

**WISE Academy
Elementary Handbook
2017 - 2018**



In The Name of Allah, Most Gracious, Most Merciful

Welcome to WISE Academy! As your child embarks upon a new school year, we pray that your child finds the joy and peace in the culture of our school.

The success of your child will depend to a great extent upon the degree of understanding and cooperation, which exists between the home and the school. This handbook has been prepared for better understanding and familiarity of the practices and policies of the school as well as the philosophy and goals. Thereby it is a guide to assist you in preparing your child this year.

The primary objective of any school system is to provide the best possible education for its students. In order to accomplish this objective, it becomes necessary to establish certain rules and regulations that must be adhered to, equally among all, in order to maintain a high level of efficiency. Please inform your child of the school's rules and regulations, and explain the importance of following them.

In addition, as you will look to us to be good role models to your child at school, it is equally important that your child gets reinforcement of religion at home. This will make the transition from an Islamic school to an Islamic home a happy one, and will strengthen our teachings so that they are effective in preparing him/her to live a life as a Muslim.

While WISE aims to be superior in intellectual vitality, we also promise so much more. We are creating an educational institute, which promotes high moral standards of Islam, motivates students from diverse backgrounds to achieve intellectual, spiritual, and physical excellence and to develop a conscious appreciation for Divine blessings while being empowered with tools necessary to serve their community.

As you can see, a working partnership between the family and the school is essential. The school needs your full support for its educational programs to reach their full potential. If you have questions or concerns, we ask you to contact your child's teacher regarding classroom matters and the school office regarding school policies.

Thank you in advance for your cooperation.

Sincerely,

WISE Administration

SCHOOL PHILOSOPHY AND GOALS

MISSION STATEMENT

WISE Academy aims to provide education to all students based on high academic standards and to facilitate their achievement of cognitive, developmental and spiritual needs through scholastic excellence.

VISION

Honoring God, Rising to Excellence

WISE Academy is an independent college preparatory school that provides its students a superior, challenging and holistic education in a high moral setting. We cater to students from diverse backgrounds and motivate them to achieve intellectual, spiritual, and physical excellence with a conscious appreciation for Divine blessings. We instill in students a dignified lifestyle reflecting the best academic standards and ethical demeanor to achieve personal success and to represent their families and communities as effective and confident leaders.

WISE Academy is committed to the education of the whole child and to instill in each of its students the principles of submission to the Divine as the essential element in achieving human excellence.

The goal is to preserve the Muslim character and to develop spirituality, self-worth, self-discipline, self-actualization, independence, ethical and moral values, love of learning, acquiring knowledge and service.

WISE Academy is dedicated to providing children with a learning environment of the highest caliber. Academic excellence is stressed within an Islamic atmosphere. The educational program aims to meet not only the physical, emotional and educational needs of our children, but their spiritual needs as well. The further objective of the school is to provide bilingual education for effective understanding of Islamic sources in the Arabic Language.

WISE Academy does not discriminate on the basis of race, color, sex, religion, national or ethnic origin in the administration of its educational policy, admission of students, personnel policy, or in any other administrative programs.

CURRICULUM

The education program of WISE Academy aligns to the Common Core State Standards, Michigan Content Expectations, and Next Generation Science Standards. Our units are derived from the Oakland Rubicon and Pearson Education. Lessons are structured around the “I Do, We Do, You Do” method. Teachers utilize guided reading groups – fiction and nonfiction titles – across all grade levels. IXL online practice is also used in grades K-12 to reinforce daily lessons.

Our elementary literacy instruction incorporates the Reach reading program, Collaborative Classroom for reading comprehension and vocabulary building, and Daily Five/Café framework for guided reading instruction. Through small group instruction and hands-on centers, our students are able to develop greater number sense and science concepts.

An enhanced academic curriculum based on rigor and relevance is provided for all our students. High academic expectations are put in place to empower students for the future. Students are exposed to opportunities for independent practice, as well as in collaborative groups, which help them build leadership skills and develop a strong sense of community.

