

West Ridge Academy



Family Handbook 2022-2023

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West Ridge Academy is governed by a single elected board of directors. WRA is a K - 8 Core Knowledge School located at 6905 8th Street, Greeley CO 80634.

Vision

To prepare each child to meet his or her highest academic potential and strongest character to ensure personal success.

Mission

The West Ridge community is committed to working with families, students and an exemplary staff of educators to create a rigorous, character-focused, academic learning environment using our eight pillars of virtue.

Core Beliefs

The following core beliefs have been created to further define the school's new vision and mission statement.

1. WRA believes all children can learn provided they receive proper instruction.
2. WRA believes in providing a small school atmosphere where students are known by name and have a significant relationship with at least one adult in the school.
3. WRA believes that all students are valued and respected.
4. WRA believes all students should learn personal responsibility and a positive work ethic.
5. WRA believes in emphasizing the role of the family in a child's education, which includes providing meaningful parent/guardian involvement.

Philosophy

Assumptions about how one learns, the purposes and goals of learning, and what constitutes effective teaching are what define an educational philosophy. West Ridge's educational philosophy is known as agency education, or classical education. It forms our decisions on how knowledge, skills, and democratic values should be taught and how students, parents/guardians, and teachers should work together to accomplish the portion of education that occurs during formal schooling.

Children begin their cognitive development by first developing a broad framework of knowledge through early acquisitional curiosity, much like they acquire their early spoken vocabulary. After they have gained a wide familiarity with literature, history, science, math, music, people, and places, as one does in the early years of Core Knowledge, they begin to appreciate patterns and forms. Following this, the student is able to engage in mental modeling, which is possible only when one's broad background knowledge allows her or him to associate ideas and to observe patterns. By continuing the search for patterns, discernment is applied to deeper levels of knowledge, enabling one to solve problems and exercise judgment.

The beginning of the moral journey follows a similar course. At first the focus is obedience to parental authority. Later the child focuses on rules, or the required patterns of expectation. As in writing or thinking, it is only through the formation of good habits that the ability to act rightly and act wisely becomes instinctive. As those habits become more and more internalized, the student journeys closer to self-reliance.

Academic program

Our goal is to provide a rich and balanced educational opportunity for all students. High standards are at the heart of our expectations, although we recognize every student has unique abilities, interests, and motivations. Parents/guardians encourage their child's success by monitoring progress in school and at home, and by participating as fully as possible in the West Ridge community. Class work and homework are designed to challenge each student to make the most of his or her talents.

Knowledge

West Ridge has selected the Core Knowledge Foundation's Curriculum Sequence as the framework of its curriculum. Core Knowledge is distinguished by planned progressions of specific knowledge in history, geography, mathematics, science, language arts, and fine arts.

Children learn by building on what they already know. Thus, it is important for them to begin building foundations of knowledge in the early grades when they are most receptive to attaining an organized body of knowledge. Children are, by instinct, driven to construct a contextual view of the world. Thus, it is important to provide them an educational framework that assists them in developing the constructs upon which their viewpoints will be based. Academic deficiencies in these areas in the first eight grades can permanently impair the quality of later schooling.

By specifying the knowledge that all children should share, all students can achieve equal access to that knowledge. At risk children especially suffer from low expectations, which often translate into watered-down curricula. In schools using the Core Knowledge Sequence, however, all children are exposed to a coherent core of challenging, interesting, interwoven knowledge. This knowledge not only provides a foundation for later learning but also defines a common heritage and establishes a common ground for communication and cooperation in a diverse society.

In addition to its specificity, the Core Knowledge curriculum is characterized by knowledge that is shared, solid, and sequenced. Literacy in every subject requires a set of mechanical skills and a shared background. The shared, many-cultured knowledge that promotes effective classroom learning also promotes cooperation and respect among students, both in the classroom and in society. West Ridge's teachers will be able to rely on that shared background knowledge about the students, which will enable them to build sequentially on that knowledge year by year.

As used above we define knowledge not in the simplistic sense of mere facts but in the broader sense of the word, as follows: Knowledge consists of the facts, the relations between them, the thinking about them, and the effort to understand and connect them. It is not out of ignorance that we discover understanding. It is exactly because of what we already know that we can know more, that we can discern organizing principles, make and test hypotheses, and act rationally.

Skills

The skills of learning, namely, reading, writing, speaking, listening, calculation, problem solving, and exercising critical judgment, are best taught through the content of a body of organized knowledge. The development of literacy is key priority at West Ridge. This includes a great deal of reading from a variety of both fiction and non-fiction primary literature. Particularly in the early grades, West Ridge emphasizes

reading and more reading. In the early grades, students receive explicit, systematic phonemic awareness; phonics instruction, and regular assessment with individual progress closely monitored. Children are provided deliberate, coherent, direct instruction in letter-sound correspondences. Mature literacy develops as students become acquainted with a broad and rich body of knowledge and become familiar with many well-written, diverse, and meaningful works of literature. The literature suggested by the Core Knowledge Sequence, as well as other literature that will be introduced, is chosen not only for its place in the core body of knowledge, its representation and various cultures, and its rich use of language, but also because it provides access to the deeper meaning of universal human problems, particularly those which preoccupy children's minds. West Ridge acknowledges the central role of language in thought and action. West Ridge's students are taught to write and speak through example and sensible practice. Grammar, logic, and real spelling learned from real literature are part of these skills.

The development of skills requires time, thought, and active engagement of the visual and verbal imagination. We encourage students to replace non-instructional screen time, which is passive and discourages creative play, with the myriad of activities that will foster the development of imagination and skills.

Values

The purpose of public education in a democracy is to prepare people for the demands of work, the duties of citizenship, and the obligation of each individual to make as much of herself or himself as possible. For this to be accomplished, our youth must be taught the values inherent in a democratic society, such as devotion to human dignity and freedom, equal rights for all, social and economic justice, the rule of law, civility and honesty, self-respect, personal responsibility, and self-reliance. These values are taught from the content of the curriculum by inference and example, and also through our teaching methods.

