

# Capitol West Academy

Family and Student Handbook  
2017-18

State and National School of Character



Rigorous academics and character development inspires lifelong learning.

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## Capitol West Academy

### Milwaukee, Wisconsin

*Rigorous academics and character development inspire lifelong learning*

Dear Families and Students,

It gives me great pleasure to welcome you to Capitol West Academy, a National School of Character. Thank you for choosing to partner with us in the education of your child. Our teachers are dedicated to helping students realize their strengths and capitalize on their affinities, thus making them more successful and productive. With the start of a new school year, it is a time of new beginnings and a time to recommit our efforts to helping all of our students achieve. CWA has a culture that supports and compels students to develop academically and build character. CWA has been recognized both state and nationally as a School of Character. Our school culture focuses on our core values of self-control, responsibility, honor and determination. We reinforce these values through our daily interactions with each other, the school pledge and our passport program. The responsibility to build character is the responsibility of all adults both in and out of the school building.

Our academic day starts at 8:15 a.m. Please ensure that your child is in school each day, on time, well rested and ready to learn. To ensure your child is ready, have him/her at school by 8:10 a.m. each day. Dismissal is 3:30. Students will be in the parking lot at 3:15 all days except Wednesday. It is imperative you arrive on time for pick up.

Please note: All students will be dismissed at 2:15 p.m. every Wednesday.

The family handbook includes information regarding school procedures and policies. Please take time to review it with your child. If you have any questions, feel free to contact me.

We encourage your support throughout the school year. We invite you to become involved by becoming a member of our Parent Advisory Committee (PAC). The PAC meets monthly to offer suggestions and ideas for improvement, plan school events and successful fundraisers. Please contact Dr. Mora Anderson, Coordinator of Student and Family Services to join the committee and become involved at 414 465-5122, or [manderson@cwacademy.org](mailto:manderson@cwacademy.org).

Be sure to check our website at [cwacademy.org](http://cwacademy.org) and like us on Facebook. Have a great school year! Feel free to contact me if you have any questions or concerns.

Sincerely,

Donna Niccolai-Weber, Executive Director

414 465 1355

[dweber@cwacademy.org](mailto:dweber@cwacademy.org)

**Capitol West Academy  
2017-2018**

**School Core Values**

Our learning environment is dependent on the collaborative and dedicated efforts of student, families, staff and the wider community. At Capitol West Academy each child will:

- Demonstrate academic mastery
- Apply critical thinking and develop meta cognition skills
- Embrace ethical standards of conduct and respect for others
- Understand the strength of diversity
- Demonstrate leadership through the core values of respect, responsibility, honesty and achievement
- Value the importance of learning

***Mission***

Capitol West Academy provides a safe nurturing educational environment where children, with the support of their families and the community, learn and grow to be successful life long learners and productive citizens.

**Vision**

Rigorous academics and character development inspire life-long learning.

***Strategic Imperatives***

**Strategic Goals**

- 1. Capitol West Academy will be recognized as a school that achieves academic mastery while preparing students socially and emotionally at each grade level.***
  
- 2. Capitol West Academy will strengthen its brand to increase its visibility within the community and achieve targeted student enrollment***
  
- 3. Capitol West Academy will diversify its funding sources as it strives for financial viability and strengthens its financial position.***
  
- 4. CWA will reinforce and leverage its relationship with SaintA to promote the shared value of family stability.***

## *Philosophy*

The academic focus of Capitol West Academy is to effectively and proactively educate children in the core academic areas with an emphasis on a positive educational environment and adaptation to different learning styles. We believe that each child can learn and that it is our challenge to find ways in which he/she can best learn. Research concludes that a structured instructional program with a focus on basic skills and a strong emphasis on parental involvement are critical to both academic and social success. The program's curriculum emphasizes not only academic growth, but personal growth as well.

The fundamental goals of Capitol West Academy are to:

- Create a safe, student-centered environment with a high expectation for academic achievement in the areas of reading, language arts, math, social decision-making and science that will assist students in exceeding Wisconsin proficiency levels.
- Provide an environment in which all teachers foster academic, social and emotional growth; and effectively and efficiently integrate alternative learning styles to meet the learning needs of each child.
- Create a learning environment that focuses on academics through curriculum integration and the emphasis on attending to student's differences in learning.
- Create a positive school culture with a focus on character development.
- Nurture a strong linkage and mutual accountability between family, school and community that involves parents as partners to increase the child's positive academic and social development.
- Actively incorporate strong accountability measures to assess the success of each child and provide quantitative measures to guide continuous improvement.
- Create a culture that values diversity, respects the individual and values learning as a life-long source of self-mastery, joy and meaning.
- Develop each child academically, personally and socially with an understanding of citizenship in the US.

Capitol West Academy provides a structured environment with an integrated curriculum, in which teaching on a given subject overlaps into various academic areas, as well as service learning and an emphasis on quality academics.

Our teaching focuses not only on reading, language arts, math, social studies, and science, but also on character development and helping students synthesize and analyze content, make sound decisions and develop critical thinking skills. Our educators understand how the structure and growth patterns of the brain affect learning. They offer a neurodevelopmentally informed trauma sensitive philosophy and practice that supports the needs of all of our students. Teachers tailor instructional practices to meet the varied needs of the learners. We are committed to nurturing and developing students who are prepared socially and academically to enter college-preparatory high school and young adulthood with a clear vision of success and who embrace lifelong learning.

## ***Family Involvement Commitment***

Families are a critical component of every school community. Capitol West Academy is dedicated to facilitating family involvement through:

- Ensuring regular attendance and participation in the educational experience of the child
- Ensuring completion of daily school work
- Supporting child's academic, social and emotional development through interaction and regular "study" support at school and home and in the community
- Communicating daily through passport system
- Work as a team with teachers and other support personnel to create a positive learning environment.
- Demonstrating dedication and importance of your child's education success through school involvement and attending school functions

## ***Family, Student, and Teacher Rights and Responsibilities***

Families have the right to:

- Advocate for their children
- Examine and receive copies of all school records pertaining to their children within Capitol West Academy guidelines
- Receive regular reports of their child's academic progress and attendance
- Request and be granted conferences with teachers and / or administrators
- Request and receive explanations of curriculum, grades, testing, homework, and disciplinary actions
- Visit classrooms to observe the educational process
- Participate in the development of school policies, plans, and procedures that have an impact on the education of their children

Families have the responsibility to:

- Promote prompt and regular attendance and provide a written explanation for absences and tardiness
- Inform the school in case of a change of address, telephone number, or emergency contact information
- Understand and support the school discipline guidelines of Capitol West Academy and discuss these guidelines with their children encouraging compliance
- Model and reinforce the school values: Respect, Responsibility, Honesty, Achievement
- Attend family conferences and participate in other family events
- Communicate to their children that they believe in their ability to achieve high academic success
- Provide an environment for home-study and learning that will help foster their children's best academic and behavioral performance in school
- Observe state law which requires all students to be immunized against certain diseases
- Insure that their children are in bed by age-appropriate times
- Supervise their child's homework and insure that passports/agendas are signed daily

Students have the right to:

- A meaningful education with suitable and challenging classes
- A pleasant, positive school atmosphere
- Come to school and feel safe
- Be "caught being good" and to be taught with respect and dignity
- Be respected by others

- Receive a high quality education
- Expect equality, tolerance, and respect regardless of race, creed, sex or physical or mental challenge

Students have a responsibility to:

- Come motivated and actively engage in the learning process
- Attend school regularly and be on time
- Remain in class until excused
- Pay attention to instructions
- Complete assignments to the best of their ability
- Exert every effort to achieve mastery of the lessons
- Obey all school rules
- Leave materials or objects at home that are or could be disruptive or are prohibited by law or school policy
- Demonstrate through actions the understanding of the school core values: Respect, Responsibility, Honesty, Achievement

Teachers have a right to:

- Assume the rights and responsibilities of shared decision-making
- Participate in the establishment of school rules and regulations regarding student behavior and school culture
- Explain these rules to students, and require observance of them
- Assist the administration of the school in developing school philosophy, objectives, and procedures for the efficient and orderly operation of the school
- Expect reasonable behavior from all students
- Be treated with respect and dignity

Teachers have the responsibility to:

- Report student progress and conduct to families and administrators
- Adjust lessons to meet the varied needs of the students
- Assist student learning in class and after class
- Enforce school rules fairly and consistently
- Encourage behaviors which show pride in and bring credit to the school and themselves
- “Catch kids being good” and reward that behavior to assist student learning
- Model and reinforce the school values: Respect, Responsibility, Honesty, Achievement
- Model & follow our core ethical beliefs

Core Ethical Beliefs:

1. I believe that every attempt should be made to maintain the dignity of both the adult and the student.
2. I believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
3. I believe that misbehavior should be handled with natural consequences instead of punishments whenever possible.
4. I believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
5. I believe that there should be a logical connection between misbehavior and resulting consequences.

