



# **WAYBRIGHT ACADEMY**

2024-2025 Parent and Student Handbook



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## **Mission**

The mission of Waybright Academy is to provide gifted and twice exceptional students educational opportunities tailored to each student's passions, interests and abilities, in order to empower bright minds to reach their full potential and provide them with relevant real-world skills as they relate to the demands of a changing world.

## **Vision**

Waybright Academy will establish an inspirational, innovative, technology-focused and effective model of education, based on real-world skills and evolving curriculum. Every Waybright classroom will strive to spark passion in each student, and work directly with learners to encourage their exploration of pathways that play to their strengths and foster a lifelong love of learning.

The academy will provide a place where students can explore innovative subjects to discover or expand on existing strengths and develop industry-level technical skills in the full range of foundational and emerging technologies. Waybright students will become dedicated and socially responsible citizens who will contribute to the community, the academy, and the world.

Waybright Academy will provide a small and caring community where instructors and staff will engage with students, using the resources and expertise developed over the years of teaching and through experience raising gifted and twice exceptional children. While enrolled at the academy, students will become immersed in customized and engaging curriculum at an accelerated learning pace. They may also go on to complete university credits at Arizona State University or pursue their intellectual interests through industry-level internships.

Waybright Academy serves a small, distinctive student population whose learning needs might not be adequately addressed by other educational systems. The academy provides a supportive environment wherein these students can develop and flourish together. Waybright Academy offers students an environment and mentoring structure designed to prepare them to advance to the university level.

## **School Day**

The Waybright Academy school day is customized to fit the needs of each student. Start times and end times are staggered to allow students to arrive and depart at different times during the school day. The office hours of Waybright Academy are from 8am to 4pm Monday through Friday. Classes typically begin as early as 8:30am and run until as late as 3:30pm.

The school cannot assume responsibility for students prior to their scheduled start time. Additionally, students that are not picked up within 15 minutes of their scheduled end of classes will result in a late pick-up charge of two dollars for every minute late.

A copy of the school calendar below can also be found in the parent portal.

**August 2024**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
The school						
19	20	21	22	23	24	25
26	27	28	29	30	31	1

**September 2024**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
Labor Day						
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**October 2024**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
Fall Break	Columbus D					
21	22	23	24	25	26	27
28	29	30	31	1	2	3

**November 2024**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Veteran's D						
18	19	20	21	22	23	24
25	26	27	28	29	30	1
		Thanksgiving Break				

**December 2024**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
		Thanksgiving Break				
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Winter Break						
30	31	1	2	3	4	5
Winter Break						

**January 2025**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
Water Break						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
MLK Day						
27	28	29	30	31	1	2

**February 2025**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
Presidents						
24	25	26	27	28	1	2

**March 2025**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
Spring Break						
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**April 2025**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
Mind break						

**May 2025**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4
semi break						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		The school				
26	27	28	29	30		

# School Day

## **Attendance and Absences**

All full time enrolled students are expected to be in attendance every day school is in session. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. We do, however, realize that health and family take priority, but we ask families to plan activities on days and times other than when school is in session.

When a student needs to be absent, we ask that parents or guardians report to the school before their courses are scheduled to start each day the student is absent. Please text or call 480-331-7660 or email [info@waybright.com](mailto:info@waybright.com) to report an absence. This greatly reduces the need to call you at work or home to confirm the absence. When reporting, please leave the child's name, date of absence, and reason for absence. It is the responsibility of the student to complete any unexcused assignments missed, including during absence.

Regular attendance is also required by state law. If your student cannot attend school because of prolonged illness, please call 480-331-7660 or email [info@waybright.com](mailto:info@waybright.com) to obtain a chronic absence waiver.

## **Pick-up/Drop Off**

Students may be dropped off at the main entrance of the building. Entrance to the building will be accessible to students only with student door access cards up to 10 minutes prior to their scheduled arrival time. Parents and guests may not accompany students into the building. Please park in any uncovered spaces while waiting. Text 480-331-7660 or email [info@waybright.com](mailto:info@waybright.com) if anyone other than your student's designated Primary Caregiver will be picking up your child.