The WISE Islamic curriculum aims to instill the understanding and practice of our moral belief systems – the belief in one God (Tawheed) and the understanding of the lives of the Prophets. Quran memorization and Tajweed are an integral part of the curriculum. Students will learn how to recite Quran and study the surahs of the Quran through stories. They will also learn the 99 names of Allah (swt), and their meaning. Students will learn the importance of supplication, memorize and recite daily dua’a.

The promotion of superior Akhlaq is at the core of everything we do. Our highly qualified Islamic instructors, teachers and staff in our elementary program, focus on instilling core values of respect, patience, responsibility, trust, honesty, empathy and kindness.

Our robust Arabic program in both the elementary and secondary school includes reading, writing, spelling, grammar, vocabulary and comprehension. Students are taught to value the language of our Holy Quran.

ADMISSION REQUIREMENTS

All new students are on probation for the first 30 days of school. Those showing recurring behavior problems will not be able to continue at WISE Academy.

GRADING SCALE

Grading is done according to grade level, development level, and quality of work, finishing assignments, testing results, and teacher judgement. The teacher is the final judge for all grades.

HOMEWORK

Homework is an integral part of the WISE Academy program. Time expectations are set according to the grade level and ability of an average performing student. Homework assignments are given as practice in skills previously learned.

PROMOTION REQUIREMENTS AND RETENTION

Attendance at school at least 90% of the time they have been enrolled for that school year. Students missing 10 days or more must meet with parents, teachers, and principal to discuss academic progress and the possibility of repeating the grade.

Exception: excessive absence due to major illness or injury provided they submit documentation to the office that will substantiate this.

ACADEMIC INTERVENTION (K-5)

Parents will be notified via email if a student is earning 75% or below in any content subject. Parents may access student grades and missing assignments on Thinkwave. If your child has any missing assignments or low scores, contact the teacher immediately. Missing assignments significantly affect your child's grades. At WISE, we strongly believe that parental involvement is essential in safeguarding student achievement.

COMMUNICATION

Effective communication is essential for building school-family partnerships. Parents may reach teachers via email, through Class Tag, or contact main office to leave a message and your child's teacher will return your phone call. Your child's teacher will communicate specific classroom procedures, expectations and newsletters through Class Tag.

PARENT CONFERENCES

Parent conferences are held two times a year for all students. For students who are failing, not working at potential, continue to have poor behavior or study habits and/or have had a change in their work or behavior (good or bad), may need additional conferences. Conferences are also held throughout the year at the parent's request or as the teacher feels a conference are needed.

PROGRESS REPORTS AND REPORT CARDS

The academic school year at WISE for grades kindergarten through fifth is composed of a total of four quarters. A progress report will be sent home at the end of the first three quarters with a final report card at the end of the academic year. Preschool students will receive two progress reports during the academic school year.

ELEMENTARY SCHOOL HOURS

Monday-Friday:	8:30am start time	3:30pm end time
Half-Day Schedule:	8:30am start time	12:15pm end time

ELEMENTARY DROP-OFF AND PICK-UP PROCEDURES

- Students should be dropped off between 8:15-8:25. No supervision for students prior to drop-off time, unless registered in Latchkey (see below).
- Supervision after school is provided for 10 minutes after dismissal. Students not picked up within 10 minutes will be brought to the school office. Any student not picked up by 3:40 (full day schedule) or 12:30 (half-day schedule) will be sent to Latchkey, which will result in a charge (see fees below).

PRESCHOOL HOURS

Monday-Friday: 8:30-8:45 drop-off window; class begins at 8:45
3:15-3:30 pick-up window; class dismisses at 3:15
Half-Day Schedule: 8:45 start time 12:15 dismissal

PRESCHOOL DROP-OFF & PICK-UP PROCEDURES

- Parents have a 15-minute window between drop-off and pick-up. This promotes safer parking and minimizes congestion.
- Parent/Guardian must walk child to classroom and sign him/her in daily.
- Parent/Guardian must enter the building to pick-up child and sign him/her out.
- Child will not be released to any minor child/person under the age of 18.
- Parents allowing others to pick-up their child(ren) must inform the school/teacher by calling prior to school dismissal.
- All authorized individuals picking up child must be listed on the Child Information Card and be ready to show proper picture ID at dismissal. **No exceptions.**

EARLY DROP OFF FEE: \$5/day will be charged to students who are dropped off before 8:15 am. The fee will be added to the student's' account.