## **Method for addressing family concerns or complaints**

Due to the extensive involvement of families in the school and the respect and appreciation they are afforded, we hope concerns voiced by families are addressed satisfactorily before they become complaints.

However, in any school, situations may arise where a family feels their child or family member is not being treated fairly or differences of opinion about school policies may exist. Should you feel you have a problem, we encourage you to discuss it with your child's teacher first. If you do not feel the issue is resolved you may discuss it with the Coordinator of Student Services.

We want to assure you that if you raise a complaint it is not held against you or your child in any way. We value relationships with our parents.

If informal discussion does not resolve an issue, a formal process may be pursued.

1. The family may present a written complaint and the remedy being sought to the Coordinator of Student Services within five school days of the informal discussion. The Coordinator shall meet with the family and any professional staff involved in the issue within five school days following the submission of the written complaint to attempt to settle the issue. The Coordinator shall issue a written answer within five school days following the meeting.
2. If the complaint is not settled, the family shall submit a grievance in writing to the Executive Director of the Capitol West Academy within five school days following the receipt of the response of the Coordinator. The Executive Director will respond in writing.
3. If the family is still dissatisfied with the response, they may submit a grievance in writing to the CWA Board within 10 school days after the receipt of the response from the Executive Director.
4. The Capitol West Academy Board shall forward its decision in writing to the family, the Executive Director, the Coordinator, and any staff member involved.

## **Building Character Excellence**

### **Parent-Student-Teacher Commitment**

To create a positive learning environment for all, CWA pledges to follow:

Guidelines for student behavior:

I value everyone's opportunity to learn by living the following:

1. Self-control (Respect)
2. Responsibility
3. Honor (Honesty)
4. Determination (Achievement)

Guidelines for teacher behavior:

1. I realize that equal is not always fair. Consequences will be designed to fit the individual students. I will see that all consequences are neither humiliating nor demeaning, and students understand why they are involved in each consequence to enable him or her to make better choices in the future.
2. If I at any time act or react in a way that a child truly feels is unjust, I will arrange a private conference during which the student can respectfully express to me why he or she feels my actions were not fair. This may or may not change my course of action. I am always open to calm, rational discussion of any matter.
3. I will do everything in my power and resources to work as a team to achieve academic excellence for all CWA students. If I am having difficulty in this area, I will seek out the appropriate support.

Guidelines for parent behavior:

1. I will support the mission, vision, and values of this school as the guiding principles of my child's successful education.
2. I will ensure academic success by having my child prepared and at the school no later than 8:15 a.m.
3. I will work as a team member with my child's teacher and school administration to instill respectful and appropriate school behaviors to provide a positive learning experience for all students at CWA.
4. I will communicate daily through the passport system and sign it each night indicating I have discussed it with my child.
5. I will ensure completion of my child's school work.
6. I will actively participate in school functions and attend any mandatory meetings.
7. I will actively communicate without anger or haste to ensure the future success of our school and our children.
8. I support CWA in preparing my child for the success they will have throughout their lives.

Parent signature/date: \_\_\_\_\_

**CWA Pledge**  
(revised 6-16)

I am proud to be a CWA student.

Today is a new day to take charge of my education.

I am determined to make good decisions. I will honor myself, my classmates, my teachers and my family by choosing to use self-control and make responsible choices. Go Wildcats! Roar!

# Academics

## Interventions

Students will be a part of a three-tiered intervention system to help them succeed academically. Tier 1 is the universal curriculum that is given to every child. Tier 2 is a time for additional support in a small group setting and occurs twice a week for 30-45 minutes. Tier 3 is for students who are not progressing even with the support of Tier 2 and occurs 4 times a week for 30-45 minutes. Tier 3 groups are 1-3 students. Challenge groups are for students who do well with an additional challenge to the core curriculum.

## Reporting Student Progress

At Capitol West Academy, the grading period is 9 weeks. Report Cards are issued at the end of each grading period. Please review the Report Cards thoroughly each quarter. If you have any questions or concerns, please contact your child's teacher immediately through email, phone call or a letter. If your questions or concerns need more investigation, please contact the Coordinator of Teaching and Learning at 414-465-1302, Students are evaluated on grade level benchmarks based on the Common Core State Standards. They are also evaluated on quality of work, effort, work habits, attitudes toward learning, and cooperation in working with others.

K4 and K5 receive reports based on the GOLD reporting system which allows teachers to capture children's growth through ongoing, authentic, observational assessment. Please note that these reports are different for grades 1-8 as marked on the school calendar. (November/1<sup>st</sup> trimester, February/2<sup>nd</sup> trimester and June/3<sup>rd</sup> trimester). In the 2<sup>nd</sup> (Winter) and 3<sup>rd</sup> (Spring) trimesters, you will be able to note your child's growth through the school year in most areas of the curriculum.

In grades 1st – 2nd, the Report Cards are scored using indicators toward progress towards grade level benchmarks.

In grades 3rd – 8<sup>th</sup>, the Report Cards are scored using both indicators toward progress and achievement grades. Achievement grades reflect the summative progress of a student's progress towards grade level benchmarks using in-class work, homework, projects, and benchmark assessments. Students also receive a character education report card each quarter.

If your child has an IEP, they will also receive Progress Notes on each annual goal specific to your child's needs. In addition, if your child is functioning below their grade level as indicated by the IEP, the score on the Report Card will reflect a modified score reflecting the level at which your child is functioning. It will be indicated on the Report Card by stating: Modified Curriculum.

## CWA Benchmarks (Grades 1-8)

### **1=Minimal**

Student has made **minimal** progress towards grade-level academic benchmark.

### **2= Making Progress**

Student is making progress toward meeting the grade-level academic benchmark.

### **3=Proficient**

Student has **met** the grade-level academic benchmark.

### **4=Exceeds**

Student has **exceeded** the grade-level academic benchmark.  
**NI= Not Instructed** at this time.

### **Achievement Grades (Grades 3-8)**

Achievement grades are based on students' work and assessments.

90-100%	= A
80-89%	= B
70-79%	= C
60-69%	= D
Below 60 %	= U (unsatisfactory)

### **Homework**

Homework has a positive impact on student achievement. Homework gives each child an opportunity to practice and refine the skills he/she has learned in class as well as prepare him/her for future learning. Like everything learned, such as how to drive a car or swim, we need to practice over and over before we can master it. The same holds true for learning new skills and concepts in academics.

At Capitol West Academy, we do not settle for our students just to be “good” at something; we expect them to be great! We need your help to get there. That is why it is essential that your child complete his/her homework every night.

Students at Capitol West Academy are required to complete their homework every night. Homework assignments should be recorded within their passport by the student. It is expected that you will talk to your child about their assignments and ensure they are completed with quality. Failure to complete homework will result in a lower class grade and affect athletic eligibility. Homework will be assigned on a daily basis with the suggested guidelines:

Kindergarten-2 <sup>nd</sup> grade	30-45 minutes
3 <sup>rd</sup> -5 <sup>th</sup> grade	45-60 minutes
6 <sup>th</sup> -8 <sup>th</sup> grade	45-90 minutes

Included within these guidelines is a minimum of 15 minutes of reading per night. Students are expected to record this reading in their log nightly. If your child consistently needs more time than is specified above to complete their nightly homework, please contact your child's teacher. Any homework that is completed in class is expected to be taken home and reviewed with a parent/guardian and returned to school.

In order for your child's homework to be considered complete, the assignment must:

- Be turned in at the start of the class on the day it is due
- Include the student's name
- Written in complete sentences when applicable
- Be completed to the best of the child's ability. All problems must be attempted.

Please provide an environment that makes this task purposeful and productive.

A specific area – it makes it much more productive and easier to think if the area is organized.

- A quiet area – do not allow your child to listen to music or T.V. while doing homework. The brain needs quiet to focus.
- Routine – set aside a consistent time every day to complete homework: directly after school, before dinner, after dinner, etc...

- Set a timer – study for 10 to 15 minute increments with a small break in between
- Be available to help - When working with your child, it is ok to lead them to the answer, however, please don't give them the answer. They will not learn the work if you do it for them.
- Make sure you write the teacher a note if your child is struggling with the work and couldn't complete it. This will let the teacher know that your child attempted the work.

