 p.m. Please call the WLA main office for more information.

Building Visitors

Parents and guardians are always welcome to come visit our school. Please be sure to contact

the school. It is important to speak with your child about the importance of these drills. Familiarity with what to expect in the event a crisis should arise will help keep students safe and calm.

Field Trips

the teacher prior to visiting or the director to set up an orientation. You will be required to check in at the front office and wear a badge during your visit.

Student Release

Student safety is a high priority at WLA, therefore whenever a parent/guardian/adult is picking up, they are required to come into the Office to sign the child out. If you need to pick up your child during the school day for an appointment or other appropriate reason, please send a note for the Office with your child that morning stating the reason that your child will be leaving school and the time you expect to pick him/her up. We will not release your child from school to anyone other than an authorized person unless we have received written consent from the custodial parent. (If you are not the individual picking up the child, please include a phone where you can be reached if needed.) Also, a picture ID will be asked for before releasing the student.

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Health Information

Medications

School personnel are not authorized to administer any type of medication, including over-the-counter medication (such as Tylenol or cough syrup) unless the following conditions are met:

- 1. We must have a medical form signed by a physician.
- 2. For prescription medication to be given for longer than 2 weeks, we must also have a medical form signed by a physician.
- 3. Prescription medication to be given for less than 2 weeks must be brought to school in a pharmacy – labeled container and a permission form signed by parent/guardians.

Permission Forms may be picked up in the school office. Appropriate school personnel will "supervise" students taking medication according to the directions on the form. ALL medication, including non-prescription varieties, must be kept in the Nurse's Office.

Injuries/Illness at School

When minor injuries occur at school, trained school personnel will give first aid treatment.

Parent/guardians will be called if there is a serious injury.

Parent/guardians will be called to pick up a child who has a temperature above 100 degrees, has diarrhea, vomiting, or a contagious disease. Please be sure we have your daytime phone number and at least one backup emergency number. If a child is sent home for any of the reasons above, he/she may **not** return to school until he/she has been free of the condition for a minimum of 24 hours. **THIS WILL BE ENFORCED IN ALL CASES.**

An "Emergency Medical Plan" form should be on file for any child with an existing medical problem and/or allergy (such as asthma, seizures, allergy to bee stings, etc.). 911 will be called to transport a seriously ill or injured child. Parent/guardians will be notified immediately.

Communicable Diseases

A student suspected of having a communicable disease, or living with persons thus affected, shall not be permitted to attend school unless a physician specifically approves attendance. The parent/guardian should notify the school office when these types of diseases are discovered.

Tobacco

WLA is a tobacco/drug free environment. It is unlawful for a student under the age of 18 to possess or use any type of tobacco product. It is also unlawful for use of tobacco product on school property by either a student or an adult.

Controlled Substances or Alcohol

Contact with controlled substances or alcohol is detrimental to a student's growth and development. Being in possession, or under the influence of, controlled substances or alcohol on school property or at a school function will have serious consequences. This also includes the possession of related paraphernalia and the abuse of prescription and over the counter medications.

Consequences for any possession or being under the influence may include any/all of the following:

- 1.** Short-term suspension from school and expectation of chemical evaluation for drug and alcohol violations
- 2.** Parent conference
- 3.** Law enforcement agency notification
- 4.** Extended suspension from school with an investigation that could lead to expulsion.

Child Abuse

As professionals, all school staff are, by law, required to report all cases of suspected child abuse. Neither the individuals reporting suspected child abuse, or the school, is obligated to inform parents/guardians that a report is being filed.



Academic Information

Curriculum

WLA's academic philosophy is based upon The Core Knowledge Sequence developed by The Core Knowledge Foundation. The Core Knowledge Sequence is defined as "a detailed outline of specific content and skills to be taught in language arts, history, geography, mathematics, science, and the fine arts. As the core of a school's curriculum, it provides a coherent, content specific foundation of learning, while allowing flexibility to meet local needs." It is our goal that every child at WLA makes a minimum of one year's academic growth in each of the areas above.

Responsive Classroom Program (school wide)

Responsive classroom is based on teaching and modeling behaviors where children can learn to care about themselves and how to treat others. Students will spend time learning and practicing values such as honesty, fairness and respect, as well as developing social skills such as cooperation, assertion, responsibility, empathy and self-control. The program contains six central components that integrate teaching, learning and caring.

1. Classroom organization - provides active interest areas for students, space for student-created displays of work, and an appropriate mix of whole-class, group, and individual instruction
2. Morning meeting - provides students daily opportunity to practice greetings, conversation,

and activities and motivates them to meet the academic challenges of the day ahead

3. Rules and logical consequences - are generated, modeled, and role-played with students, and become a cornerstone of classroom life
4. Academic choice – all students take control of their own learning in a meaningful way, both individually and cooperatively
5. Guided discovery - a technique that moves students through a deliberate and careful introduction to new experiences such as learning materials, areas of the room and routines; there is no assumption that students already know how to do something before they begin
6. Assessment and reporting - an evolving process of mutual communication and understanding

Positive Behavioral Intervention and Supports (PBIS)

WLA utilizes PBIS to support the success of all students. PBIS is a school wide behavior system that focuses on preventing unexpected behavior. This research-based method of using positive reinforcement and rewards help keep both students and teachers motivated throughout the year. It helps students understand expected behaviors when moving advancing grades and also when in common areas.

Report Cards

Parent/Guardians will receive report cards three times (early December, mid-March, end of school year) regarding their child's performance in school. In addition to these report cards, parent/teacher conferences will be scheduled to discuss students' progress and constructively discuss the child's rate

of progress in school and other matters of mutual concern. If there are additional concerns during the year teachers will make every effort to keep parent/guardians informed regarding their child's progress.

Testing

Students will be given several assessments throughout the academic school year which include statewide, district and classroom tests. Minnesota Comprehension Assessments (MCAs) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Math and Reading is administered to students in grades 3-8 and Science is taken by students in grades 5 and 8. The Measure of Academic Progress (MAP) is a computerized adaptive test that helps teachers, parents and administrators improve learning for all students and make informed decisions to promote student academic growth. The MAP test is administered in grades 1-8. For a schedule of when district and statewide tests will be administered, please visit the school website calendar.



Special Services

Woodbury Leadership Academy has developed systems designed to identify pupils with disabilities in kindergarten through eighth grade. Parents may request a special education evaluation at any time. In addition to receiving referrals from parents Woodbury Leadership Academy has a referral process for teachers. Referrals include a discussion of the whole child to identify additional areas that may impact the child and be appropriate to include in a comprehensive evaluation. A special education director schedules an evaluation planning meeting with the parents and other special education specialists who may be involved with the evaluation.

Who is eligible for special education services?

Students must meet specific eligibility criteria to qualify for special education services as defined by state and federal regulations. A team of professionals will evaluate students to determine if they qualify.

For more information on Special Services, please visit the school website or contact the school director at 651-571-2100.

Our school policies are available on the school website and in the WLA main office