Character Education – Pillars of Virtue:

West Ridge Academy believes that character education is important to teach to the students. Our goal is to help mold young men and young women into productive citizens of good integrity

Pillars of Virtue

As a West Ridge Academy student, I will practice the following character qualities:

Respect: Showing consideration for others and their property; listening to and following instructions of those in authority; honoring others; following the Golden Rule; being courteous and polite.

Responsibility: Doing what we have said we will do; being accountable for our actions and consequences because we know right from wrong; being dependable and reliable; not making excuses or blaming others.

Gratitude: Gratitude is the virtue of being thankful for a benefit received. It creates goodness through a state of thankfulness.

Community: Using the rights and privileges one has as a member of the community to make that community a better place; being socially responsible; obeying the laws and rules; doing one's part for the common good; respect authority; helping your community by volunteering service.

Self-Control: Being rational – acting out of reason, not anger; knowing the difference between what you have a right to do and what is right to do; being in control of yourself, not letting others influence your decision as to what is right or wrong; being disciplined; having power over what you do.

Integrity: Knowing the difference between right and wrong and having the courage to do what is right, even when it is not easy to do so; living up to the highest ethical standard; not compromising one's value; building and guarding your reputation.

Compassion: Taking a stand with others who are suffering; supportive companionship with someone in distress or in woe; identifying with another's feelings.

Perseverance: Sticking to a purpose and never giving up on what one has to do; being determined to improve; being committed to justice; not leaving things unfinished; striving for excellence.

Parental Involvement and Volunteering

It is the duty, obligation and right of all parents/guardians to direct the education and upbringing of their children. West Ridge is a school of choice. This means parents/guardians have the option to choose, for their child, the philosophy of this school as articulated in the charter. West Ridge believes the school's design will result in parents/guardians playing a strong role in their children's education. When parents/guardians have the opportunity to choose the kind of education they prefer, they find the necessary energy, time, and resources to devote to their children's education. West Ridge anticipates parents/guardians will be directly engaged in coaching, preparing resource materials, and providing other necessary and invaluable leadership. West Ridge requests 20 parent volunteer hours a year per family. The family naturally provides the most influential and effective context for basic lifelong learning and teaching. For this reason, and at the discretion of the classroom teacher or principal, parents/guardians are invited to assist with learning projects in all subjects, depending on their interests and expertise. Parents/guardians are also encouraged to spend time reading aloud to children at school and in the home, coaching them in skill development, and otherwise contributing time and talents in a variety of ways. Parents/guardians with children in a specific grade level will have the opportunity to volunteer in that grade at the teacher's discretion.

West Ridge Academy is a charter school. As such, there are many new ideas being implemented. The classroom itself is the context for several of these innovations. There is great emphasis on parent volunteers in this school. There is also a need to establish a learning environment that best serves the students. At West Ridge Academy, we have defined the general parameters for parents/guardians volunteering in our classrooms.

1. Parent volunteers are an integral part of West Ridge Academy. Parents/guardians are not only welcome, they are crucial if we are to have high-quality teaching of the entire curriculum each year. All persons volunteering at West Ridge Academy must have a current, completed verified volunteer background check, on file at the School.
2. Show respect and abide by the confidential nature of anything they might see or hear while volunteering.
3. Conduct themselves in a businesslike and fair manner, without partiality to individual students.
4. The teacher has primary responsibility for the classroom and student learning within the classroom.
5. Be respectful of the classroom by not disrupting a teacher's instructional time or student learning.
6. Dress modestly and appropriately for a school environment, (i.e. midriff covered, no short shorts/skirts, no spaghetti straps, or exercise wear).
7. Sign in and out at the front office when volunteering at the school and wear a current volunteer name tag at all times when volunteering at the school.
8. The teacher's "individual teaching style" sets the tone for the classroom. This includes everything from delivery of the educational program to classroom management.
9. Parents/guardians who wish to be volunteering in the classroom need to learn the teaching style of the teacher they wish to assist. If the teaching style conflicts with the parent's volunteering style, the parent will need to either adjust his or her style or find a more compatible setting within West Ridge to volunteer.
10. Any grievance or concern a parent has with a classroom or a teacher will be handled by the procedures defined in this handbook.
11. Under no circumstances is it acceptable for a parent volunteer to confront a teacher about an issue in the classroom, or any other part of the school, when students are present.
12. Parents/guardians are responsible for their pre-school children. Parents/guardians must ask the front office as to what area's preschool children are allowed and they must remain with you at all times.
13. Volunteers are required to provide a copy of a valid driver's license and proof of insurance to the front office if transporting students prior to any event and ensure each child in the car has a properly functioning seatbelt.
14. West Ridge encourages every adult—parents/guardians, stepparents, grandparents, aunts and uncles—to take a special interest in the lives of West Ridge's students, to act as mentors and tutors, and to instill in every student a love of learning.

Parents/guardians work in conjunction with the staff to ensure the most effective education possible for their children. To this end, parents/guardians are responsible for knowing and understanding the contents of West Ridge's Charter, and are encouraged, but not required, to participate on school committees and provide other volunteer services, as they are able.

Parents/guardians are welcomed and encouraged to participate in the school, to reasonably observe and assist the teacher. However, any parent whose presence or actions are deemed by the teacher and principal or director to be a distraction, to exhibit hostility, or to interfere with the instruction or learning of the students, will be barred from the school.

In order to create a consistent school atmosphere for learning, parents/guardians wishing to observe a class must arrive before class begins. Each class will have two teacher-provided chairs for observers. Observing parents/guardians do not participate in classroom activities unless invited to do so by the teachers, and observers must not interrupt teachers or students. Observers may take a few notes, however, computers, tape recording, etc., may be a distraction to students and are not permitted.