If your child's work is incomplete, you will be notified in their passport that day. Students who have chronic missing assignments may not participate in any after school or extracurricular activities including basketball, cheerleading, soccer, book club, dances, pride night, as well as other school programs and recess.

If a child is falling behind academically, he/she may be required to stay after school until 4:00 p.m. on until they are caught up. If a student's work is not completed after the aforementioned measures, a parent meeting will be scheduled. Please share this with your child and make necessary arrangements for pick up should this occur.

### **CWA Retention Policy:**

Capitol West Academy is committed to provide a school environment that meets the needs of each specific child. When a child is struggling academically in class and/or with homework we have several interventions and accommodations to work with the child and their family to find success as alternatives to retention.

If after the interventions and accommodations have been implemented and the student is not academically prepared for the next grade level, retention may be considered.

- Overall F average, below 59.5 %, for the entire school year
- Below grade level MAPS scores in both reading and math
- Below 59.5 Percentage of in-class and homework completed on-time

Criterion to be considered before retention includes: student's age, school behavior, historical grades, attendance, or special circumstances including but not limited to physical or mental health or family events, will be considered in the decision making process.

If your child meets the above criteria and is at-risk of retention, it is the responsibility of the school to notify the parent or guardian, in writing, prior to the end of the third quarter. The parent or guardian will be provided with information outlining the interventions and accommodations that have taken place thus far as well as the next steps for the parents and students to help the student meet the necessary requirements for promotion to the next grade level.

## **School Culture**

### *School-Wide Proactive Approach to Positive Character Building*

At CWA we value everyone's opportunity to learn by living the following:

**SELF-CONTROL (RESPECT)  
RESPONSIBILITY  
HONOR (HONESTY)  
DETERMINATION (ACHIEVEMENT)**

CWA is committed to educating the whole child with a relentless pursuit of academic achievement and character excellence. This is achieved through a strong partnership between parents, teachers and students. Capitol West Academy considers the welfare of each student to be its paramount interest. The School considers it a duty to work with students to make decisions and solve problems, in essence, to create a school culture that is respectful of both adults and children. The School's focus is on the core values of self-control (respect), responsibility, honor (honesty) and determination (achievement). It is imperative to create a positive atmosphere, which focuses on a culture of behaviors and actions that are productive.

Capitol West Academy is a learning community where students are valued and respected, where care and trust take the place of restrictions and threats. It is the School's feeling that in such an environment, students will have a major role in making meaningful decisions about their education. Students will learn the value and efficiency of good behavior, which enhances self-image through using a positive approach. The School's role as educators is to provide a positive and safe environment where students can learn to make good decisions.

Students are taught the core values based on the "7 Habits of Happy Kids". It's through this instruction that students learn to be respectful and responsible contributing members to the school community. Negative behaviors will be redirected or cued to assist a student in being reflective of their actions.

It is expected that all Capitol West Academy "family" members will treat each other with respect, and will act at all times in the best interest of the safety and well-being of themselves and others. Any behaviors that detract from a positive learning environment are not permitted, and all behaviors that enhance and encourage a positive learning environment are appreciated as an example of how we can learn from each other. In particular, all students and staff are expected to conduct themselves in a manner consistent with the goals of CWA, and to work in cooperation with all members of the School community to improve the educational atmosphere.

As a school community, the priority is clearly focused on learning and student success. An orderly and safe school environment is essential to the achievement of the School's mission and assuring students and staff can pursue learning and success without disruption. Focusing on the school core values throughout the student's school experience will decrease the likelihood of his/her engagement in negative behaviors.

### **School-Wide Positive Behavior Approach:**

Teachers are expected to use proactive strategies in their approach to children.

- ✓ Review CWA's Core Values with the class daily
- ✓ Be consistent
- ✓ Provide ongoing positive reinforcement (verbal and social)
- ✓ Modeling the behavior
- ✓ Cue (reminders)
- ✓ Breaks (time out in designated area)
- ✓ Reflection/thinking sheet must be completed

When these proactive strategies fail to provide the student the support needed, the next steps can be used in cooperation with the passport.

- The student may be asked to move away from the group of children.
- The teacher may contact the family/guardian.
- The teacher may schedule a meeting of the Capitol West Academy team to work on strategies, and may include the family.
- An individual behavior plan may be devised for the student.
- The family may be required to spend the day in the classroom.

If all of these approaches fail to work, the teacher may begin the office referral process.

The School acknowledges that families have the ultimate responsibility for their student's in-school behavior; therefore families will be notified of any behavior through use of the daily Passport. If there are more serious behavior issues, families will be notified immediately. A student is defined as "disruptive" if he/she continually and willfully interferes with the learning process in the classroom. There are four major components to the school wide character building system.

## **1. CWA Core Values**

**Each child will value everyone's opportunity to learn by living the following:**

*Self-Control (respect)*

I will have control over my feelings and actions.

*Responsibility*

I know and do what is expected of me.

*Honor (honesty)*

I show care, respect, and concern for others because of their worth as human beings.

*Determination (Achievement)* I set and accomplish goals using an "I can" attitude regardless of challenges.

*Citizenship "C"*

Students earn "C's" by

- ✓ going far above and beyond expectations
- ✓ showing leadership
- ✓ teaching responsibility to others
- ✓ being a positive role model

## **2. Passport to Success**

"Passport to Success" is the term used to refer to the communication tool used with all students in CWA. The Passport varies based on age and grade level. It is a part of the school-wide character building system and includes homework and academic information. The purpose of the Passport is to give you and your child feedback on how he/she is valuing everyone's opportunity to learn. The staff and student will discuss progress throughout the day. It is imperative that parents, students and staff sign the passport daily to ensure consistent communication. *Parents will receive the passport at the end of each day and are required to sign and return it every day.*

### **How it Works**

The Passport serves as a framework for consistency among staff, students and parents. The constant "check in" helps create a school community that is truly caring. Parents and teachers overwhelmingly

agree that taking the time each day to discuss a student’s choices and guide them through a self-reflecting process enhances character and promotes a more positive school culture.

It is the staff’s responsibility to describe the behaviors that they want the child to display and reinforce these throughout the day. These include academic behaviors as well. i.e. using class time to complete work, working silently, respecting the classroom environment, etc. The Passport is a *tool* to help students reflect on living the core values.

- ✓ Passports are communication tools.
- ✓ Passports require dialogue between staff, students and parents specific to their school behavior.
- ✓ Explanation and discussion is required between the staff and students and ultimately the parent and child. This is a good opportunity to get students to take responsibility for their behavior.

### **3. Character Education**

The character education initiative is the intentional effort to develop in young people core ethical and performance values that are widely affirmed across all cultures. The emphasis is on the following major themes:

<b>Month</b>	<b>Core Value</b>	<b>Theme</b>	<b>Habit</b>
September	Responsibility	Responsibility	Think win-win, Seek first to understand, then to be understood Synergize
October	Self-Control (Respect)	Courage	Think win-win, Seek first to understand, then to be understood
November	Self-Control (respect)	Caring	Be proactive Sharpen the Saw
December	Responsibility	Justice and Fairness	Begin with the end in mind, Put first things first
January	Honor (honesty)	Respect	Seek first to understand then to be understood
February	Self-Control (respect)	Hope	Think win-win Seek first to understand, then to be understood Synergize
March	Determination (achievement)	Citizenship	Be Proactive Sharpen the Saw
April	Responsibility	Perseverance	Begin with the end in mind Put first thing first
May	Citizenship/Character	Honesty	Think win win Synergize
June	Citizenship/Character	Honesty	Think win win Synergize

#### **4. Service Learning**

All students will participate in school-wide service learning projects through our school “Prides” program. Service learning is a method by which students learn and develop through active participation. At this level, service learning helps students to become aware of their role as citizens and learn to understand others. Service learning helps foster civic responsibility and is integrated into and enhances the academic curriculum of the students. It includes structured time for the students and faculty to reflect on the service experience.

## **General information:**

Capitol West Academy's school procedures are designed to support the positive learning culture of our school. We ask each family to review the policies with your student to provide a strong sense of the culture of their school.

**School Day 8:15 – 3:15** At the beginning and end of the school day, school staff will be positioned outside of the school to ensure that all children arrive or leave the school premises safely. Classes begin at 8:15 a.m. breakfast served in the classroom until 8:30a.m.

