

**WEDGWOOD
ACADEMY**

PARENT HANDBOOK

2016-2017

MISSION STATEMENTS:

By keeping tuition rates within the reach of most families, the Wedgwood Academy board is committed to providing cost-effective, quality education.

Wedgwood Academy provides students the opportunity to reach their maximum potential in ways appropriate to their learning abilities.

Wedgwood Academy admits students of any race, religion, national, or ethnic origin.

At Wedgwood Academy, we realize that children have distinct needs. We use diverse methods to aid each child in reaching their full potential.

PURPOSE:

Wedgwood Academy is a non-profit, non-discriminatory school which provides a full curriculum for students with learning differences.

Instructors use a variety of teaching techniques in small groups to meet the needs of all students.

JANUARY: 1st–2nd – Winter Break
3rd – Back to School
16th – Martin Luther King, Jr. Holiday, No School

FEBRUARY: 20th – Presidents' Day, No School

MARCH: 10th – History Fair, 12:15, Early dismissal,
parent/teacher conferences available
End of Third Quarter
13th – 17th – Spring Break

APRIL: 6th – 9th – Upperclassmen Trip to San Antonio
14th – No School, Good Friday
17th – No School, Easter Monday

MAY: 5th – Mandatory, All School,
Parent/Teacher Conference Day
6th – All School Picnic
12th – High School Graduation, 9AM
25th – Last Day of School, End of Fourth Quarter
25th – End of Spring Semester Awards, 9am,
followed by immediate dismissal

JUNE/JULY – SUMMER CAMPS/SUMMER SCHOOL

**WEDGWOOD ACADEMY
2016-2017
SCHOOL CALENDAR**

- AUGUST:** 14th – Class of 2016 Parent Meeting, 3pm
14th – “Meet the Teacher”/”Open house”/
”Ice Cream Social”, 4pm-6pm
18th – School starts
- SEPTEMBER:** 5th – Labor Day - No School
23rd – Grandparents’ Day, 11am
- OCTOBER** 7th – End of First Quarter
early dismissal, 12:15pm,
parent/teacher conferences available
10th – Columbus Day, No School
- NOVEMBER:** 18th –Science Fair, Early dismissal, 12:15pm,
parent/teacher conference available
21st – 25th – Thanksgiving Break
- DECEMBER:** 16th – End of Second Quarter
16th – End of Fall Semester Awards, 9am,
followed by immediate dismissal
17th – 31st – Winter Break

TUITION:

The parent/guardian acknowledges that timely payment of tuition and of other billable school fees is important to the operating budget of the school. Parent/guardian therefore acknowledges, agrees, and consents to the following:

- Report cards, transcripts, and diplomas may be withheld for any graduated or withdrawn student for whom tuition and other school charges are due, until paid in full.
- Tuition is due by the 5th of each month, August through May
- Each semester (Fall and Spring) has a Enrollment/Material fee due at the start of the semester

SCHEDULE:

Wedgwood Academy follows a traditional school calendar, starting in mid-August. The school year ends in May. A summer program follows in June.

Students are allowed in their homerooms at 8:20am. The school day begins at 8:30am and ends at 3:20pm.

In the case of inclement weather, please watch the news stations and follow what Fort Worth ISD does.

CURRICULUM AND GRADING:

Daily classes include math, reading, language arts, and PE. The remaining time is divided among science, social studies, and fine arts. Students are grouped by academic achievement in all subjects to allow individual acceleration and/or remediation.

Teachers send home academic progress reports for grades 1st through 8th every three weeks and report cards every six weeks. High school students will receive them only for classes with low grades.

EXTENDED CARE:

The cost is \$5 per hour. Charges are billed at the end of the month and are expected to be paid in a timely manner.

Morning care starts at 7:00am and goes until 8:15am.

Students attending morning care report to the teacher sitting by the office and remain in the hall until called by their homeroom teacher at 8:20am.

Afternoon care starts at 3:45pm and goes until 6:00pm. All students not picked up by 3:45pm automatically go to aftercare. Students attending afternoon care report to the designated classroom and are provided a snack at 4:30pm.

Any student left after 6:00pm will be charged \$1 per minute.

Bullying is not:

- Disputes between two equally matched students who are involved in a conflict
- Acts of impulsive aggression
- Isolated acts of conflict
- Acts that are a result of immature social skills
- Occasional conflicts that are a normal part of social growth and development.

BULLYING:

Bullying is a repeated pattern of willful and deliberate activity on the part of one or more persons intended to cause harm or instill fear. The students of Wedgwood Academy are required to treat each other with kindness and respect. Students who feel they are the subject of or a witness to bullying are encouraged to report the activity immediately to the teacher and Director.

Acts of bullying can include:

- Verbal bullying that includes name calling and derogatory remarks.
- Physical bullying that includes hitting, kicking, and pushing.
- Spreading rumors and lies.
- Purposely ruining friendships.