Student Accountability

All students are capable of learning to accept responsibility for their own education and behavior by arriving on time, turning in homework and classwork on time, being prepared with class supplies, etc., and taking responsibility for their actions. The philosophy and practices incorporated by West Ridge Academy acknowledge that young people are free to act and are therefore moral “agents,” accountable for their actions. Our policies will encourage discipline, hard work, cooperation, decision-making and acceptance of the consequences for decisions made. Such policies, and a clear understanding of academic expectations, help our students to choose their quest for intellectual and personal growth. The students’ sense of alignment between their personal educational goals and those of their school further reinforce their desire to accept responsibility for their education. Such an approach to student accountability has been termed “agency education.” In addition, all students and their parents/guardians are required to read and adhere to the WRA Family Handbook presented at the time of enrollment into West Ridge Academy.

Attendance

Colorado State Attendance law states, in part, that “Every elementary child who attained the age of 6 and under the age of 16 years.... shall attend public school for at least 960 instructional hours during the school year, and every junior high child shall attend public school for at least 1080 instructional hours during the school year.”

The State of Colorado and WRA’s goal for attendance is 95%. In order to attain this goal, a student cannot miss more than 10 days during the entire school year. Any student missing more than 10 days of school, for reasons other than illness, will require a parent conference and will be placed on an attendance contract. Additional absences may result in filing truancy documents.

Regular attendance is important to ensure achievement in school; thus, we discourage vacations, trips, doctor appointments, and other non-illness related absences when school is in session. When that is unavoidable, students are responsible for any make-up work during their absence.

Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement. Our goal is to maintain a student attendance rate of no less than 95%.

West Ridge Academy starts promptly at 8:00 a.m. Arrival time is 7:40 – 7:55 a.m. Doors will open at 7:40 a.m. Students must be in their seats at 8:00 a.m. or they are considered tardy and must go to the office to receive a tardy slip.

An excused absence/tardy includes but is not limited to absence due to doctor appointment, dentist appointment, medical problems, or illness, involvement in an accident, traffic problem occurring with other parents/guardians arriving late, family emergency, death, extreme weather, or when numerous carpools are affected. Absences due to illness will require a doctor's note after five inconsecutive days or three consecutive days.

An unexcused absence/tardy includes but is not limited to time taken to attend family trips, late carpool, sleeping in late, lunch out from school, professional sporting events. If a student is absent during the day, he or she may not attend West Ridge's social functions or sports that same night.

It is necessary that students be in class each day to fully benefit from West Ridge's rigorous academic program. It is reasonable that students will occasionally miss class due to illness, doctor appointments, or family emergencies. Such absences will be excused with a call from a parent. In these instances, students will be allowed to make up tests and quizzes without penalty. The teacher will determine appropriate adjustments, if any, to due dates for late or missed assignments.

If parents/guardians are planning an unexcused absence (e.g., vacation, absence for special events), they must make advance arrangements with their child's teacher(s) to complete any work that will be missed. In the case of an unexcused absence, make-up tests/quizzes and adjustments to assignment due dates may be allowed at the discretion of the teacher.

Middle school students may leave during last period to participate in sports not offered by West Ridge, or to participate in West Ridge "away" athletic events, only if the student is in good academic standing, and the student and teacher have agreed on a plan to ensure that the student does not fall behind in their work.

If your child is absent because of illness or an appointment for which we have not been notified previously, please call to make us aware of the situation before 8:30 a.m. It is critical to student safety that we know where they are on school days. You may call early and leave a message (970-330-3671). Please call each day your child is to be away from school and place that information on the message machine. Office staff must place calls daily to parents/guardians for unaccounted absentees.

Tardiness is a form of absence and interferes with student learning. Promptly at 8:00 a.m., class starts and the student academic day begins. Students arriving after 8:00 a.m. will be considered tardy and must be checked in at the front desk by a parent or guardian. After three tardies, the administration will contact parents and create a plan. If the tardies continue to occur on a frequent basis, an additional meeting will result between the parent/student/principal. Loss of privileges for extracurricular activities may result.

Students may not be taken from halls or playground without prior acknowledgement by teacher, and official sign out by parent in the front office. On a field trip, students taken by parents/guardians (or representative) from the field trip must check out with the teacher who has oversight of field trip students.

After School Daycare

There are daycare buses and vans that come to drop off and pick up children after school. It is the parents/guardians responsibility to make any arrangements for drop off/ pick up for children at the school. The parent/ guardian must notify the teacher and front office to schedule for pick up. If the daycare does not show up after being called it is the parents/ guardians responsibility to come pick up the child(ren) immediately after being contacted.

Books

All books are on loan to students for their use during West Ridge's school year. Books are to be kept clean and handled carefully. Students will be fined for damaged or lost books.

Fines for lost and/or damaged books are as follows:

New book	Full cost of book
1 year old	80% of original cost
2 years old and greater than 2 years old	50% of original cost

Classroom Placement

There are many factors that go into the proper placement of students to make classrooms equally balanced. For this reason, placement is done by the teachers and principal. Parent choice may be taken under consideration, but cannot be guaranteed.

Communications

West Ridge Academy Website and Facebook offer communication from the school that may include but is not limited to information regarding:

- Curriculum
- School policy
- Changes in personnel
- Actions of board of directors
- School calendar and scheduling
- Changes in fees and schedules
- Requests for volunteers
- Snow days or delayed start

Communication between school staff and parents/students is crucial for overall school success. Each week, students in grades K-5 will receive communication for that week. This may include, but not be limited to, student newspapers, newsletters, permission slips, conference information, report cards, special event fliers, and homework. Parents/guardians should look for the folder each week, read the contents, sign any documents needing to be returned, and send it back. Whenever papers are sent home, parents/guardians are expected to read them carefully.

Students in grades 6-8 are expected to access information through emails, Infinite Campus, and teachers' websites. Parents/guardians may use email for teacher communication.