## **Arriving and leaving school**

### **Morning Drop Off**

All children who arrive to school before 7:30 a.m. must be signed up for before care. There is a daily \$5 fee. They **MUST** be signed in by an adult. Parents may not drop them off and send them in without signing their child in.

Supervision on the playground does not begin until 7:30. At that time students may be dropped off at the back play area. Please note, they will remain outside until the doors open at 8:10. Students will not be allowed to play basketball during drop off due to traffic. We will be in the gym on inclement weather days.

**SCHOOL STARTS AT 8:15 A.M.**

To avoid delayed entry to the school, please arrive at or before 8:10 a.m. daily. At 8:15 a.m. the doors will be locked to ensure adequate breakfast service to students who arrive on time to school. If you arrive after 8:15 a.m. your child will be tardy and entrance to the school building will be delayed. Your child has already been marked absent by the homeroom teacher. You **must accompany** your child into the office for a tardy slip in order to have your attendance record updated.

### **Afternoon Pick up**

**Pick up time is 3:15 p.m.** Parents will pick up students in the back of the building in the same areas as drop off.

**Every family will be issued a carpool number.** It is the family's responsibility to share this number with others who may pick up your child. Students will remain in their classrooms until their carpool number is called. The carpool number must be clearly displayed in the window so the carpool staff can see it and call your child to the parking lot.

- Between 3:00 p.m. and 3:15 p.m. cars will begin to form a line in the back parking lot. Please follow the yellow lines and arrows as you enter and leave the parking lot.
- Each car **MUST** have their child's carpool number clearly displayed in the windshield for the carpool staff to see. **STAY IN YOUR CAR AND DO NOT PARK WHILE IN THE CARPOOL LINE!!** This is **VERY** important.
- We will have student cadets and staff to escort your child to your car.
- Your child must enter the car from the passenger side only, to avoid walking into traffic. Please adjust car seats accordingly.
- The line will begin to move as children enter their cars, and the driver exits the line.

**Parking Lot Map - See Addendum.**

**WE NEED EVERYONE'S COOPERATION TO ENSURE THE SAFETY OF THE CHILDREN.  
BUCKLE UP AND DRIVE SLOWLY.**

## Daily Attendance

To benefit from the educational program offered by Capitol West Academy, your child must be in school. We realize that on occasion absences are necessary. Excused absences are defined as: personal illness, funerals, required legal appearances, designated religious holiday observances, medical or dental appointments, family emergencies, or prior approved absences that have been deemed educationally beneficial to the student by the Coordinator or designee. Unexcused absences are any absence from school or class, which was not pre-arranged prior to the absence or communicated to the school office. Examples of unexcused absences include oversleeping, missing the bus, extended vacations, and other similar reasons. At Capitol West Academy we believe regular attendance is imperative to a child's success in school. The school attendance record becomes part of your child's permanent school record. In addition, regular school attendance is required by the Wisconsin Compulsory School Attendance Statue (s. 118.15).

Section 118.16(1) (a) of the Wisconsin Statutes defines “habitual truant” as “a pupil who is absent from school without an acceptable excuse... for part or all of 5 or more days on which school is held during a school semester.” Parents of habitually truant students will be notified at minimum twice per semester. The first written warning will acknowledge student absences of 5 or more days. The second written notice will be a courtesy warning that your child's truancy case has been referred to the District Attorney's office. To avoid truancy referrals, please have your child at school on time daily.

### Tardy Policy

Students who are late to school disrupt the learning environment for all. At CWA, the learning begins from the moment students walk in the door. There is a direct correlation between tardiness and poor academic performance. Students who are late often miss essential math and reading instruction and risk falling behind on our rigorous curriculum. In addition, one of the most common reasons that people lose their jobs is persistent tardiness to work. Therefore tardiness to school will not be tolerated.

### Definition of Tardiness

Students arriving after 8:15 AM (as measured by the school's main office clock) are marked tardy. At 8:15 a.m. the doors will be locked to ensure adequate breakfast service to students who arrive on time to school. To avoid delayed entry to the school, please arrive at or before 8:10 a.m. daily. If a student will be arriving late with a doctor's or dentist's excuse or because of a family emergency, the parent must notify the office prior to the appointment. Students arriving late without this proper notification will be marked for an unexcused tardy.

1. If a student is unexcused tardy for 3 or more days in the semester, the parent/guardian will be notified by a letter about the seriousness of the issue and the possibility of the student losing privileges such as recess, lunch with peers, field trips, etc.
2. If a student is tardy for 5 days during the semester, the parent/guardian will be notified by a letter about the seriousness of the issue and a meeting will be scheduled with the Coordinator of Student Services to discuss the absences and develop an attendance plan together. Students absent 5 or more days during any quarter may receive an incomplete for that quarter.
3. If the student continues unexcused tardy, a home visit will be scheduled by the Coordinator or Guidance Counselor to discuss how the attendance plan is working.
4. If a student is unexcused absent or tardy 10 or more days during a school year, a meeting will be scheduled with the parent/guardian, and the Executive Director. At this point, the student is considered a truant. The parent may be referred to the Milwaukee TABS, a comprehension support intervention program for truant young people run by the Milwaukee Police Department.

5. If the situation is not remedied, the school will send home a certified letter outlining the legal procedures for truancy. At this point the school will forward the truancy issue on to the District Attorney for further legal action and a truancy ticket may be issued from the TABS program.

### **Early Release:**

The office staff cannot release students prior to the end of the school day without prior written notification. Dismissal time is 3:15 Monday through Thursday and 2:15 on Wednesdays. Students who are consistently picked-up early are considered truant. Please see the tardy policies and procedures above which outline the action steps that will be taken.

### **Illness**

If your child will not be in school due to illness, please call the office prior to 9:00 a.m. To report a student's absence, please call 465-1302. Absences require a written note from the family explaining the absence upon a child's return to school. Please send these notes to the main office. Please be sure it includes the date of absence and a parent or guardian signature.

Determining which children are contagious and which are not can be a controversial question. If symptoms of illness occur after a child's arrival, parents or emergency person authorized to pick up your child will be called. Pick up will be expected within 1 hours' time. Children will be isolated from the others during that time.

Your child will be sent home if:

- they have a green mucus discharge from the nose that cannot be controlled and continues to flow.
- there is discharge or mucus accumulation and / or redness in the eye. Children with discharge from the eye will be sent home until discharge is gone. This does not include blocked tear ducts. Discharge from the eye may mean a cold or have already developed into Pink Eye. This discharge can be spread and needs to be treated with medication.
- they have diarrhea
- they have a peculiar rash or spots
- they are vomiting
- they have a fever of 100 degrees or higher

Children should not return to school for 24 hours after being sent home to be sure that they do not relapse and to keep the other children healthy.

If your child wakes up with these symptoms, we recommend that they not come to school. When deciding whether or not to send a child to school that wakes up not feeling well, please consider the symptoms above as well as the following.

- Strep Throat – if a child has diagnosed strep they must be home from school a full 24 hours after antibiotic therapy has begun.
- Pink Eye – if a child has pink eye the student must be home from school a full 24 hours after antibiotic therapy has begun.
- Chicken Pox – students must stay home from school a minimum of 5 days after the eruption first appears and or vesicles are dry or crusted over.
- Lice / Scabies – students must stay home until after the first treatment with lice shampoo for lice, and treatment prescribed by a physician for scabies.
- Impetigo – Students must stay home from school until they have been started on an antibiotic. Any draining lesions need to be covered when in school.
- Ring Worm – all spots must be covered. If spots occur in areas that cannot be covered, the student must stay home until the spots are gone

## **Medical Assistance**

If a student becomes ill during school hours, he/she must get a pass from the teacher and report to the school office. The office will keep a record of all student complaints of illness or injury. Students are not to use the phone to obtain permission to leave school. A school office staff member will dismiss students only after that staff member has contacted a family or guardian. An adult will be required to enter the school office in order for the child to be released from school staff care. Unless authorized by the family or guardian in writing, no one else will be permitted to pick up the child. The school will maintain a list of all individuals authorized in writing by the family or guardian to pick the child up from school.

## **Medication**

*All medication must be kept in school office in original container*

Medication administered in school must have:

- written order from a physician
- child's full name on the container
- name of medication, milligrams, and dosage in the original container
- time the medication is to be given
- written permission from the family or guardian on a form provided by the school

In addition the following procedures are in place:

- The child will take the medication at the designated time, supervised by authorized personnel.
- A log of dates, times, and personnel administering the medication will be kept at school.
- All medication administered at school will be stored in a locked drawer, cabinet, or file.
- Families must notify the school via written communication when the medication is to be discontinued, or the dosage or time changed.
- If the medication is discontinued, and thereafter resumes, a new order must be received.
- No aspirin or over-the-counter medication will be administered to children unless the guidelines above are followed.

