

# Parent & Student Handbook



Welcome to the top performing school in Southern Utah!



We are a community of learners. We will do whatever it takes to learn. We are building a strong foundation by believing we can, working our plan, then feeling the power of success.

Stay up to date on all information regarding GWA

[www.gwacademy.org](http://www.gwacademy.org)

# Table of Contents

Table of Contents .....	2
What We Offer .....	4
Section 1: Academic Program / Curriculum.....	4
1.1 Core Knowledge Sequence .....	4
1.2 Saxon Math .....	2
Section 2: Homework .....	2
Section 3: Student Grades .....	2
Expectations: Students .....	3
Section 4: Dress Code.....	3
4.1 Shirts.....	4
4.2 Pants.....	4
4.3 Shorts.....	4
4.4 Skirts/Skorts/Jumpers.....	4
4.5 Sweaters/Outerwear .....	5
4.6 Socks/Tights.....	5
4.7 Shoes.....	5
4.8 Accessories/Ties.....	5
4.9 Grooming .....	6
4.10 Free Dress Days/ Intermediate School Additions to Dress Code....	6
Expectations: Parents .....	7
Section 5: Volunteer Hours.....	7
Section 6: Volunteer Code of Conduct.....	7
Section 7: Carpools.....	7
Section 8: Drop-off / Pick-up.....	8
Section 9: Classroom Visits .....	8
Section 10: Parent – Teacher Organization.....	8
Attendance / General .....	9
Section 11: Attendance Policy.....	9
Section 12: School Fees .....	10

Health and Safety .....	10
Section 13: Immunizations.....	10
Communicating with GWA.....	11
Section 14: Communication with Parents .....	11
Section 15: Board Meetings .....	11
Section 16: Addressing Concerns .....	11

# George Washington Academy

George Washington Academy is founded on the principle that educators, parents, and the community can create an academic environment that encourages students to excel.

## What We Offer

### **Section 1: Academic Program / Curriculum**

George Washington Academy uses the research based Core Knowledge Sequence to ensure that students meet and exceed the Utah State/Common Core Standards. Core Knowledge is a solid, shared, sequential, and specific curriculum, based on the principles of establishing a national cultural literacy or broad base of common knowledge. Our certified teachers receive extensive training in the implementation of Core Knowledge.

To support Core Knowledge, we also use the following curriculums:

- Saxon Math
- Core Knowledge Language Arts
- Collections for Grades 6 and 7
- Leader in Me – 7 Habits of Highly Effective People
- STEM
- Hope Squad

### **1.1 Core Knowledge Sequence**

At GWA, Core Knowledge Scope and Sequence will be used to teach science, history, geography, music, and visual arts.

## 1.2 Saxon Math

GWA uses Saxon Math, an accelerated math program that relies heavily on incremental learning. Saxon students typically work one Saxon course level ahead in the program.

### Section 2: Homework

At George Washington Academy we believe that homework is a valuable part of the learning experience and reinforces the concepts taught in the classroom.

Please refer to Homework Policy 520.

### Section 3: Student Grades

The grading periods at George Washington Academy are in Trimesters. Progress reports are issued at the midpoint of each Trimester. Report cards will be sent home in an online format at the end of every Trimester.

Grades at GWA are confidential and will be kept private according to the laws set forth in the Family Educational Rights and Privacy Act (FERPA).

Grades K-2 are graded on a numerical basis, according to the scale below.

- 4 = 90%-100% (Exceeding Benchmark)
- 3 = 75%-89% (At Benchmark)
- 2 = 60%-74% (Below/Approaching Benchmark)
- 1 = 59% and Lower (Far Below Benchmark)

Grades 3-7 use a standard letter grade system, wherein total points earned on tests, quizzes, reports, homework and other classroom assignments are converted to a grade, according to the table below.

- A = 93 – 100%
- A- = 90 – 92%
- B+ = 87 – 89%
- B = 83 – 86%
- B- = 80 – 82%

C+	= 77 – 79%
C	= 73 – 76%
C-	= 70 – 72%
D+	= 67 – 69%
D	= 63 – 66%
D-	= 55 – 62%
Below 55%	= F

Social and Personal Responsibility (Citizenship) and effort in grades K-7 will be scored with a letter grade, using rubrics which include adherence to GWA rules, preparedness, participation, and behavior. Copies of the rubrics used for Grades K-2 and Grades 3-7 are available on the GWA website.