LATE PICK UP FEE: \$15/day will be charged to students who remain in the building after 3:40pm who are not registered in the Latchkey program. Any child remaining in the building after 3:45 will automatically be taken to Latchkey and charged the additional Latchkey fee (see below). Late pick up and Latchkey fees will be added to the student's' account.

LATCHKEY PROGRAM

WISE Academy offers before-school and after-school care known as our Latchkey program. **Families that need this service must pre- register their child(ren) by completing a Latchkey form.** All forms are due prior to care beginning and will be billed monthly according to their registration.

A.M. Latchkey: \$5 daily fee per child

- Morning session begins at 7:30am and ends at 8:30am
- Parent/Guardian must sign his/her child in daily
- Breakfast will be offered
- Students engage in hands-on activities until school begins
- He/she will be walked to their classroom at 8:30am

P.M. Latchkey: see chart below

- Afternoon session begins at 3:30pm and ends at 4:30pm
- Students will be escorted to the latchkey room after school dismissal
- Students will be given a healthy snack
- Students have the opportunity to start homework and/or engage in structured activities
- Parent/Guardian picking up child must enter building and sign child out

3:30-4:30	1 Day	2 Days	3-5 Days
Daily Rate	\$15	\$8	\$5

Any student requiring care after 4:30pm must register for the after-school program.
Please contact WISE Learning and Sports for details at 313-744-3330

ABSENCES AND TARDINESS

Per the State of Michigan attendance expectations, students (ages 6 - 18) cannot miss more than 10% of the school year. Regular school attendance is vital in ensuring that students are receiving a good education.

- Parents are required to telephone the office between 8:00 am and 9:00 am on the first day their child is absent giving the reason for absence and expected length of absence.
- Excused absences are those due to illness or personal injury, and family emergencies. No student shall receive an excused absence without proper documentation. Written or verbal communication from the parent or guardian may be considered acceptable by Administration for the first 2 consecutive absences. Upon the third consecutive day the absence will be considered unexcused unless official written documentation is submitted (i.e. doctor or hospital note).

TARDINESS IS A DISRUPTION to the normal conduct of classroom activities; therefore, students are expected to be punctual in arriving at assigned areas. **REPEATED** tardiness can lead to retention of the grade.

STUDENTS ARRIVING AFTER 8:30 AM WILL BE MARKED TARDY AND MUST REPORT TO THE FRONT OFFICE FOR A TARDY PASS.

4 tardies per class = 1 absence

10 unexcused absences = mandatory conference and/or after school tutoring

In order to receive accommodations for an absence of more than 3 days, parents must complete an extended absence form submitted into the office in advance.

- Absences for reasons other than illness, or emergency must be submitted in advance to the principal, and may or may not be excused. Individual circumstances vary and will be taken into consideration.
- Absences due to vacation while school is in session are unexcused. WISE provides a school calendar in advance to assist families in scheduling vacations that are in alignment with the school calendar.
- If a child misses more than 10% of the school year (18 days) for any reason, including a combination of illness and vacation, he or she may not be promoted to the next grade level.

EARLY DEPARTURE

If your child is to leave school during the day, please send a signed note to his/her teacher indicating when your child must leave class. If someone other than a parent is to pick up a child, please include that information in your note. At the time of departure, the parent/guardian picking up the child must enter the building and report to school office. The child will be escorted to the office and before leaving, you will be asked to sign out child. For their safety, children are to be picked up by a parent or guardian listed on the Child Information Card.

WEATHER PROCEDURES

During the winter season there are some days when the severity of the weather makes it necessary to decide whether school will remain open. We will be following the same opening and closing weather schedule as the Dearborn Public School. If you have a question as to whether our school will be open the following day or not, please feel free to call the school. Messages will be sent to all families in the event of a school closing.