## **Immunizations**

Each family must provide Capitol West Academy with an immunization record for each student enrolled. Prior to attending the program, each student must be in compliance with the Wisconsin State requirements for student immunization.

## **Accidents**

Every accident in the school building or on school grounds, whether before, during, or in after school activities, must be reported immediately to the person in charge. First aid will be given by a staff person. School staff will be required to fully report all accidents as well as create a written record of such accidents. It is the responsibility of the school staff involved to notify the family/guardian of such accidents.

## Uniforms

### **REVIEW THIS POLICY BEFORE YOU SHOP!**

Uniforms may be purchased at Marcus, Kohl's (season & online), JC Penny's, or Old Navy (season & online). If a child comes to school without proper uniform the parent/guardian will be contacted to bring an appropriate change of clothing that complies with the uniform policy. If the parent/guardian is unavailable, the school will attempt to find appropriate uniform items for them.

### All grades:

- Colors:** Please note that the uniform colors: K4-4<sup>th</sup> navy/white; 5<sup>th</sup>-8<sup>th</sup> navy/khaki
- Accessories:** **UNDERGARMENTS, TIGHTS, SWEATERS, SWEATSHIRTS MAYBE NAVY, WHITE OR BLACK**
- Jewelry/tattoos:** Jewelry is limited to one necklace and two bracelets. No tattoos, or any sort of visible writing on the skin is acceptable.

**Please call the school office if you have questions BEFORE you purchase items.**

### K4-4th Grades

- Shirt:** White or navy blue long or short sleeve collared shirt or turtlenecks.  
**Undershirts must be solid white, navy, or black. No logos or pictures.**
- Sweater:** Black, Blue, or white sweaters may be worn. CWA logo shirts and CWA fleece jackets may be purchased in the office.
- Pants:** Navy blue uniform style pants. **NO CARGO PANTS.**
- Skirts:** Above brand name skirts or jumpers may be worn.
- Tights:** Navy, white or black
- Shorts:** Shorts may be worn until September 30th and beginning May 1st to the end of school only. Only uniform style shorts. **NO CARGO** above brand name shorts may be worn. No other shorts will be allowed.
- Shoes:** **NO FLIP FLOPS. NO CLOGS.**

### 5<sup>TH</sup> - 8<sup>TH</sup> Grades

- Shirt:** Navy blue long or short sleeve collared shirt or turtlenecks.  
**Undershirts must be solid white, navy, or black. No logos or pictures.**
- Sweater:** **Black, Blue, or white sweaters may be worn.** CWA logo shirts and CWA fleece jackets may be purchased in the office.
- Pants:** Khaki uniform style pants in the above brand names. **NO CARGO PANTS.** Uniform
- Skirts:** Skirts may be worn by the girls; length must be below finger tips.
- Tights:** Navy, white or black
- Shorts:** Shorts may be worn until September 30th and beginning May 1st to the end of school only. Only uniform style shorts. **NO CARGO.** No other shorts will be allowed
- Shoes:** **NO FLIP FLOPS. NO CLOGS.**

**Please call the school office if you have questions BEFORE you purchase items.**

### School breakfast/ lunch program:

Capitol West Academy is part of the Community Eligibility Provision (CEP) .

### **What does this mean for you and your children attending Capitol West Academy?**

Great news for you and your students! All enrolled students of Capitol West Academy are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2017-2018 school year.

No further action is required of you. Your child(ren) will be able to participate in these meal programs by having an alternative income application on file. If you have any questions about this new program, please contact Kathy Seibert. (breakfast is available until 8:30 a.m.)

### **Student Fees:**

A book and technology fee is assessed each school year for each student to cover additional book and technology costs. The fee helps offset the costs of computerized programs that are available to all students such as Raz kids, Moby Max, and other consumable workbooks.

### **Recess**

- CWA students go out for recess when temperatures are **20 degrees** or above. Please make sure your child is dressed appropriately
- All students will be supervised on the playing area by adults.
- Students are encouraged to play or visit with their friends
- The supervisor will signal the end of recess and students are required to enter the building in an orderly fashion through the designated entrance.

### **Field Trips**

Capitol West Academy recognizes the value of field trips when used to supplement the curriculum. In addition, the school believes that student engagement in activities and programs provided by community organizations can enrich the learning experience and add to a child's life long cultural and social enrichment.

It is assumed that teachers will use their professional judgment when selecting field trip locations. The administration will review field trip plans and base its approval on the following guidelines:

- Field Trips will support the curriculum
- Travel time will not exceed time spent on site
- Extended day trips will be approved - if travel time is appropriate

If families have a concern about the appropriateness of a field trip, they should contact the classroom teacher. If resolution is not reached, the family should contact the Executive Director.

Field trip attendance forms will be distributed to parents and must be on file in order for a child to leave the grounds. Children may not attend a field trip without a specific signed permission slip. Decisions regarding the privilege of attending field trips are on a case by case basis. Students that are suspended prior to the field trip may be denied the opportunity to attend the field trip. The school uses its discretion as to whether a student may remain in another classroom or at home. In the case that a group of students cannot attend the field trip, a school staff member may remain at school to oversee them. Students may be excluded from a field trip for unacceptable behavior.

## Before school programming:



Before school programming will continue to be available through CWA for families who cannot drop off their child within the allotted school times. Fees for before school care must be paid in advanced. This is no longer a drop in service. Families may access before care services between 6:45 and 7:30 a.m. There is a daily \$5 fee. They **MUST** be signed in by an adult. Parents may not drop them off and send them in without signing their child in with the staff member.

**All payments must be made in the form of money order, cash, or credit card only.  
Checks are not accepted.**

- **Closures**

When school is not open, no before care programs will be provided.

## After School Programming:



**Ages:** K4-8

**Dates:** 2017 - 2018 School Year

**Hours:** 3:15 – 6:00 PM, Wednesdays: 2:15 - 6:00 PM

Champions after school program provides busy, working families the flexibility to extend the learning day after school for school-age children. With a balance of child-initiated and teacher-led activities, our programs serve your child's wide variety of interests and skills by giving them choice.

### After-School

*Weekly Pricing:*

1-2 days: \$36

3-5 days: \$60

Registration: \$50 per child, \$75 per family

Drop-In Rate: \$34 per day

Non-School Day Fee: \$38 per day

Discounts: 10% multi-child, military, or school district employee

To enroll in Champions at Capitol West Academy go to

<http://www.discoverchampions.com/our-locations/milwaukee/wi/001291#price>

## **Student Property**

Students may not bring any toys, CD's, or other personal belongings that may be distracting to the learning process to school unless it is requested in writing by the teacher or announced by the administrator as part of a school activity. This includes basketballs. We have plenty of outdoor equipment. If students bring any of the above mentioned items to school without permission, they will be collected by the teacher or other adults in supervision and will be returned at the end of the day.

Any paraphernalia or literature that is associated with drug use, gang activity, or sexual activity is expressly prohibited. This includes bandanas, drawings, etc. The administration reserves the right to search at their discretion, all lockers, backpacks, purses, and lunch boxes. A student's person may be searched by a staff member of the same gender in the presence of a staff member of the same gender.

Under Wisconsin Law, minors can be cited for possession of tobacco products. Smoking or use of tobacco products is prohibited on school grounds.

## **Our Neighborhood**

Our neighbors are proud of their lawns, homes and businesses. Respect other people and their property especially during drop off and pick up.

## **Lost and Found**

Every article found should be turned in to the school lost and found box in the school office immediately. Those who have lost articles should check there. The school is not responsible for anything that is lost. Make sure to label all clothes with child's first and last name.

## **Withdrawals**

Please notify the school office several days in advance if you will be moving or otherwise need to withdraw your child so that the records may be properly closed and transferred to the new school. The office will complete a withdrawal report form. A completed copy of that form will be sent to the student's home.

## **Address - phone changes**

Communication is vital to your child's success. It is important that we are notified of a change of address or telephone number. Please inform the school office as soon as possible of any address or phone number changes. Often phones are set to "do not disturb" or "not receiving calls at this time". If you are not allowed communication at work, please maintain updated emergency contact information so that we can reach someone in the case of an emergency.