## **Visitor Policy**

Doors are locked at all times. Staff members will unlock/lock doors to permit entry to students without door access cards. All visitors are required to schedule an appointment to enter the building. Visitors are not permitted to enter the building without an appointment, and can not be in classrooms while students are present.

## **Late Arrival and Early Departure**

Please call 480-331-7660 or email [info@waybright.com](mailto:info@waybright.com) if your student will be arriving late or leaving early.

Students who drive themselves to and from school must have a written note or email from their caregiver excusing them early from school. Verbal permission (phone call or voicemail) or student-word is not an acceptable form of permission to leave early from school.

## **Lunch**

It is recommended that students bring a packed lunch to school. Students can also bring money to buy lunch at a local store, with parent/legal guardian permission. Parents/legal guardians must inform the school prior, so proper arrangements can be made. Hot lunch will not be offered.

We recommend that students attending a school day for less than 4 hours bring a snack with them.

Students who are 16 years of age or older and drive themselves to and from school may have open lunch privileges. They may leave campus during their designated lunch period. Before a student is allowed to

leave campus, a signed permission form by the student and primary caregiver must be on file with the school administration. Students are NOT allowed to take another student with them.

## **Communication**

Waybright Academy is committed to creating an atmosphere of mutual respect in a happy, caring, and supportive environment. This means that people feel included, consulted and informed. For student information, parents and legal guardians will have access to student progress and grades via the online parent portal.

Because we work at a fast pace and believe in focused communication and feedback, parents/legal guardians will be asked upon registration to designate a Primary Caregiver as the point of contact between your family and Waybright Academy. All communications will be directed to the Primary Caregiver.

Our school remains committed to maintaining confidentiality and respecting the privacy of all families. For families with divorced, separated, or shared custody arrangements, we recognize the importance of both caregivers being informed and involved in their child's education.

In the event that a student needs to contact their instructor (questions regarding assignments, due dates etc), they can text/call 480-331-7660 or email [info@waybright.com](mailto:info@waybright.com). Progress conferences are conducted remotely and by appointment only. Primary caregivers should contact Waybright Academy to schedule a conference.

## **Emergency Information**

Prior to the start of the school year, parents/legal guardians will be asked to submit and/or confirm their student's emergency contact information.

## **Health Services**

Parents/legal guardians will be asked to submit a medical authorization form before the start of the school year. This indicates if and what medication the student takes, if any medication is to be provided by staff during school hours, and any other medical information (allergies, illnesses, etc).

If a student is absent from school due to an illness, they should not return to school as long as they are capable of infecting others. No student whose illness resulted in a fever or other symptoms of a contagious infection (i.e. stomach flu) should return to school until the fever or other symptoms have subsided for a minimum of 24 hours unless they have a note from a doctor stating that they are no longer contagious.

## **News and Media Release**

Parents/legal guardians will be asked to submit a standard waiver which includes a media release form. Your student may be interviewed, recorded, videotaped or photographed by the media or school staff for an appearance on the internet, newspaper, radio or television. These media requests must be approved by school administration which will assure the best interests of your child and that their safety and rights are upheld. We will be cautious with our practices regarding the issue.

## **Tuition**

Tuition and school fees are detailed in customer commitment letters. Contact Waybright Academy if needed to discuss a tuition payment plan. Payment can be made yearly, quarterly, or over a 10-month period. If you

require documents for third party payment or reimbursement, invoices will be available in customer portals. Please contact Waybright Academy for more information.

## **Code of Conduct**

Students must remember that they are part of the Waybright Academy community, and should treat others with respect and compassion. Students are subject to discipline depending on the violation committed.