NOTE: Watch your weather channel on TV on the night or morning news. If our school closes due to weather it will be announced on TV like all other local schools.

HEALTH POLICY

- A child with temperature of 100 degrees or greater, undiagnosed rash, pink eye, consistent cough, vomiting and/or diarrhea should not be sent to school.
- Children with symptoms stated above should stay home, and not return to school until he/she is symptom free for 24 hours and/or has a note from physician.
- Children diagnosed with a communicable disease (see list below) need to have a note signed by their physician stating when it is safe to return to school.
- Children requiring medication during school hours need to have a medication form completed and signed by the prescribing doctor. Staff is not permitted to administer medication unless a medical form is on file. All medication need to be in original container with child's name and dosage visible.
- If a child becomes ill at school, he/she is sent to the office. Parent will be notified and need to pick up child as soon as possible for the comfort of their child and the health safety of other children. If a parent cannot be reached, the adult listed on Child Information Card will be notified and expected to pick up the child.
- In case of injury, if the parent or family physician cannot be reached, the child will be taken to the emergency room. We will use the hospital designated on the Child Information Card or by the recommendation of child's physician, if known. **WISE ACADEMY DOES NOT ASSUME RESPONSIBILITY FOR THE PAYMENTS OF HOSPITAL OR DOCTOR FEES.**

COMMUNICABLE DISEASE NOTICES

If your child is sick with one of the following communicable diseases, please give the office a call so notification can be sent to the other students in the classroom. This gives parents the information that their child may have been exposed so that proactive measures can be taken. The communicable conditions that require us to notify parents regarding possible exposure are:

- Chicken Pox
- German measles
- Hand, foot, and mouth disease
- Measles
- Mumps
- Scabies
- Slap Cheek
- Streptococcal (scarlet fever and strep throat)
- Whooping Cough
- Head Lice
- Pink Eye
- Shingles
- Ringworm
- Pinworm

ALLERGIES

Parents of children with any allergies, need to complete an allergy assessment and plan of action form. Children with food allergies can have life-threatening reactions with some exposures to even tiny amounts of their allergen. At this time, WISE Academy has students with severe allergies to nuts. As we complete the registration process for incoming students, teachers will be made aware of all allergies and notify families of any other food restrictions during the school day.

Due to students with severe PEANUT ALLERGIES, please do not send in any food items that contain any nuts for lunch, snack or special events!

LUNCH

HOT LUNCH

A lunch menu will be provided at the beginning of each month. WISE has partnered with establishments in the community to cater food to the school. Lunch price is \$3.50 per day. Students MUST pre-order from the lunch menu at the start of each month.

HOME LUNCH

Lunches from home need to be prepared and packaged in appropriate containers according to required temperature. WISE cannot heat-up or refrigerate any food items. All containers need to be labeled with your child's name. Please do not send in sugary treats or candy as part of your child's lunch. Keep it nutritious and healthy!

SNACK

Each student needs to bring in a healthy snack daily. Snack time is provided in the early A.M. to give students a nutritious break. No sugary items will be allowed during snack. A piece of fruit, vegetable sticks or other simple and quick to eat healthy snacks are highly recommended. A list of healthy snack options will come home with your child.

**To avoid confusion between each child's snack and lunch items, snacks should be packaged separate from his/her lunch and labeled with child's name.*

SPECIAL OCCASIONS

On occasion, WISE Academy will celebrate special events. Families will receive prior knowledge of such occasions. At times, WISE teachers and PTO will request special items to be donated to make the celebration eventful for our students. These may consist of food items to be shared among other children. WISE respectfully recommends that food brought in to be fruits, vegetables or commercially prepared/packaged food in factory-sealed containers with the ingredients listed. This is to avoid any issues with allergies and/or honoring families' personal preferences to specific ingredients.

BIRTHDAYS

Birthday celebrations are permitted; however WISE Academy recommends it be simple. Any treats brought in should be limited in sugar and artificial ingredients. No cakes or cupcakes with food coloring and frosting. Please know that whatever a family chooses to do (or choose not to do), we will always help a child feel special on his/her birthday. We do ask that parents resist the temptation to provide elaborate goodie bags or bring in distractions like balloons, candles or party favors. These items tend to be a hazard and/or cause disruptions to the learning environment. When in doubt, just ask your child's teacher – she will be happy let you know what will be most appreciated by the class in the limited time available to celebrate birthdays.