## Disciplinary Procedures

### Behaviors Warranting Disciplinary Action:

It is neither possible nor necessary to specify every type of improper behavior or every inappropriate circumstance that may subject a student to disciplinary action, including suspension and expulsion, under these rules and procedures. However, students engaging in the following behavior may be subject to discipline, up to and including suspension and expulsion. The Executive Director or his/her designee reserves the right to assign disciplinary consequences to students who may commit offenses not appearing in this handbook.

### Possible Disciplinary Actions:

#### *By Teachers*

A disruptive or unruly student is subject to disciplinary action by the teacher and/or Coordinator of Student Services. Action taken by teachers toward students who are disruptive or unruly may include but is not limited to:

- Time out in the classroom or other secure, supervised area;
- A conference with the student;
- Detention and a conference with a parent/guardian.

#### *By Coordinator or Designee*

A discipline referral should be sent to the Coordinator when the teacher feels that the student's improper behavior cannot be corrected through the teacher's classroom management practices. After consultation with the student and the teacher (if needed), the Coordinator will determine the course of action required to provide a safe, secure school. Action taken by the Coordinator toward students who are disruptive may include but is not limited to:

- A conference with the student and/or the parents
- Entering into a behavioral contract between student, parent, and administrator
- Detention
- In-school suspension (ISS) (up to three days per occurrence)
- Out-of-school suspension (OSS) (up to five days unless recommendation-for expulsion sent to Board by Executive Director, then up to fifteen days)
- Recommendation for expulsion

### Grounds for Suspension and Expulsion:

Students and families will be made aware that certain actions that show a gross neglect for the integrity and reputation of the School and its responsibility to provide an orderly and safe environment for all students may necessitate immediate and serious disciplinary action. Sanctions for these activities may include immediate suspension for one or more days with family notification, and possible expulsion.

Immediate Suspension may result if any of the following non-negotiable behaviors occur:

- Physical aggression toward staff or students (e.g. hitting, kicking, biting)
- Fighting with another student in school

- The intentional use of profanity directed at a teacher, staff member, or student
- Extreme disruption of the classroom (prolonged screaming or shouting out, throwing of any object, yelling at a teacher or any student in the classroom, or continuous disruption)
- Threats of harm
- Stealing

Students may also be suspended at the discretion of the school for the following conduct:

- Noncompliance with school rules
- Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
- Conduct while at school or while under the supervision of a school authority that endangers the property, health, or safety of others\*
- Conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority or endangers the property, health, or safety of any employee or board member of the school in which the pupil is enrolled.\*
- Possessing, delivering, using or being under the influence of alcoholic beverages or other controlled substances.

\* Note: Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

A student may be expelled for the following conduct:

- Repeated refusal or neglect to obey school rules
- Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
- Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others.\*
- Engaging in conduct while not at school or while not under the supervision of a school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority.\*
- Endangering the property, health or safety of any employee or board member of the school in which the student is enrolled.\*
- Possessing, delivering, using or being under the influence of alcoholic beverages or other controlled substances.

\*Note: Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

A student shall also be expelled from school for not less than one year if it is determined that while at school or while under the supervision of a school authority, the student possessed a firearm, as defined in 18 USC 921(a)(3).

### **Suspension Procedures:**

- **Notification of Suspension**

Prior to any suspension, the student shall be advised of the reason for the proposed suspension. A letter from the Coordinator or designee containing the information outlined below will be sent to the

student's parent(s)/guardian when the student is assigned in-school suspension or out-of school suspension or is recommended for expulsion.

○ **Notice of In-School Suspension**

The suspension notice for in-school suspension shall include at least the following information:

- Reason(s) for the suspension and date(s) of suspension are to be clearly stated;
- A parent is expected to participate in a conference with the Coordinator in order for the student to be readmitted to the regular classroom
- The student will not be allowed to participate in classroom and school activities during the suspension period; and

If a student is assigned in-school suspension, a parent/guardian will be expected to enter an agreement with the Coordinator that outlines the guidelines of the in-school suspension program and any required corrective action following the suspension.

○ **Notice of Out-of-School Suspension**

The suspension notice for out-of-school suspension (fewer than five days) shall include at least the following information:

- Reason(s) for the suspension and the date(s) of suspension are to be clearly stated;
- A parent must come to school for a conference with the Coordinator in order for the student to be readmitted to school;
- The student will not be allowed to participate in classroom and school activities during the suspension period;
- The student is not to go on school property;
- Appeal procedures shall be clearly stated in detail.

If a student is assigned an out-of-school suspension, a parent/guardian will be expected to enter an agreement with the Coordinator that outlines the guidelines of the suspension program and any required corrective action following the suspension.

○ **Notice of Suspension and Potential Expulsion Recommendation.**

The notice for a suspension for conduct that may lead to an expulsion recommendation shall include at least the following information:

- The reason(s) for a suspension are to be clearly stated;
- A parent should be told that an investigation is being conducted by the administrators and what the most severe recommendation might be;
- A date and time for a conference is given when a parent, accompanied by the student, must come to school for a conference with the Executive Director, coordinator or designee to present and hear information;
- The student will not be allowed to participate in classroom and school activities during the suspension; and
- The student is not permitted on school property.

Following the conference, the Coordinator will make a recommendation to the Executive Director as to whether to seek an expulsion and, if the Executive Director concurs, the Executive Director will make a recommendation to the Board of Directors for expulsion. If the Executive Director moves forward with the recommendation, the Coordinator will provide written notice of the recommendation to the parent/guardian and separately to the student at least five (5) calendar days prior to the date of the hearing. The notice to the parent(s) and student must include the following information:

○ **Notice of Expulsion Recommendation.**

- The specific grounds and the particulars of the student's alleged conduct upon which the expulsion proceeding is based;
- The time and place of the hearing;
- That the hearing may result in the student's expulsion;
- That the hearing shall be closed;
- That the student and the student's parent or guardian, may be represented at the hearing by counsel at their own expense;
- That the Board of Directors shall keep written minutes, or at the Board of Directors' option, an audiotape of the hearing; and
- That if the Board orders the expulsion of the student, the Board secretary shall mail a copy of the order to the student and to the student's parent or guardian;

○ **Order of Expulsion.**

If the Board orders the expulsion of the student:

- The Board should reduce its decision to writing in the form of a written order.
- If expulsion is ordered, the order must state the length of time that the student is to be expelled including the beginning and ending date.
- The order should state the specific findings of fact and conclusions in support of the decision.
- The order should be sent to the student and, if the student is a minor, to the student's parent or guardian.

• **Students with Disabilities:**

Students with disabilities may be disciplined, in accordance with the state and federal law, for inappropriate behavior.

School personnel may order a change in the placement of a child with a disability to an appropriate interim alternative educational setting, or suspend the child for not more than ten (10) days to the extent they could so with a child without disabilities. (Note: A suspension for more than five (5) days for a child with a disability is available only if the Coordinator has recommended expulsion of the student to the Board.)

School personnel may order a change in placement to an appropriate interim alternative educational setting for the same amount of time that a non-disabled child would be subject to discipline, but for not more than forty-five (45) days if the child:

Carries a weapon to school or to a school sponsored function;

Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at a school sponsored function;

Inflicts serious bodily injury while at school, on school premises or at a school function;

In such cases, the district must develop or revise the child's functional behavioral assessment plan;

If the discipline for the special education child involves a change of placement for more than ten (10) days, e.g. an expulsion or a series of removals that constitute a pattern, then the school must hold an IEP meeting to determine whether the behavior was a manifestation of the child's disability.

If the behavior was not a manifestation of the child's disability, the child may be subject to the same disciplinary actions as a nondisabled student, except the school must continue to provide an appropriate education to the child.

If the behavior was related to the child's disability, the child may not be subject to disciplinary action for periods longer than ten (10) school days.

A child who is not yet determined eligible for special education and related services may assert any of these protections in response to disciplinary actions if the School had "knowledge" that the child was a child with a disability before the behavior incident. The School is deemed to have knowledge if:

The parent/guardian has expressed concern in writing to school personnel that the child is in need of special education or related services;

Behavior or performance of the child demonstrates the need for such services;

The parent of the child has requested an evaluation of the child for purposes of determining if the child is in need of special education or related services; or

The teacher of the child, or other school personnel, expressed concern about the behavior or performance of the child to the director of special education or to other school personnel.