School-to-home communications are critical to the success of West Ridge and the parents/guardians of West Ridge students. Volunteers, teachers, and parents/guardians who help distribute these communications are not to stamp, insert, or attach any foreign matter on, into, or with copies of the communications into or with other publications, nor permit others to do so, without prior written approval by the principal or director of West Ridge. In addition, classroom teachers have the authority to approve items going home with their students.

Parent/teacher conferences are scheduled in the fall and spring. The fall conference is mandatory for every family. Parents/guardians will schedule conferences via a parent sign-up sheet. Arrangements for additional conferences may be made with your child's teacher before or after school hours, through the teacher's email. The spring conference will be mandatory for families the teacher deems necessary. You are always more than welcome to set up a conference even if you are not contacted.

All materials posted or distributed on school grounds must be submitted to the office for formal approval before posting or distributing. All items approved will contain either a stamp or administrative initials. Any unapproved materials will be removed or confiscated.

Discipline Code

West Ridge Academy's students are expected to be well behaved and follow our pillars of virtue at all times. Our philosophy toward discipline is that discipline policies and procedures should provide guidance and direction of acceptable behavior with the goal of developing a child's own sense of self-discipline. This school affirms that effective student discipline is a prerequisite for good educational proactive and productive learning.

West Ridge Academy will follow the Weld County School District's Code of Conduct with the following emphasis:

1. Attend school consistently, be on time, and take responsibility for making up work promptly when absent. Each student will bear the responsibility for his or her own conduct. Each student will respect the educational process and learning environment of others by attending
2. Follow all reasonable requests made by adults on premises with a positive attitude, and show respect for others, for self, and for property. Each student is expected to cooperate with and respect staff and peers, including administrators, teachers, teachers' aides, secretaries, custodians, and any other people working in the school. Students are expected to communicate in an acceptable tone of voice using an acceptable choice of words (without profanity or disrespectful tone of voice or words).
3. Follow lunchroom, playground, fieldtrip, lab, and individual classroom rules. Each student is expected to follow school rules when participating in school-related events.
4. Follow the dress code.

5. Refrain from using threats or intimidation against any other person.
6. Respect the health and safety of others.
7. Follow all safety rules.
8. Refrain from using tobacco, alcohol, or other illegal substances.
9. Walk quietly in the halls and talk in a normal tone of voice in the school building.
10. Remain in seats until dismissed. The teacher dismisses students.
11. Leave all rocks and snow on the ground.
12. Do not litter or misuse school property.
13. Do not leave school or playground without permission from the lunch monitor, playground monitor, or front office.
14. Do not bring electronic devices to school. We recommend students do not bring cell phones to school. Any cell phones must remain turned off and stored in a backpack or locker during the entire school day. If a student's cell phone is seen, they will be asked to power it down. It will then be held securely in the front office. The students may retrieve the cell phone at the end of the day. This is for the first offense only. On the second offense, a parent will need to pick up the phone. After three offenses, further disciplinary action will be taken. Each student will respect the school's learning environment and will not interfere with the ability of other students to learn.
15. Students are not permitted to chew gum on campus.
16. Only water is allowed inside classrooms.
17. Outside of lunch time, food/snacks are only allowed during a designated snack time set by the classroom teacher. Exceptions will be made for medical reasons.

Playground & Recess Rules

Equipment

- Equipment must be used in the manner for which it is intended.
- Tag, pushing, shoving, chasing, wrestling, or other horseplay is not allowed on or near any playground equipment.
- Hanging on, swinging from, or climbing on the tetherball pole, soccer goals, or legs of other playground equipment is not allowed.
- Jumping from bar to bar is prohibited.
- Pulling or pushing other students off of the bars is prohibited.

Slides

- Students must slide down feet-first on their bottoms.
- One person on a slide at a time.
- Standing on slides, running up, or climbing up slides is prohibited.

- Jumping from the top in order to slide down is prohibited.
- Jumping off of the slide is prohibited.
- Going down the slide backward or headfirst is prohibited.
- No rocks are to be thrown or rolled down the slides.

Crossbars

- Students must use two hands on the bars.
- Hanging by the legs or sitting on crossbars is prohibited.
- Jumping from bar to bar is prohibited.
- Pulling or pushing other students off of the bars is prohibited.

Sports

- Observe a “hands-off” policy. Grabbing, holding, tackling, tagging, hitting, or wrestling is prohibited.
- Students may retrieve balls that have gone over the fence only when they have asked a playground monitor or office staff for permission.

Toys

- Personal toys are to remain at home. West Ridge Academy will not be responsible for any personal items brought to school.

Behavioral Expectations

- Students must pick up all trash and food and dispose of it properly.
- No sharing of lunches. After lunch, no food is to be eaten outside.
- Throwing objects, other than playground equipment, when appropriate, at another student is prohibited.
- Rude or profane language is prohibited.
- Disrespect is prohibited.
- Making snowballs is prohibited.
- Hiding, stealing, or playing keep-away with another student’s clothing or other belongings is prohibited.
- Bullying, intimidating, chasing, or pulling on another student’s clothing is prohibited.
- Tumbling, summersaults, or acrobatic moves are prohibited.
- Please respect P.E. equipment and do not play with it, unless given permission.
- Tell an adult immediately if you or another student is injured.
- Students are required to ask permission from the supervisor to leave the playground.

Bullying

Bullying, intimidating, chasing, or pulling on another student’s clothing is not allowed. When it does occur, students and staff are required to adhere to the following protocol:

1. Ask the person who is physically or verbally harassing you to stop. Don't joke around or make light of it. Look the person directly in the eye and state that you would like him or her to stop that behavior.
2. That student now has two choices. He or she can stop the behavior or continue it. If the behavior stops, that problem has been eliminated.
3. If the problem persists, the student has to have the character to do what is right. This means reporting the problem to someone in control. This usually means the classroom teacher.
4. The teacher then should address the problem with the student and the student's parents/guardians. Expectations should be clearly defined for the student doing the harassing.
5. If the harassment continues, this will then become the principal's concern. They should be informed of the history of the situation and then establish a behavior contract with the student.
6. If the student does not adhere to the behavior contract, then he or she is subject to in school detentions, out of school suspensions, or eventually an expulsion may occur.