What will be done:

- Educate students on the types of bullying
- Provide an anonymous bullying report system
- Evaluate and investigate all bullying reports.
- Make every attempt to investigate and ascertain facts
- Appropriately discipline the students who are found in the wrong

PARENT INVOLVEMENT:

Communication between parents and Wedgwood Academy is essential. Parents/Guardians should check to see that assignments are completed, sign the homework book/binder/folder if their student is in grades 1st-8th, and read all school notices and emails.

Parent/teacher conference opportunities are available during the Fall and Spring. A mandatory conference day is held at the end of every school year. Additional conferences must be scheduled by appointment. All records and conferences are confidential.

Parents must provide notes for a student to be excused from PE or other activities. If your student will be late or need to leave early, the office needs to be notified.

Parent volunteers are needed for special events, field trips, and for aiding certain school activities.

Cooperation between school and home is the most effective way to encourage respect for rules and to develop consistent habits. Parents are expected to make sure their student arrives on time, completes homework, and wears the proper uniform.

Responsibility in these areas is very important to academic and personal improvement.

BEHAVIOR/DISCIPLINE MANAGEMENT:

To enforce the school policies and conduct rules, immediate consequences are given. Consequences could range from a set of push-ups, sit-ups, running, running stairs, or time out. A teacher may withhold a special privilege if a student has excessive absences and has not completed makeup work or if behavior has been questionable.

In the event that a particular student needs additional help in behavior control, a conference will be held between the parents and Mrs. Wittich to determine the most effective means for the student.

There are many different rewards used by the different teachers at different levels. After all class work is done, free time to participate in quiet activities is given.

If a student becomes a threat to anyone, shows no will to follow the school rules, even after a parent conference and appropriate consequences have been given, the only option will be to expel the student.

HEALTH AND SAFETY:

Supervision and observance of health and safety rules will be adhered to. Students who are ill or suspected of having a contagious illness should be kept home for a minimum of 24 hours after the last symptom has gone.

Wedgwood Academy will require a doctor's release when necessary. Students becoming ill at school will be isolated and parents will be notified to pick them up.

In case a student is involved in an accident that requires treatment, parents will be notified as soon as possible. In emergency cases, Wedgwood Academy will attempt to notify the parents and follow their instructions. In case the parents cannot be reached, Wedgwood Academy will seek the necessary treatment.

The Wedgwood Academy staff, with a signed medical authorization statement, may give prescription medications. All medications must be in properly labeled bottles. No medication should be kept in the student's possession. If medications change, the parent/guardian is expected to alert the office immediately. If medication requires cutting/breaking, it must be sent as such.

LUNCH:

Students have the option to bring or buy their lunch. The cost of buying lunch is \$4 per day.

- Papa John's
- Rosa's Café
- Special lunches
- Jason's Deli
- Sweet Tomatoes

There are microwaves available for the students to use. Students are not allowed to share food, because of the different food allergies some of the students have.

No "energy drinks" are allowed at school.

It is highly recommended that students have prepaid lunch accounts. Students may pay daily for their lunches. Students may charge up to 5 lunches.

PERSONAL POSSESSIONS:

Large sums of money or valued possessions should not be brought to school. Wedgwood Academy is not responsible for loss of students' possessions.

Cell phones are not allowed to be used during the day. Students in elementary and middle school are required to turn in all electronic devices to the office at the start of the school day. Students in extended care are allowed to use their gaming devices only.

The Director has the authority to expel or suspend indefinitely any student who disrupts class or school activity or whose action, in the opinion of the Director, threatens or endangers the safety or well being of any Wedgwood Academy student.

Possession of any harmful or illegal substance by a student is cause for expulsion.

UNIFORM POLICIES:

SHIRTS: School shirts must have a collar. They may be oxford or knit, short or long sleeved. No logos may be on the shirts. All shirts must go below the waistline.

Colors can be: navy blue, light blue, red, yellow, hunter green, or white

GIRLS: Girls may wear jumpers, pants, shorts, or skirts. All shorts and skirts must be an appropriate length, no more than 4 inches above the knee.

Colors can be either khaki or navy.

BOYS: Boys may wear shorts or pants, no denim. All pants and shorts must fit appropriately, no sagging is allowed. *Colors can be either khaki or navy.*

PE: Wedgwood Academy t-shirts and gym shorts are worn during the warm months. Wedgwood Academy sweatshirts and sweatpants are worn during the cold months. PE grades are lowered daily for improper uniform. All PE clothes are to be purchased through the school office

WINTER MONTHS: During the winter months, students may wear their Wedgwood Academy sweatshirts or jackets in class. No outside jackets or sweatshirts may be worn in class.

FREE DRESS DAYS: When a student has been awarded a free dress day from the teacher, the clothing must not be disturbing, offensive or inappropriate as spelled out in the school uniform guidelines.

HATS: No hats are ever to be worn in the building.

PERSONAL APPEARANCE: Boys will not be allowed to wear earrings and must make every effort to keep facial hair to a minimum. No student may have their hair colored so as to have an unnatural look.

SHOES: All students need to wear comfortable shoes. Tennis shoes are preferred. If dress shoes or boots are worn, an extra pair of tennis shoes should be packed for daily activity. Socks are required. No open toed shoes, open back shoes, or cros should ever be worn.