If a parent requests an evaluation of a regular education child who is suspended or expelled, the evaluation must be expedited. Pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

- **Appeal Procedures for Disciplinary Actions:**

- In-School Disciplinary Actions

- Should a parent disagree with disciplinary action of the School, the parent may appeal as follows:

- Appeals should be made to the Coordinator of Student Services by arranging an appointment or by writing the Coordinator of Student Services. If the parent is dissatisfied with the result of the appeal to the Coordinator of Student Services, the parent may appeal to the Executive Director. Appeals must be filed in writing, within three school days of receipt by the parent of the notice of disciplinary consequences. The Executive Directors decision on appeal is final.

- Out-of-School Suspension (five days or fewer)

- Should the parent disagree with a suspension of five (5) consecutive days or fewer, the parent may appeal the decision of the Coordinator as follows:

Appeal requests must be made in writing by the parent to the Executive Director. Such written request must be filed with the Executive Director within three school days of the notice of suspension, or the right to review and appeal is waived.

In cases of immediate appeal, if the Executive Director determines that the student's presence at school does not create a continuing danger to persons or property or an ongoing threat of disruption, the student may be allowed to continue in school on a regular basis until the appeal is considered. A favorable decision will allow the student to continue in school, whereas a decision supporting the Coordinator will require the student to serve the full suspension beginning the next school day after receiving notice of the decision. In situations where the student is excluded from classes during the appeal process and the appeal is ultimately favorable to the student, opportunity will be provided for the completion of makeup assignments.

# School Policies

## Bullying of Students and Staff Policy

The Capitol West Academy must provide a safe, secure, and respectful learning environment. Bullying of students and staff will not be tolerated and is prohibited at Capitol West Academy. All forms of harassment in cyberspace, commonly referred to as cyber bullying, are also unacceptable and viewed as a violation of this policy.

This policy applies to all educational activities and environments supported by the school. The Board of Directors considers these actions to be detrimental to the health and safety of students and staff, and disruptive to the educational environment.

### 1. Definitions

- ✓ **Bullying:** any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which is intended to cause physical injury, emotional distress/suffering or property damage or which impacts the learning environment. Bullying often involves an imbalance of power between the bully and the bullied, and is typically repeated over time. In determining whether bullying has occurred, administrators will consider that:
  - a. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
  - b. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
  - c. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.
  - d. Bullying is defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.
  - e. Bullying may include, but is not limited to student-to-student, a student to an adult staff or Board member, and/or an adult school staff or Board member to a student or another staff member.
- ✓ **Cyber bullying:** Cyber bullying includes but is not limited to the following: misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs or any other messages via cyberspace. In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds that is intended to endanger the health, safety or property of students or others at school, a school employee or a Board member.
- ✓ **Cyberspace:** a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.
- ✓ **Educational environment:** every environment or activity under the supervision of the school, regardless of location. This includes activities on school property including the playground, activities at other

locations but sponsored by the school, and activities where students are being transported to a school or school-sponsored event using school buses, leased vehicles or contracted services.

- ✓ Retaliation: includes actions targeted against any reporter of bullying.

## 2. Bullying Prevention

As part of the School's implementation of the School Wide Character Building System, students will participate in daily discussion regarding positive character traits through the Passport to Success and the monthly Prides program.

## 3. Reporting and Investigation Procedures

Any student, school employee or Board member who believes he/she has been subject to bullying, or witnesses bullying, may file a complaint directly with the building Coordinator or designee. This complaint shall be documented in writing by either the reporter or the complaint recipient. Complaints involving employee harassment shall be handled in accordance with the employee harassment policy. Any student or parent/guardian who becomes aware of or witnesses bullying has an obligation to report and will be supported by involved staff members in reporting the bullying to the proper authorities. Any employee who becomes aware of or witnesses bullying has an obligation to intervene and report this behavior immediately to the Coordinator of Student Services. Retaliation against an individual who in good faith reports bullying under this policy is prohibited. Filing a complaint or otherwise reporting bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or job, or benefits provided by the School.

Once received, an investigation of the complaint will take place. The school shall, whenever possible, respect the confidentiality of both the complainant and the accused consistent with the school's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

## 4. Consequences for Policy Violations

Individuals engaging in bullying or retaliation against persons who in good faith report bullying will be subject to disciplinary action in accordance with established procedures. This may include the development of support and accommodation plans which will prevent future events or incidences. Adults, including volunteers or staff members, who engage in bullying in violation of school policy and/or retaliation against individuals reporting this behavior in good faith, shall be subject to immediate discipline, up to and including termination of employment. Employee discipline shall be carried out consistent with the personnel policy.

## 5. Notice

Notice of this policy will be included in the family/student handbook.

## 6. Disclosure and Public Reporting

Records will be maintained on the number and types of bullying reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

Incidents of bullying shall be documented and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior.

## WEAPONS POLICY:

No person shall possess or use a weapon or an object that is a look-alike weapon on school property including, but not limited to, in school buildings, on school grounds, on school premises, in a school-owned or leased vehicle or at any school sponsored function or event wherever held at any time, unless previously authorized by the Executive Director. Law enforcement officers acting within the scope of their work as law enforcement officers are excluded from this policy. This policy will be published annually in school student, parent, and staff handbooks.

## HARASSMENT:

Capitol West Academy is committed and dedicated to providing equal access to educational services for every student in the school and to providing a learning environment free of any form of harassment against or between students.

No student may be discriminated against in any school programs, activities or in facilities usage because of the student's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the district. It is the responsibility of administrators, staff members and all students to ensure that student discrimination or harassment does not occur.

For purposes of this policy,

"Discrimination" means any action or practice including bias, stereotyping or student harassment detrimental to a person or group(s) of persons and differentiates or distinguishes among persons or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based on any personal characteristic described above.

"Harassment" means behavior toward or between students based on any personal characteristic described above which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive environment. Harassment can arise from a broad range of physical or verbal behavior that can include, but not be limited to: physical or mental abuse, racial insults, ethnic or religious slurs, unwelcome sexual advances or touching, sexual comments or jokes, sexually explicit derogatory statements or discriminating remarks that are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance.

Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter in accordance with established complaint procedures. All reports regarding student discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated.

The school shall take all appropriate and necessary action to eliminate student discrimination and harassment, up to and including discipline of the offenders. There shall be no retaliation against any person who in good faith files a complaint under this policy.

Employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including termination. In

addition, employees who engage in behaviors found to be discrimination or harassment will be subject to disciplinary action up to and including termination.

Notice of this policy and its accompanying complaint procedures shall be published annually in the school student, parent and staff handbooks.

Staff training shall be provided as necessary and appropriate to help administrators and other staff members implement this student nondiscrimination and harassment policy and complaint procedures.

### **Electronic Devices Prohibited Policy**

Capitol West Academy prohibits the use of cell phones and other electronic devices by students such as handheld games, mp3 and iPod players at school at any time during the school day. This includes breakfast, lunch or before and after care.

Should your child bring a cell phone to school he/she is **required** to turn it in to their classroom/homeroom teacher before classes begin. Failure to turn in the device will result in confiscation and will only be returned to a parent or guardian. If a student is caught using a phone in the building (talking, texting, playing games, taking pictures) the phone will be confiscated and will only be returned to a parent or guardian. Refusal to turn in a cell phone to a staff member will result in further disciplinary action up to and including loss of school privileges and/or suspension.

Please understand this policy has been implemented to benefit your child's academic progress and individual safety. We appreciate parent/guardian cooperation.

### **Smoking policy**

Under Wisconsin Law, minors can be cited for possession of tobacco products. Smoking is prohibited on school grounds.

### **Violence Policy**

Our goal is to maintain a safe, supportive, nurturing, non-punitive school environment highly conducive to learning. Violence is any word, look, action, or sign that threatens or hurts a person's body, feelings, or things. No one is entitled to be violent. No form of violence will be tolerated from anyone at school, on school-sponsored transportation, or at school-sponsored activities away from school.

### **Title IX-Non-Discrimination Policy**

The Capitol West Academy Board does not discriminate on the basis of national origin, ancestry, race, color, creed, sex, age, disability, physical appearance, sexual orientation, religion, pregnancy, marital or family status, or political affiliation in its educational programs, related activities (including School-Community Recreation) and employment practices.

If a student believes that he/she has been discriminated against, he/she may make a claim that his/her rights have been denied. A student may obtain a copy of the grievance procedure and receive assistance in filing a complaint by contacting the Executive Director, who serves as the TITLE IX / AFFIRMATIVE ACTION COORDINATOR for the school.