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture.

Bullying is prohibited on school property, at school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a nexus to a school curricular or non-curricular activity or event.

A student who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Cyber-Bullying

West Ridge's electronic devices, computer networks, or other property, whether accessed on campus or off, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the internet, commonly referred to as "cyberbullying," are unacceptable and viewed as a violation of West Ridge's acceptable computer-use policy and procedures.

Malicious use of West Ridge's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system.

Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of school technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or

images, or website postings, including blogs. It is also recognized that the author (poster or sender) of inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victim of such misuses of West Ridge owned technology, as described herein, should not erase the offending material from the system. A copy of the material should be printed or otherwise preserved and brought to the attention of the principal.

For situations in which cyberbullying originates from a non-school computer, and 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 markedly interrupts or severely impedes the day-to-day operations of the school and is in violation of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm an employee, student or member of the board of directors of West Ridge Academy.

Disciplinary action may include, but is not limited to, loss of computer privileges, detention, suspension or expulsion for verified perpetrators of cyberbullying.

Always feel free to confer with the principal if you have any questions or concerns.

Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students and to ensure compliance with school rules. School employees (usually administrators) may conduct searches of property or person when they have reason to suspect the health, safety, or welfare of students or staff may be endangered.

Infractions

For purposes of handling discipline, West Ridge Academy will consider infractions of rules as either major or minor.

Examples of minor infractions include, but are not limited to the following:

Yelling; slamming; kicking; throwing; running in halls; causing minor damage to personal property (without intent to injure others); losing school property; disobeying school and classroom rules; clowning around in class or halls; continual patterns of misbehavior in or out of class; ridiculing others or using profane language or gestures; showing disrespect to an adult through face, body, or action; continual late arrivals to classes.

Fines will be levied to parents/guardians for vandalism or theft. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

Examples of major infractions include, but are not limited to the following:

Any minor infraction or pattern of activity that is detrimental to the welfare or safety of other students or repeatedly interferes with a school's ability to provide educational opportunities to other students; hitting, shoving, biting, or physically assaulting another student; verbal intimidation or threats, physical intimidation, or sexual intimidation or harassment; possession of matches or cigarette lighter (or other dangerous items); willful destruction or defacing of school property; theft; actions of

continual willful disobedience or open persistent defiance of proper authority; cheating on a test; plagiarism; tampering with any document; providing false statements of any kind; leaving the school property without permission; truancy; or cutting class.

Fines will be levied to parents/guardians for vandalism or theft. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

Discipline Procedures

Minor infractions are generally handled by a student's classroom teacher, but may also involve the principal or executive director. Anytime a student is required to see the principal, a learning opportunity arises. Every student is encouraged to be responsible for his or her own actions, and students are instructed to share the incident with their parents/guardians. If and when necessary, the interaction between the student and the principal will be followed up with a phone call or written communication to the parents/guardians as soon as possible after the incident. The executive director, principal, or faculty members may assign consequences. Depending on the nature of the offense, damages to others, and continued pattern of offenses, consequences may include detentions, service, student behavior plans, fair remuneration, relinquishing privileges, apologies, required extra work, and/or activity restrictions. Should a situation become more severe, a parent conference will be required immediately. For major infractions, suspension procedures will be followed. All detentions for discipline will be served soon after the infraction. If the discipline situation warrants notification of the parents/guardians, an attempt will be made to notify them the day the detention is given. Students serving a detention or suspension on the same day as an after school activity will not be allowed to participate in the activity. Any change in the detention or suspension date(s) will be at the discretion of the principal. Major infractions may require an immediate parent conference prior to suspension, during which time appropriate follow-up actions are discussed. These actions may include activity restrictions, creation of remedial student discipline plans, and requirement of parent to attend class with student for a specified time or other plans. Discipline referrals and suspensions become part of a student's permanent record.

If a student has been given an in-school detention or an out-of-school suspension two or more times during the year, the principal reserves the right to restrict the school events or field trips that the student may attend. All decisions concerning this matter will be made at the discretion of the principal or executive director.

Notes: According to CRS 22-33-105 2a) and b), a student may not be suspended for time exceeding 25 school days. Opportunities will be given for a student to make up school work during suspension; however, the school will determine the amount of credit the student shall receive for this makeup work.

Suspensions at West Ridge Academy can be assigned only by the principal or executive director. Prior to suspension the student's parent will be notified, and a parent conference will be required before the student returns to class. An informal hearing will be offered to a parent and student after receipt of notice of suspension lasting less than 10 days, by the principal. A parent conference involving the principal, student, and student's parent(s) or guardian(s) may be required before a student will be readmitted following a suspension. A suspension lasting more than 10 days will be given a formal hearing.

Levels of Discipline

If the student continues to be disruptive and exhibits inappropriate behavior or actions, the student will be placed on levels. A level 1 is an indication that the student is exhibiting behavior or actions that are not acceptable. A level 2 status indicates that the student is continuing with the inappropriate actions or behavior. A level 3 will result in expulsion from the school. West Ridge Academy reserves the right to place the student at any level at any point according to the severity of the offense.

Level 1

An initial suspension will occur after a major infraction or a series of minor infractions, depending on the severity of the infraction(s). Level one, initial suspension, will include a minimum of a one-day, and a maximum of a ten-day suspension. A remedial student discipline plan may be created during the conference between parent, student, and principal depending on the severity of the infraction. A parent-student-principal conference will be required before student re-admittance to the classroom. Depending on the severity of the infraction, the student may or may not be placed on a level 1 at this point.