### **Non-Discrimination**

Waybright Academy seeks to have a diverse student body and has a non-discriminatory policy as to students and staff. The school does not discriminate against applicants or students on the basis of race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation. The school admits the students of any race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation in administering its educational policies, admission policies, scholarship program, loan program, and athletic and other school-administered programs.

### **Bullying**

Every student has the right to an education in a safe environment conducive to learning. School-wide rules against bullying include:

- We will not bully other students
- We will help students who are bullied
- We will include students who are left out
- We will tell an adult at school and an adult at home when we know someone is being bullied
- We will respect others, all school property and ourselves

### **Staff Conduct with Students**

Employees are expected to exercise general supervision over the conduct of students, not only while in the classroom, but also during lunch. Teachers and other staff members will give students the dignity and respect they deserve and avoid embarrassing any student.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students; interfering with those rights will not be tolerated.

All personnel employed by the school are expected to relate to students of the school in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include “dating”, “courtship”, or “romantic involvement” are prohibited. These behaviors deviate from ethical and professional standards and shall be deemed unacceptable and contrary to the expectations of school governance. Staff/student relationships

shall reflect mutual respect between staff members and students and shall support the dignity of the student and the staff, the education profession and process.

*Violations of the above shall be considered serious and may result in severe disciplinary action and criminal prosecution.*

### **Dress Code**

Dressing for school begins at home. Please make every reasonable attempt to ensure that your student is dressed appropriately for school. Clothing may be casual in style, but must be clean and neat. The following specifics must be observed at all times when a student is at school. Sunglasses may not be worn indoors. Bare feet are prohibited. Explicitly prohibited are pajama pants, unsightly holes or tears, clothing deemed by a staff member to be too revealing, and any clothing displaying inappropriate or suggestive slogans or sayings.

The administration will have the last word about the appropriateness of dress and appearance. If a student is unsure of the appropriateness of an article of clothing, they should check with the administration.

Arizona law requires students, teachers, and visitors in private schools to wear eye protective ware while participating or observing certain educational activities in vocational, technical, industrial arts, art or laboratory science. Waybright Academy will provide appropriate eye protective wear for these courses.

### **Banned Items**

Students are not allowed to have the following items at school (this includes before, during, or after school or at school-sponsored activities):

- Alcohol
- Dangerous Weapons/Paraphernalia
- Illegal Drugs
- Tobacco/tobacco products
- Smoke/stink bombs

Other items are subjected to administrative approval or denial.

Waybright Academy is a Drug-Free School Zone that extends 1,000 feet beyond the school property. Tobacco use is prohibited in the Drug-Free Zone.

### **Academic Integrity**

Academic integrity is an integral part of Waybright Academy. This means that work submitted as one's own work truly is one's own. Submitting work that is not one's own is academic dishonesty. Academic dishonesty includes cheating and plagiarism.

Consequences of Academic Dishonesty

- 1st Offense - Fail assignment/test in that class (entered as a "0" and not 50%)



Meeting: student, Primary Caregiver, Executive Director

2nd Offense - Suspension & Fail assignment/test in that class (entered as a "0" and not 50%)

3rd Offense - Fail semester in the class where academic dishonesty occurred

4th Offense - Expulsion

### **Discipline Policy**

As a member of the Waybright Academy student body, a student must be conscious of his/her actions at school, meetings, presentations, performances, workshops, events and other gatherings in which they represent our school as a student. The school administration determines the actions for any violation.

Inappropriate behavior is unacceptable, including offensive humor that targets or excludes a person or group of people.

#### **Consequences of Inappropriate Behavior**

1st Offense - Warning

Meeting: student, Primary Caregiver, Executive Director

2nd Offense - Student sent home for the day

3rd Offense - Suspension

4th Offense - Expulsion

Some examples of action taken may be: education and training, Primary Caregiver contact/phone call home, loss of privileges, suspension, expulsion. The range of actions provides the administration with the flexibility to administer disciplinary actions that are appropriate for the developmental level and/or age of the child and the severity of the violation. It is possible to accrue multiple violations in a given incident. Multiple violations may result in a more severe consequence and disciplinary action, such as suspension or expulsion. Suspension can be either in school or out of school based on the violation.