## **Expectations: Students**

### **Section 4: Dress Code**

Uniforms need to be plain, simple and conservative. All clothing worn during school hours must be solid colors; no prints, patterns or logos are allowed. There can be no embellishments on the clothing, such as large buttons, buckles, zippers, ruffles, lace, ties or emblems (even small emblems or logos). Buttons must be white or the same color as the clothing.

Clothing needs to fit properly. Clothing needs to be clean and in good repair. Our faculty and staff will monitor students and will address dress code problems as they occur.

Logo shirts may be purchased through the school website or during PTO 'Uniform Closet' sale days (TBA).

#### **Our school colors are:**

Navy Blue  
 Red  
 White  
 Khaki

## 4.1 Shirts

**Boys:** Red, white, or navy blue knit polo shirts. White button down dress shirts are acceptable in either long or short sleeve.

**Girls:** Red, white, or navy blue knit polo shirts, loose fitting with no gathers or embellishments. A scalloped edge is acceptable if it is the same color as the shirt. White button-down dress shirts are acceptable in long, short or  $\frac{3}{4}$  sleeve. Dress shirts must have a pointed collar or Peter-Pan collar.

All shirts must have a collar. All buttons, except the top button, must be fastened. A front shirt pocket is acceptable. Tee-shirts and turtlenecks are not allowed. As with other clothing, no prints, patterns, striping or logos (other than the GWA logo) are allowed. Layering of shirts is not allowed. Undershirts of GWA colors may be worn – however they may not be visible except at the collar area and must be tucked in.

## 4.2 Pants

**Boys & Girls:** Pants must be solid navy blue or khaki colored Docker or dress style, with either a flat or pleated front. All pants are to be hemmed. The following are not allowed: athletic wear, jeans, cargo style clothing, sweatpants, capris, cords, leggings, large patch pockets (pockets on the outside of the pants) All pants must be uniform style.

## 4.3 Shorts

**Boys & Girls:** Shorts are to be solid navy blue or khaki in a flat panel or pleated front and no shorter than two inches above the knee and no longer than the knee.

## 4.4 Skirts/Skorts/Jumpers

**Girls:** All skirts, skorts, and jumpers must be no shorter than two inches above the knee and no longer than the knee. Plaids must match the pattern in the French Toast School Uniform Catalog. Our school plaid is navy/red.

Skirts and skorts must be solid navy, khaki, or navy/red plaid, with a pleated front in uniform style and material.

Jumpers must be solid navy, khaki, or navy/red plaid, with a pleated or flat front in classic uniform style and material.

'Polo' style dresses for girls are acceptable in solid navy blue or red only and must be of uniform style. Tan A line dresses with matching belt are acceptable as well.

#### **4.5 Sweaters/Outerwear**

**Boys & Girls:** Sweaters, vests, and cardigans must be solid navy blue, white, or red. Sweater vests and long sleeve pullover sweaters are acceptable only with a collared shirt underneath.

Jackets, coats, or windbreakers must be solid navy blue or black. The lining of these may be a different color. Outerwear may have a hood, but the hood may not be worn inside the school building. Sweatshirts hoodies, and/ or pullover sweatshirts are not allowed.

#### **4.6 Socks/Tights**

**Boys & Girls:** Socks must be solid white, navy blue, or tan/khaki. Black socks may be worn if they are not visible above the shoe line. Tights may be solid white or navy blue only. Leggings (footless tights) are not allowed. Visible logos are also not allowed.

#### **4.7 Shoes**

Shoes must be a solid black or brown, including soles, with no visible logos. All shoes should have a formal appearance. Dress shoes, or loafer style, are recommended, however, athletic shoes of proper color, including soles, are allowed. Shoelaces must be the same color as the shoe, and must be tied during school hours. Slip on shoes must have a backing and a closed toe. Tall boots of any type are not allowed. Flip flops are not allowed. 'Crocs' are not allowed. Shoes with heels are discouraged as they prohibit the ability to play and run safely.