Level 2

A secondary suspension is the second level of formal discipline proceedings and will occur after one or two major infractions following initial suspension, depending on severity of offense, and/or as a result of the student's violation of his or her remedial discipline plan. Level 2 suspensions will include a minimum of two days and a maximum of no more than ten days total suspension. A required parent-student-principal conference will be held before the student is allowed to return to school. If a student behavior plan already exists, it will be reviewed and revised. If a student behavior plan has not been created as yet, one will be created for the student at this point. Depending on the severity of the infraction, the student may or may not be placed on a level 1 or 2 at this point.

Level 3

A final suspension from West Ridge Academy is the third and final level of formal discipline proceeding. After a final suspension, and prior to movement toward a declaration of "habitual disruption" (placing the student on a Level 3) or the expulsion proceedings, a student may appeal the decision and obtain a hearing from the representative of the board of directors. In addition, "The board of education of each district may deny admission to, or expel for any period not extending beyond one year, any child whom the board of education, in accordance with the limitations imposed by this article, shall determine does not qualify for admission to, or continued attendance at, the public schools of the district. (CRS 22-33-105 2c).

According to Colorado statute, a student may be declared habitually disruptive after being suspended three times in one year on the grounds set forth in CRS 11-33-106 for causing a material and substantial disruption in the class, on school grounds, on school vehicles, or at school activities or events because of behavior that was initiated, willful, and overt on the part of the student, and the suspensions were made for

- Continual, willful disobedience or open and persistent defiance of proper authority;
- Willful destruction or defacing of school property;
- Behavior on or off school property, which is detrimental to the welfare or safety of other students or of school personnel;
- Serious violations in a school building or in or out of school property;
- Repeated interference with a school's ability to provide educational opportunities to other students; And other grounds found in CRS22-33-106(1)(a),(b),(c),(d), and (e).

Expulsion from West Ridge Academy shall be mandatory for the following violations:

- Carrying, bringing, using, or possessing a dangerous weapon (including a firearm or firearm facsimile, any pellet, or BB gun or other device operational or not, designed to propel projectiles by spring action or compressed air, fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife with a blade longer than three and one-half inches, any object, device, instrument, material, or substance, whether animate or inanimate used or intended to be used to inflict death or serious bodily injury);
- The sale or possession of a drug or controlled substance;
- Death threats to other students or administration;
- The commission of an act, which if committed by an adult would be robbery or assault other than third degree assault.
- A student who is declared habitually disruptive.

School-Wide Dress Standards

Academics are the primary focus at West Ridge Academy. One part of maintaining an orderly school climate that is focused on learning is to have a clear dress code for students that emphasize non-distracting attire. It is expected that students of WRA maintain their person and clothing in an orderly, modest, and clean manner consistent with the school dress code. Students must be in the approved uniform daily, except for our scheduled jean days. If a student comes to school out of dress code they will have the choice to change into clothing given to them, if available or call parent/guardian to bring them attire that meets the dress code.

- All clothes must be clean, plain, neat, and free of holes, rips or tears.
- Hair should be well groomed, of a natural hair color, and not cut in a style that obstructs vision or distracts from the learning environment.
- Students are not permitted to wear excessively baggy or excessively tight uniform tops or bottoms.
- Clothing and backpacks may not be disruptive, distracting, or display offensive language/symbols, etc.
- Bottoms must be of a solid color or plaid
- Bottoms must be no more than 4" above the knee.
- Blue jeans are only allowed on jean days and spirit days.

- Jeggings, yoga pants, sweat pants and leggings are not allowed, unless worn under skirts, jumpers or dresses.
- If girls are not wearing leggings or tights, some type of shorts should be worn under skirts, jumpers, and dresses.
- Tops must be of a solid color and collared
- Sleeveless tops are not allowed.
- Logos must be smaller than 3" ie, Nike, Under Armour, etc.
- Shirts worn under a collared shirt need to be a solid color (no designs or graphics).
- Sweater vests, crew neck sweatshirts, or cardigans are allowed with a solid colored collared shirt under.
- WRA hoodies may be worn on Fridays only. .
- No clothing may be tied around the waist.
- Gloves, mittens, hats, scarves and ear warmers may only be worn outside.
- All shoes need to be appropriate for daily activity (tennis shoes are required in PE) and not be distracting.
- All shoes must have a closed toe, heel, and sides.
- Heels must be less than 1 inch.
- No sandals, flip-flops, clogs, platforms, slippers or crocs
- Socks must be solid colored, and may have a small discrete logo.
- Piercings are only allowed in ears.
- Belts must be of a solid color.
- Temporary tattoos and drawings on the skin are not allowed.

The last day of the week is WRA's fundraising jeans day. Students must pay \$1 to wear jeans on these days. Students will pay for the entire year up front, during registration. Students must wear an approved dress code shirt, Warrior T-shirt or a WRA hoodie (with a WRA t-shirt or approved dress code top) with their jeans.

For the safety of our students, a field trip uniform is required. Students may not go on any field trip without wearing the required uniform. The elementary field trip uniform includes solid khaki on the bottom with a navy blue polo shirt. Each field trip for middle school will have its own uniform.

Dress Code Violations

1st Offense – Required to change and incident entered into IC.

2nd Offense – A parent or guardian will be contacted to bring the student approved dress code items which the student will then change into. Incident entered into IC.

3rd + Offense – Repeated violations of the dress code will result in a meeting with the parents/guardians or guardian and the principal or executive director to determine disciplinary action. Expulsion is a valid form of discipline for chronic dress code violations.

- Any question concerning a student's dress and appearance shall be addressed by the school's administration. The principal or executive director of WRA will make the final decision as to what is considered proper attire and appearance.

- In the event that health and medical considerations for a particular student require an exception to the dress code, a note from the doctor will be needed. The principal or executive director of WRA shall determine the exception and make his/her faculty and staff aware of the exception.
- In the event that a student's religious beliefs conflict with the ability to follow the dress code, a conference with the student, parents/guardians, and principal or executive director will be scheduled to determine the best way to honor the dress code and the individual's religion.