Parents need to notify their child's teacher of any birthday celebration/treats at least one week prior to the child's birthday.

FIRE DRILLS

The building has a fire alarm system. Students are to evacuate the building immediately. Teachers are to ensure that students leave the rooms as quickly as possible in an orderly manner with no running or shoving. Students are to know the proper emergency exits. Teachers should take their class roll book with them, and call roll as soon as everyone reaches the designated area. Students are not to take time to take any articles, books, coats, etc., with them. Students are to move away from the building and go to the designated area of meeting in case of an emergency.

SCHOOL INSURANCE

WISE Academy is absolved from any responsibilities for injuries the student may incur at school, on school trips, or at school-sponsored events of any kind, provided the school has exercised reasonable care of its students.

TUITION POLICY

2017 – 2018 ELEMENTARY GRADES AND PRESCHOOL

APPLICATION FEE: \$50

BASE TUITION: \$6325

MATERIAL FEE: \$250

VOLUNTEER FEE: \$100 (*WAIVED UPON COMPLETION OF 10 VOLUNTEER HOURS PER FAMILY OVER THE 2017-18 ACADEMIC YEAR*)

CONVENIENCE FEE: \$150 PER STUDENT (if tuition is not paid in full by August 25, 2017)

Parents are to sign a contract, which gives specific information on payment arrangements and requirements. Tuition is based on a FULL 9 MONTH SCHOOL YEAR unless student has transferred in. A **non-refundable** tuition deposit of \$500 is required to secure a place for the student who enrolls before March 25, 2017. The deposit will be applied towards the overall tuition. Any student who enrolls after March 25, 2017 is required to pay 25% of the total tuition.

TUITION GUIDELINES

1. Information will be given upon enrollment with specific due dates for the academic year.
2. For each past due payment, there will be a \$30.00 late fee charged to your account.
3. If payment is not received by the due date, your child(ren) will not be allowed to attend class until such time as payment is received.
4. All school bills must be paid before a student's records and report cards are issued.

WITHDRAWAL POLICY

Upon withdrawal, parents are still responsible for the full tuition for the 2017-2018 school year.

EXPULSION POLICY

Upon expulsion, parents are still responsible for the full tuition for the 2017-2018 school year.

***NOTE:** As long as your child is enrolled at WISE Academy, whether they are present or absent, tuition is expected to be paid in full.

BUILDING DRESS CODE

In order to promote a spiritual and Islamic environment, we ask that our parents and families dress modestly, and refrain from entering the building in shorts or sleeveless shirts.

UNIFORM POLICY

- Students must come to school ready for learning. This includes nails cut, clean and clear.
- ALL items must be labeled with your child's name. WISE is not responsible for lost items.
- Modest dress and behavior is required.

BROTHERS

- Hair should be neat and may not contain any designs, bleaching, or unnatural colors.
- Khaki Pants (if not purchased from Schoolbelles, must be the identical color of the khakis provided from Schoolbelles)
- WISE Polo Shirt - long or short sleeved (must be purchased from Schoolbelles)
- Optional: White oxford shirt (tucked in with brown belt) with WISE vest - vest must be purchased from Schoolbelles.

SISTERS

NO MAKEUP ALLOWED AND ONLY TRANSPARENT NAIL POLISH

4th & 5th Grade Girls:

- Navy pants to be worn under Jumper
- Khaki Jumper (must be purchased from Schoolbelles) with navy or white shirt underneath
- Sisters must cover their hair modestly

PreK-3rd Grade Girls:

- Navy or white tights or leggings, or navy pants to be worn under Jumper
- Khaki Jumper (must be purchased from Schoolbelles) with navy or white shirt underneath

Boys and Girls Optional: WISE Zip-up Hoodie (must be purchased from Schoolbelles)
Please make note that only those with WISE logo will be permitted, even in cold weather.