#### **4.8 Accessories/Ties**

**Boys & Girls:** Belts must be navy blue, black, or brown only. Scarves and sashes are not allowed. Accessories, such as hair ribbons, bows, etc., must



be school colors and should be understated. Earrings should be small and understated. Other jewelry is discouraged and should remain hidden. Hair pieces are not allowed. Students have the responsibility to avoid apparel or accessories that are so extreme that they interrupt school decorum, student concentration, or adversely affect the educational process. Extreme includes any piercing of the body with the exception of the ear. Gauging of the ear is considered extreme and not allowed. Ties may be worn with long or short sleeved white dress shirts only and must be school colors (red, white, or navy blue).

## **4.9 Grooming**

Attire must be clean and in good repair. Hair and body must be maintained in a clean and healthy manner. Hair must be styled in a manner that is not distracting to the learning environment. Mohawks and dying hair in unnatural colors are examples of unacceptable hair styles. Bangs either need to be clipped, pulled back or trimmed.

## **4.10 Free Dress Days/ Intermediate School Additions to Dress Code**

As such, "Free Dress" days will be very infrequent and designated by school administration. Even on designated "Free Dress" days the standards we require for cleanliness, modesty, clean clothing in good repair and grooming still apply.

**Dress-Down Days (Intermediate School Only – Grades 6-7):** On dress down days intermediate school students may wear uniform pants and shoes. Students may wear college themed T-Shirts on dress-down days. Students may not wear sports jerseys or random T-shirts on dress down days. Please use guidelines above.

Please refer to Student Dress Code Policy 310.

# Expectations: Parents

## Section 5: Volunteer Hours

Each family is asked to contribute a minimum of 30 hours per school year. Many volunteer opportunities are provided throughout the year such as PTO activities, committees, classroom and lunch service. Volunteer hours may be logged in on the computer at the front desk.

## Section 6: Volunteer Code of Conduct

Volunteers at George Washington Academy are expected to:

- Be on time and reliable in fulfilling volunteer commitments.
- Exercise kindness while volunteering.
- Respect and abide by the confidential nature of anything seen or heard.
- Be prompt and dependable.
- Conduct themselves in a businesslike and fair manner, without partiality to individual students.
- Motivate children to work and help them succeed in school.
- Graciously accept direction and constructive criticism from staff members for whom they are volunteering.
- Acknowledge the teacher as the authority in the classroom.
- Discuss disagreements or differences of opinion with a teacher outside the presence of children.
- Be respectful of the classroom by not disturbing a teacher's instructional time or student learning.
- Dress appropriately modest for the school environment
- Wear a current visitor badge at all times while at the school.
- Record all volunteer hours, including those worked outside of school, on the computer on the Entrance Hall table next to the front office.
- Ensure that all children (e.g. younger siblings, non-students) accompanying the volunteer are supervised at all times. Children may only accompany volunteers in the lunchroom or hallways, or at recess. They may be in the classroom only with the teacher's permission, as long as they do not disturb or distract the class.
- Your cooperation and support are deeply appreciated.

## Section 7: Carpools

No one is allowed to ride a bicycle or walk onto the GWA school campus.

Because of limited drop off and pick up space, it is highly recommended that parents form carpools to reduce the number of vehicles entering and leaving the school site.

## **Section 8: Drop-off / Pick-up**

To make sure the daily drop-off and pick-up of students runs smoothly, safely and efficiently, it is imperative that everyone follow the rules.

**Drop-off is between 7:45 AM and 8:15 AM.** Please do not arrive earlier than 7:45 AM unless you have a scheduled before-school meeting with a teacher. Students will not be allowed in the building before this time.

If you arrive after 8:15 AM, please park your vehicle in the lot and escort your student(s) into the building, then check them in at the office.

Upon arrival, pull all the way forward and as close to the curb as possible. Do not stop at the front doors. For safety reasons, all students must exit on the sidewalk side of the vehicle. Once students are dropped off, they are to go directly to their classroom to get ready for their school day to begin. Students will not be allowed to roam the hallways once they have entered the building.

Afternoon pick-up will occur at 2:50 PM Monday through Thursday, and 1:00 PM on Friday. All students will be dismissed at the afternoon bell. Students are to move to the outside of the school building and immediately locate their ride or gather in carpools and wait for their ride.

## **Section 9: Classroom Visits**

You are encouraged to visit the classroom of your child. You are welcome anytime, though advance scheduling is preferred. When you arrive at school, you must check in at the front desk and pick up a visitor's pass. While parental visits are encouraged, they must not interfere with the workings of the classroom. Please use restraint so as not to interfere with the authority of the teacher. If there is a specific concern or need, please make an appointment with the teacher for an appropriate time outside of the regular school day.