Athletics

West Ridge Academy offers several opportunities for students to participate in a variety of sports. The primary focus of the extra-curricular athletics program is to develop both the values of competition and sportsmanship. Extra-curricular athletics are available to students beginning in the sixth grade. West Ridge Academy is a member of the Northern Colorado Independent League. Students in grades 6-8 participate in sports offered through NCIL. Students participating in extracurricular sports must maintain their grades. Students with two or more Ds or one or more Fs will not be eligible to play or attend games. Additionally, students who are academically ineligible for two consecutive weeks must receive approval from the athletic director to continue playing in the sport. If a student does not attend school during the day, he/she may not participate or attend sports after school.

Field Trips

West Ridge Academy recognizes the importance of out-of-classroom experiences for students. Each of our classes may take field trips during the year. In this discussion, "field trip" means a journey or excursion away from school grounds, involving two or more persons that is organized and/or sponsored by the school or by an authorized employee of the school, for curricular relevance.

- All field trips must be approved by the principal.
- With the exception of the end of the year middle school field trip, all field trips must have curricular relevance and are considered part of the school day.
- The school faculty or staff member (i.e. the "trip director") designated to be in charge of a field trip has the responsibility to enforce compliance with school policy by all persons participating in the field trip.
- The trip director must obtain assurance, prior to the commencement of the field trip, that any personal vehicle used on the field trip will be covered by liability insurance.
- The trip director is responsible for ensuring that all students are accounted for on departure, arrival at destination(s) and on return, except those brought by their own parents/guardians.
- The parent or guardian of each student participant must sign a field trip permission slip.
- No student is allowed to leave before the termination of the field trip without notifying the director first.

- All drivers must provide proof of current insurance, DMV driving record, a background check and valid Colorado driver's license.

Grievances

West Ridge Academy recognizes the value of the observations, perspectives, and ideas of the parents/guardians of students at the school, as well as the importance of being accountable to the parents/guardians for the educational program for their children.

An important element of the accountability process is to provide an avenue for parent suggestions and grievances that both satisfies the parents/guardians and improves the operation of the school. A procedure for soliciting and responding to the parent suggestions and grievances found in the Board of Directors Handbook in section 4.4.

WRA supports voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. WRA firmly believes most issues can be handled quickly and appropriately to everyone's satisfaction. The following grievance process will be followed in situations of concern:

1. Any member having concerns with school personnel shall address that concern one-on-one with the person with whom they are having a problem.
2. If a resolution is not established within a reasonable amount of time, the parties shall raise the concern with the principal unless the concern involves the principal (see below). The two conflicting parties shall define "reasonable amount of time". At no time shall the timeframe be extended without mutual consent of both parties.
 - a. If the parties cannot agree on a timeframe, they are required to bring the conflict to the principal for the purpose of establishing the timeframe for resolution.
 - b. In doing so, the principal, or his/her designated representative, shall then mediate the conflict, ensure timelines are followed, and ensure the conflict is resolved.
3. If the concern is with the principal and no resolution has been established from bringing the concern to the principal, the person in conflict with the principal may take the concern to the executive director.
 - a. The executive director shall follow the same procedure as above to set a timeframe.
4. If conflicting parties and/or the executive director are not able to find resolution that is mutually agreed upon by all parties, then the executive director shall immediately bring the conflict to the attention of the board. The opposing party may also bring the conflict to the attention of the board chairman.
5. The board, in regular or executive session, shall review any conflict(s) brought before it as requested and as permitted by law. The board shall do one or all of the following:
 - a. Remand the conflict back to the executive director, with a directive to find a reasonable and quick resolution.
 - b. Remand the conflict back to the two parties, with the executive director mediating the conflict.

- c. Mediate the conflict and render a decision to resolve the conflict.
6. If any conflict involves individual safety, a threat to the preservation or security of WRA's facilities, or a direct or blatant violation of school policies or procedures, the board shall be notified immediately by the school principal, executive director, or school personnel.

Health Services

Limited health services are available at school. Please keep sick children at home. West Ridge's health office is staffed from 8:00-3:30 each day by a health clerk/office clerk. Office staff and volunteers occasionally supervise and assist students with health care needs. Please note that it is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school. Keep school records up to date; especially phone numbers and emergency contact. Immunization records must be current for students to remain in school. Weld County School District policy requires that no medication, prescription, or over-the-counter medication (including aspirin, cough drops, vitamins, etc.), shall be given to a student by any school personnel except on written orders of the parents/guardians and/or the physician or dentist. Students may not self-medicate at the school. When medication is to be given at school, physician or dentist instructions are required to accompany the medication. All medications must be in the original pharmacy-labeled container including the student's name, name of drug, dosage, name of physician, and current date. Medical request forms are available at West Ridge's health office. Parents/guardians will be informed when a student has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever of 100 or above will not be allowed to remain in the classroom and cannot return to school until they are fever free for over 24 hours without fever-reducing medication. If a head injury is sustained, the parent will be contacted. In case of more serious injuries, or if the parent cannot be contacted, the school will immediately call 911 for emergency assistance. In compliance with state law, all children in Colorado schools must have a complete up-to-date immunization record on file in the West Ridge office. (See C.R.S. 25-4-903 (4)). Students may not continue enrollment without up-to-date immunization records or a parent-signed personal exemption from immunizations for personal, religious or medical reasons..

Homework and Classwork

We encourage each child to read, or be read to, at least three times a week and preferably every day. Additionally, practicing math fluency is highly recommended. In upper grades, students are expected to show responsibility in preparation for tests and perseverance in completing quality assignments. Upper students have more electives and opportunities to participate in leadership and independent choice, thus they also must express leadership and responsibility in completion of assigned work.