SHOES

- 2nd-5th Graders: It is highly recommended that our students wear shoes that are easy to remove and put-on. This not only expedites the transition time between daily prayer, but also eliminates the spread of germs associated with shoelaces.
- PreK-1st grade must wear slip-on or Velcro shoes. Absolutely NO shoes with shoelaces!
- All Grades: No open-toe shoes or shoes with special effects (i.e. lights).

GYM UNIFORM

The gym uniform and athletic shoes are ONLY allowed to be worn during their scheduled gym day.

BROTHERS

- Navy WISE sweatpants
- WISE long or short sleeve tee-shirt
- Optional: WISE sweatshirt

SISTERS

- Navy WISE sweatpants
- WISE long sleeve or short sleeve tee-shirt
- Optional: WISE sweatshirt

WISE ACADEMY UNIFORM NON-COMPLIANCE PROCEDURES

- 1st Infraction: Non-compliance letter sent home to parents that needs to be signed by the parent and student and returned to administration the following day.
- 2nd Infraction: Student will call home and wait in the office for parent(s) to bring in a change of clothes.
- 3rd Infraction: Parent and student meeting with administration.

On occasion, students will be given the opportunity to dress-up. These days will be announced prior. Any student wishing to dress-up must adhere to the following guidelines:

- Clothes need to be appropriate for school and weather.
- No shorts allowed except for girls wearing dresses/skirts. They must wear shorts underneath.

DISCIPLINE POLICY

WISE Academy offers each student the freedom to learn and the freedom to enjoy school life in an orderly manner. In return, WISE ACADEMY expects every student to assume the obligation and responsibilities that accompany those freedoms. By voluntary enrollment at WISE ACADEMY, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of school in its educational functions and processes. Violations of these responsibilities may result in consequences that can include expulsion from the institution.

TECHNOLOGY POLICY

WISE Academy integrates technology into our instructional programs and classroom practice. Students' will access electronic resources, including the Internet, that is age and grade-appropriate. Any student that violates rules and guidelines set in place to ensure digitally appropriate practice and research will sacrifice his/her opportunity to utilize technology at school, thus will have to make-up missed work at home under the supervision of his/her parent(s).

CELL PHONE POLICY

ABSOLUTELY NO CELL PHONES ARE PERMITTED DURING THE SCHOOL DAY.

Any student that violates this policy will have their cell phone confiscated. Phones will ONLY be returned to a parent or guardian at administrative discretion.

PERSONAL ITEMS

Students may bring to school only such personal items as may legitimately be used to school, which the school does not provide (or if supplement is needed). Parents need to be aware at all times of the items their children bring to school. If a student brings an item to school that a WISE staff member deems inappropriate, the item will be confiscated and will be released only to the parent.

VISITORS

Parents often wish to visit their child's classes. We extend a cordial invitation for you to do so. Please schedule visits in advance with the front office, so we will know who is in the building. All parents wishing to visit the child's classroom must sign in and obtain a Visitor Permit from the school office. Visitors are not permitted to interrupt, interfere, or discuss anything with the teacher or any pupil during class time. If the parent wishes for a conference with the teacher or a tour through the classroom, it can be arranged in the office in advance. Because visitors affect all children in a class, a parent may not bring children or other adults with them.

NOTE: Parents may not send other children to school to spend the day or any part of it with their enrolled child. Other visitors must secure authorization from the principal at least one day in advance.

VOLUNTEERS

Volunteers are an essential part of our school and the parent/school partnership is essential in ensuring the success of your child/ren. For this reason, all families will be required to volunteer a minimum of ten hours to the school over the calendar year. There will be many opportunities for parents to get involved including but not limited to, participating in Parent Teacher Organization (PTO) meetings or PTO sponsored events, assisting a teacher in the classroom, assisting in the lunchroom, assisting in the prayer room, or chaperoning a field trip. In order to adhere to a schedule, volunteer helpers must be willing to commit themselves to arrive promptly and regularly on each assigned day. They need to notify the staff members when they are not helping, at least one day in advance of an illness or other compelling reason why they can't come so the staff member can get a substitute. A volunteer log will be made available in the front office for all families. Volunteer hours will be signed off by the staff member with whom the volunteer has assisted. If the family fails to meet the 10-hour minimum requirement by the end of the school year, a \$100 fee will be assessed and charged to the student account. The Volunteers are not permitted to bring any other adults or children that would loiter at the school or in the classroom.