## **Section 10: Parent – Teacher Organization**

Every parent with a child attending GWA is a member of the Parent-Teacher Organization (PTO). Your involvement with the PTO can provide a

huge benefit to the educational experience of your child. It is the goal of the PTO to provide even greater opportunities for the students of GWA through:

- Fundraising for equipment and supplies.
- Creation of incentive programs for students.
- Coordinating the efforts of volunteers for classroom help, class activities, field trips, assemblies, and other volunteer-based activities.

The PTO has many programs already in place to encourage and support GWA students. A few of these are:

- Recognition of our “ Habit of the Month” recipients .
- Support of the PBIS program.
- Financial support via fund-raising and acquiring corporate sponsors.
- Creation of the Uniform Closet for the sale, resale and recycling of school clothing.
- Assisting with our reading incentive program, STEM Expo and GWA Talent Show.
- Providing Teacher Appreciation recognitions.

Be sure to attend our monthly meetings, and find out how you can contribute to the continued strength of our organization and add to the educational experience of our GWA students.

## **Attendance / General**

### **Section 11: Attendance Policy**

Consistent attendance is the first necessary requirement for academic achievement and personal development. GWA highly encourages families to make it their goal to have 100% attendance. The intent of GWA's Attendance Policy is to insure that parents know how important it is for them to plan well in advance so that trips, vacations and other activities occur during those days when school is not in session.

Please refer to Attendance Policy 305.

## **Section 12: School Fees**

School fees are required for 6th and 7th grade students. Your student may be charged fees for school materials, activities, and programs if they are in 6<sup>th</sup> and 7<sup>th</sup> grade.

Any fees associated with a GWA activity shall be set by the Executive Director and Board, and will be clearly communicated to parents. Families unable to meet fee requirements may apply for a fee waiver.

# **Health and Safety**

## **Section 13: Immunizations**

All children who attend school are required by the Utah Immunization Rule for Students to provide proof of immunization, an exemption, or proof of immunity against a disease for which vaccination is required.

### **Kindergarten Entry Requirements**

The following vaccines are required for students entering Kindergarten:\*

- 5 DTP/DTaP/DT- 4 doses if 4th dose was given on/after the 4th birthday
- 4 Polio- 3 doses if 3rd dose was given on/after the 4th birthday
- 2 Measles, Mumps, and Rubella (MMR)
- 3 Hepatitis B
- 2 Hepatitis A
- 2 Varicella (Chickenpox)

### **Seventh Grade Entry Requirements**

The following vaccines are required for students entering seventh grade:\*

- 1 Meningococcal
- 1 Tdap (Tetanus/Diphtheria/acellular Pertussis)
- 2 Varicella (Chickenpox)
- 3 Hepatitis B

\*Proof of immunity to disease(s) can be accepted in place of vaccination only if a document is presented to the school from a healthcare provider stating the student previously contracted the disease.

A student who has not provided a school with a complete immunization record at the time of enrollment can attend the school on a conditional enrollment. Conditional enrollment is a period where the student's immunization record is under review by the school or for 21 calendar days after the day a school provides written notice to a student's legally responsible individual, in person or by mail. Students who do not comply at the end of the conditional enrollment period must be excluded from attending the school until proper documentation of immunization records has been provided to the school.

## **Communicating with GWA**

### **Section 14: Communication with Parents**

Open communication with parents is vital to GWA's success. Parents are welcome to volunteer in the school or classroom if it is prearranged with the teacher. Conferences to discuss your child's needs must be held by appointment – before or after regular school hours. Parents will receive a weekly newsletter from the teacher. Teachers will be accessible to parents through personal contact, e-mail, and telephone. The school web site (<http://www.gwacademy.org>) contains all of our contact information. Please check the web site frequently to learn of upcoming events and news.

### **Section 15: Board Meetings**

All Board meetings are open to the public and we encourage parents to attend. They are held the fourth Thursday of every month except November and December. They begin at 7:30 PM and are held at GWA (see posted or emailed agendas for exact location).

### **Section 16: Addressing Concerns**

If you have a concern, please try to work with the person directly involved before contacting the Executive Director. In most cases, a complaint or dispute can be resolved directly between the parties involved. Please remember to make an appointment with the teacher to discuss concerns. Please see and follow Policy 120-Grievance and associated form.