## School Wellness Policy

Whereas, children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, nationally the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, Capitol West Academy is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Capitol West Academy that:

- ✓ The school will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- ✓ All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- ✓ Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- ✓ Qualified food service professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- ✓ To the maximum extent practicable, our school will participate in available federal school meal programs including the National School Lunch Program.
- ✓ School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
- ✓ No take out or fast food items may be brought into the cafeteria.

- ✓ Students will not be allowed to eat chips, candy or soda in the cafeteria or classrooms. Please do not send these items to school.

### **Video Policy**

Capitol West Academy recognizes the value of videos when used to supplement the curriculum. While it is assumed that teachers will exercise their professional judgment when choosing to use television and/or other electronic media, the following guidelines are intended to facilitate responsible use of this medium. At Capitol West academy only television and electronic media will be used which:

- support curriculum objectives
- are age appropriate (no movie rated above PG will be used without express consent from each family and the administration)
- do not violate copyright law

If families have concerns about television and/or video use, the procedure outlined below should be followed:

- Families should speak to their child's teacher about their concerns. If the concerns are not satisfactorily addressed, families should speak with the school Coordinator.

### **Technology and Internet Use Policy**

Electronic communication networks provide vast, diverse, and unique resources. Our goal in providing this service to teachers, staff and students, is to promote educational excellence in the Capitol West Academy by facilitating resource sharing, innovation, and communication.

We support resources that will enhance the learning environment and is consistent with the vision, mission, goals, and policies of the school. With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications that are not suitable for school-aged children. The Capitol West Academy has taken precautions to restrict access to inappropriate materials. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

The responsible use of technology relies heavily on the proper conduct of the users, who must adhere to strict guidelines. ALL users of technology are expected to abide by school policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them. If a user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and school policies, is subject to loss of access privileges and any other disciplinary actions. Students and families will be required to sign an Acceptable Use Policy Agreement at the beginning of each school year.

Users have the opportunity to access technology for educational purposes only. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download and/or produce. It is necessary for users to evaluate the validity of the information they access via technology use and acknowledge the source of the information when appropriate.

All users of technology are acting as representatives of the Capitol West Academy and should act accordingly.

Guidelines for acceptable use include but are not limited to the following:

Users will:

- use appropriate language

- avoid offensive or inflammatory dialog
- adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled “freeware” or “public domain”).
- not reveal any personal information, i.e. address, phone number, etc. for themselves or others
- use technology only for legal activities

Note that e-mail is not guaranteed to be private. People who operate the school information systems have authorized access to e-mail; others may have access if appropriate school personnel have provided authorization.

### **Athletic Policy**

Students at Capitol West Academy are expected to maintain a passing grade in each subject while participating in sports. Teachers will notify the Coordinator of Student Services who will notify the coaches and parents when academic effort is not sufficient for participation in the sport. Work will be monitored on a weekly basis to govern eligibility for the following Monday through Saturday.

Children who are absent from school because of illness may NOT appear for practice or games.

I understand that participating in sports through school is a privilege.

I understand that as a representative of the school and the athletic program, I must be a role model to others.

I agree to uphold the following values in school, at practice, and throughout the community:

<i>Self-Control (respect)</i>	I will have control over my feelings and actions.
<i>Responsibility</i>	I know and do what is expected of me.
<i>Honor (honesty)</i>	I show care, respect, and concern for others because of their worth as human beings.
<i>Determination (Achievement)</i>	I set and accomplish goals using an “I can” attitude regardless of challenges.

- In-school suspension – student will be ineligible to play in one game.
- Out of school suspension or major infractions of the school code of conduct during school or practice may result in dismissal from the team.

### **Readiness/ Early Admission**

Children who are 5 years old on or before September 1 of the school year may attend kindergarten. Children who are 4 years old on or before September 1 may attend 4-year-old kindergarten. All children are assessed before school starts to determine the individual needs of the students.

CWA school board has agreed that children who have reached age 4 on or before October 1st of the school year may enter 4 year old kindergarten if the child demonstrates Kindergarten learning readiness as based on a Pre Literacy Skills Screening .

CWA school board has agreed that children who have reached age 5 on or before October 1st of the school year may enter 5 year old kindergarten if the child demonstrates Kindergarten learning readiness as based on a Pre Literacy Skills Screening .

There is a great deal of developmental variation among young children. Our kindergarten program is designed to accommodate the varying developmental needs of young children. If you have questions about your child’s readiness for Kindergarten, please contact the School Office at 414-465-1302.

## Safety

### Suspected Child Abuse and Neglect

All School personnel are mandated reporters and must act in accordance to Wisconsin Statutes when there is reasonable cause to believe that a child has been abused or neglected and report such incidents to the Milwaukee County Department of Social Services. Child abuse includes physical, sexual, and emotional abuse.

### Universal Precautions

The risk of transmission of blood borne diseases in a normal school setting is very small. Nonetheless, it must be assumed that some risk does exist. It is necessary that a standard approach be used in every case of exposure to blood and body fluids to guard against exposure to Hepatitis B. This standard approach is called Universal Precautions. Both vaccinations and training related to Universal Precautions will be made available to all Capitol West Academy employees. The school will comply with all Wisconsin Department of Industry, Labor, and Human Relations standards as provided by Chapter 32- Safety and Health Standards for Public Employees (section 1910.1030 – blood borne pathogens.)

Disposable plastic gloves will be provided for each classroom for staff use when handling any body fluids or excretions including blood. Contaminated materials will be placed in a tightly closed plastic bag and placed in a contamination container.

### Emergency

In the event of a serious emergency requiring immediate medical treatment, each family will be required to sign a release, prior to their child attending school, authorizing the school to transport the child to emergency facilities. School staff will transport the child when possible. The family or guardian will be immediately contacted regarding the medical situation. Often phones are set to “do not disturb” or “not receiving calls at this time”. If you are not allowed communication at work, please maintain updated emergency contact information so that we can reach someone in the case of an emergency.

### Playground Policy

The Capitol West Academy play area is located in a secure enclosed area that is supervised by adult staff during times of use. The play area is not accessible to automobiles. Children are supervised by an adult at all times when on the playground. Students are expected to follow the CWA code of conduct on the playground as well as in the school building. Supervising staff will immediately provide attention to any injuries, accidents, or other incidents. A written report will be generated to address these issues. Supervising staff is also responsible for ensuring that no uninvited visitors enter the playground and reporting any suspicious activity

### Visitors

All visitors will enter the building at the 88<sup>th</sup> Street entrance. Upon entry, visitors must sign in and get a badge to wear in the building. When leaving the building visitors will sign-out and return the badge.

### Emergency Procedures:

**All CWA rooms and common areas include an emergency handbook which details procedures to be followed in the event of an emergency. In the event of a serious emergency requiring evacuation of the building, CWA parents will be notified through the automated system. Be sure your numbers are updated in the school office to ensure you receive prompt notification in an emergency.**

## **Tornado Drill**

Emergency siren will indicate a tornado drill. Tornado drill placards will be placed in each classroom to alert teachers to designated areas of safety. When a drill is held, the following procedures are in affect:

- Everyone will go to the designated area in an orderly fashion.
- Absolutely no talking is allowed during the drill.
- All books and supplies will be left in the classroom.
- A signal will be given to end of the drill.
- At the end of the day parents are welcome to take shelter with their child inside the school.

## **Fire Drill**

At the sound of the fire alarm, every person must leave the building. Exit directions for fire drills are posted in every room near the door. All entrances should be cleared to make way for fire fighters in case of a real emergency. The following rules have been established for fire drills:

- Cease work immediately upon the sound of the alarm
- Pass quietly in an orderly fashion, by rows if possible, out of the building
- Teachers must bring a class list to check that all students are accounted for
- All classroom doors should be closed, but not locked
- Once outside of the building, maintain distinct lines for identification of students
- An announcement or bell will signal the end of the drill

In accordance with state guidelines the school has taken the following safety measures:

- The school will have fire suppression and alarm systems throughout.
- Representatives of the Milwaukee Fire Department will monitor at least one drill per year.
- The school will conduct monthly fire drills.

## **Lock Down**

Lock –down procedures may be issued in situations involving dangerous intruders or other incidents that may results in harm to persons inside school building. These are practiced twice a year. Staff is notified through the intercom system.

- Direct all students, staff and visitors into classrooms.
- Lock classroom doors.
- Move all persons away from windows and doors.
- Allow no one outside of classrooms until the all clear signal is given.

## **Hazardous Chemicals and Equipment**

Staff members are expected to follow safety precautions and standard procedures in the handling and storage of all potentially hazardous chemicals and equipment. The safety of students and staff members is to be the primary concern at all times.