Lockers

West Ridge provides lockers for grades 6, 7, and 8. The lockers are the property of the school and not the individual's. Students will be held responsible for any excessive damage to their lockers. Locker combinations are not to be given to anyone else. West Ridge has the authority to search lockers when deemed necessary. Problems with lockers should be reported to the office. West Ridge Academy is not responsible for lost, damaged, or stolen items. Students are not allowed to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes

other negative or derogatory messages as determined by West Ridge staff. Lockers must be kept neat and orderly at all times. Locker checks will occur each quarter. Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items outside lockers, or on the floor, may be removed or disposed of. It is the students' responsibility to keep their lockers secured. West Ridge Academy cannot be held responsible for valuables that are taken from lockers.

Cell Phones, Communications Devices & Other Electronic Devices

Cell phones, smart watches and all other forms of communication devices, including AirPods must be kept turned off in backpacks or lockers.

Cell phones are not to be used inside the building between 7:40 and 3:15. Students may not be in possession of cell phones during the school day. Students needing to make phone calls during the school day may use a courtesy phone located in the front office.

Lost and Found Items

Lost clothing, notebooks, lunch boxes, and other items will be placed in the "Lost and Found" located in the front office. Jewelry, glasses, and items of value will be placed in the front office for safekeeping. Identification may be required for their return. Any items left will be given to a local charity, the school clothes closet (if in dress code and good condition) or discarded.

Lunch program

Students may purchase a hot lunch or bring lunch from home. Lunch must be ordered in the classroom during morning opening. Meals may be paid for online at greeleyschools.org. Low income families may apply for the Free and Reduced Lunch Program available online at greeleyschools.org

Safety Procedures

West Ridge Academy has a safety task force and emergency safety procedures. An emergency management plan is available for review in the front office. In order to ensure the safe management of your child, each family must complete an emergency contact form. This form must be updated whenever there is a change in address, home or work phone numbers, or emergency contacts. It is vital that parents/guardians keep the school office up-to-date with this information in case of personal or school emergencies.

Student Information Release

Classroom activities and events sponsored by schools occasionally are photographed or videotaped by representatives of the news media for publication in newspapers or broadcast on television. If for any reason you do not wish to have your student(s) photographed or videotaped for these purposes, please complete a photo/video release form. If this form is not completed and returned to the school, it will be assumed that you have given your approval. The non-permission form does not include the filming at West Ridge Academy musicals, plays, or special events.

Student Fees

Student fees are used to provide additional educational opportunities for specific courses. In some courses, students will be required to purchase books. All students taking band courses may be required to purchase music books and instruments. Certain elective classes may also require an additional fee. Fees should be paid in the front office as they come due.

Infinite Campus

Infinite Campus (IC) provides the opportunity to access your student's grades and attendance record. It is the parent/guardian's responsibility to check IC regularly to ensure the student is passing and turning in his/her schoolwork. In order to access this information, you will need the following information:

- Website location is: <http://greeleyschools.org>
- Your student's confidential ID: please contact office for information
- Your student's password: please contact office for information
- Parent login information is first initial, last name _PG (Parent Group) in all CAPITAL letters. This is both user ID and password. You will then change the password.

It is possible to access this account wherever you can make an internet connection. If you do not have access to the Internet, please feel free to visit the office staff to receive your student's report. Please remember to keep your passwords confidential so only you can access the information.

School Traffic Plan

Kindergarten and First Grade Drop-Off /Pick-Up Area

Once on 69th ave, keep right and do not pass on the left. Pull as far forward as possible. At pick-up, children will wait with their teacher until they see your vehicle come to a complete stop. Children should exit/enter from the right side of the vehicle as quickly as possible after the car has come to a complete stop. As soon as possible, pull forward to exit the cul-de-sac. If there is room, cars may carefully exit to the left around the other cars that are waiting for children.

Second – Eighth Grade Drop-Off /Pick-Up Area

Once on 69th Ave merge into the left turn lane and turn onto the long driveway. Pull as far forward as possible along the curb. Pull as close to the curb as possible. Second - eighth grade classes will be located in front of the school. Children will wait with their teacher until they see your vehicle come to a complete stop. If there are empty spaces ahead of a car in line, cars may carefully pass on the left and move forward to the empty spot. Children should exit/enter from the right side of the vehicle as quickly as possible after the car has come to a complete stop. As soon as possible, when it is clear, pull into the left lane and proceed to the exit of the drive through lane.

Parking to Enter the Building -

Parking is available in the staff parking lot or on 8th Street. After exiting your vehicle, please walk to the sidewalk and then head to the crosswalk that is to the west of the flagpole. Please do not cross anywhere else, as it could be very dangerous.

When returning to your vehicle, please use the crosswalk to cross the drive through lane keeping to the sidewalk until you reach your vehicle. Only enter the parking lot area if you are planning to park

and enter the building. Children should only be dropped off or picked up in the drop-off/ pick-up lane.

Afternoon Pick-Up Procedures

1. Parents/Guardians may pick up all of their children from one location. Older siblings will join the youngest sibling at their pick up site. For example, a family with an 8th grader, 5th grader and kindergarten, will all meet at the kindergarten pick up location.
2. To keep the flow of traffic moving, **traffic exiting the property by the blacktop will only be allowed to turn right.**
3. Vehicles using only the K/1 roundabout may exit straight on 69th Avenue or turn right on 8th Street.
4. Northbound traffic on 69th Avenue will only be allowed to turn right at 8th Street **between 2:45 and 3:45 p.m. Vehicles may not enter WRA from this location during pick up.**
5. WRA families may use 8th Street to enter WRA property for pick up. Families may come from the east or west via 71st Avenue or 4th Street.
6. Please do not block the thru-lane on 8th Street.
7. No cars will be allowed to stop on 69th Avenue.
8. Do not block the driveways to residences or businesses.
9. If you want to exit your vehicle to pick up your child, please park on the north side of 8th Street.
10. South side of 8th Street will be reserved for parents remaining in their vehicle, so traffic can continue moving.
11. In an effort to maximize the number of cars able to park along the road, please park as close as you can to the car in front of you.

West Ridge Academy Charter School Afternoon Student Pick-up Procedures