ROLE OF WISE ACADEMY PARENT TEACHER ORGANIZATION (PTO)

- ❖ PTO shall serve as an organization to support the WISE Academy Board and Administration fulfill the Mission of the School.
- ❖ Support and speak on behalf of WISE Academy Students in the school and the community.
- ❖ Serve as a promoter of WISE Academy and its interests within and outside the community.
- ❖ Solicit and encourage parent and community participation and involvement in the activities and services of the WISE Academy.

PTO OBJECTIVES

- Actively pursue to accomplish the Mission of the WISE Academy.
- Strive to enhance the quality of education in the school.
- Help protect the institution, students and other related entities from any or all adversities.
- Secure resources for curricular and extracurricular standard enhancements.
- Reach out and lobby for the interests of the WISE Academy to government and non-government agencies.
- Bridge the relations between the home and the school to develop common understanding and fruitful cooperation in the physical, mental, social, and spiritual education of children and youth.
- Unify efforts with the school board, administration, faculty, and staff in a good will to secure all advantages and serve in the best interest of the institution, children and youth to achieve the highest levels of physical, mental, social, and spiritual education.

SCHOOL LOCKDOWN PROCEDURES

The primary goal in a lockdown situation is to ensure that all students are in a secure, safe place and accounted for. To accomplish this goal, the following procedures are to be followed:

If at any time an emergency situation occurs in the vicinity of WISE Academy or if we, the Administration, feel that a situation may threaten student safety, the school may be placed under "lockdown." During a lockdown, all school doors and windows are locked and all students and staff remain in the classrooms. No one will be permitted to leave or enter the main school building, including parents.

Access to the rest of the WISE Academy campus may or may not be limited; this will depend on the nature of the lockdown. Although such measures may seem extreme, they have proven effective in ensuring student safety. In fact, in an emergency, school is one of the safest places your child can be. Whenever a threat arises, schools are the focus of heightened attention from local authorities.

In the event of a lockdown, parents are asked to remain calm as school and local authorities manage the situation. If it appears the lockdown will last for an extended period of time, or go beyond dismissal time, school staff will attempt to notify parents by phone, as students will not be allowed to leave until recommended by the appropriate authorities. Parents may be required to pick children up from school or another designated safe area, once it is determined to be safe to do so. To further ensure student safety, parents may be required to present identification. WISE Academy will also conduct a modified lockdown drill at least once annually.

2017-2018 Parent Acknowledgment Form

RE: _____, _____ Student's Grade: _____
Student's Last Name Student's First Name

I have received a copy of the Parent/Student Handbook. I have read and understand the policies and agree to abide by the policies set in place. I understand that, if _____ does not follow the policies and procedures of WISE Academy, he/she may be asked to leave.

Initials

I understand that if WISE Academy's administrators should learn that we have withheld any information from them, he/she may be asked to leave.

Initials

I understand that he/she may be required to submit to a drug test, if the Administrators at WISE Academy suspect drug use by him/her.

Initials

I understand that electronic devices may only be used for instructional purposes and if he/she uses it for any other purpose, WISE Administration reserves the right to deny the student such resources.

Initials

I understand that he/she must give 100% effort to perform well, academically, in all subjects at WISE Academy and I will ensure that his/her home environment is conducive to learning.

Initials

I understand that it is my responsibility to regularly monitor his/her grades in all subjects and communicate with teachers to help him/her succeed.

Initials

I understand that my family must contribute a minimum of 10 hours of volunteer service to WISE Academy by the end of the academic school year or a \$100 fee will be assessed to my account.

Initials

Father's Printed Name

Father's Signature

Date

Mother's Printed Name

Mother's Signature

Date

FOR OFFICE USE ONLY: Received By: _____ Date: _____