### **Parent/Legal Guardian Conduct**

Waybright Academy takes securing the educational facility and learning environment seriously. Parents/legal guardians are expected to follow no contact drop-off and pick-up procedures. Parents/legal guardians are to not enter the space, unless prior arrangements are made.

### **Technology Acceptable Use Policy**

Parents/legal guardians, as well as students, will be asked to sign an Equipment Rental or Loan Agreement at the beginning of the school year.

The cost of replacement will be determined based on the specific type, and will be communicated upon signing the waiver. These same costs apply if a device is lost.

No outside technology devices (iPads, laptops, etc.) are allowed in the school unless you have permission from a staff member to do so. The technology provided by the school (iPads, laptops, desktops, etc.) is the property of Waybright Academy. No files are to be saved to the device or programs downloaded to the

device without permission. Technology devices provided by the school are for educational purposes only and not for gaming, chatting, parental usage, etc. Students who violate this policy may lose their technology privileges and be subject to appropriate administrative discipline.

No food or drink is permitted near technology devices. Technology devices are expected to be clean and any damage reported to staff immediately.

### **Cell Phone Use**

Students can use personal phones before and after school. Phone use is not allowed during school hours. Photos taken of others are prohibited without consent, so photography at school is not allowed. Office phones are available for use, with permission.

### **Internet Use and Safety**

Computers and networks provide access to resources as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users; respect the integrity of the system and related physical resources; and observe all relevant laws, regulations, and contractual obligations. Use of computers by students and access by students to computer networks and to the Internet are services made available only to further the educational mission of Waybright Academy.

### **Grades and Records**

Teachers will submit syllabi to administration to review for assurance of congruence with school grading policies. Each teacher will provide instruction and grade using administrator-approved planned course syllabi.

### **Grading Policy**

Waybright Academy's Executive Director has the sole and final responsibility for any grade reported. Once the grade has been reported, it may be changed upon the authorization of the Executive Director. This is not a common situation and exceptional circumstances are required for this to occur. If a grade is disputed, a request in writing must be received within five days after the official end of the semester.

### **Report Cards and Transcripts**

Courses are either semester-long courses and will earn a final grade at the end of the semester, or a full year course and will earn a final letter grade at the end of the year. Report cards and progress reports are available electronically.

Transcripts are available upon request. If a student withdraws or transfers to another educational institution, Waybright Academy will forward a copy of a student's record within ten days of any such request unless financial debt is owed or the record has been flagged pursuant to section A.R.S. § 15-829. If coursework is incomplete when a student is withdrawn or transfers, the student will receive a failing grade for each incomplete course.

### **Credit Earned Concurrently**

Students who take a course for credit from another accredited school (with the exception of ASU Universal Learner Program) to satisfy the graduation requirements of Waybright Academy will receive a “CR” on their official transcript. The actual grade earned in that class will not be reported on the official transcript. Those grades earned will not be calculated into a student’s cumulative grade point average. It is the student’s responsibility to provide the official transcript from outside schools to future schools. Students should make Waybright Academy aware of this prior to registering for any course for credit at an accredited school. Waybright Academy will not pay the tuition or fees for this course.

### **Arizona State University**

Students at Waybright Academy may enroll in credits through ASU Universal Learner Program. These courses are offered in the sole discretion of Waybright Academy and instructors may supplement the course material to help the student work through these programs. Because instructors supplement these courses with outside material and projects, the student will receive a grade on their official transcript for these courses, and that grade may vary from the grade earned through the ASU Universal Learner Program.

### **Graduation**

Waybright Academy follows the Arizona State Board of Education High School graduation requirements. Upon completion of their course of study, students will be issued a highschool diploma from Waybright Academy. Contact the Academy for information on your student’s progress toward graduation, please call 480-331-7660 or email [info@waybright.com](mailto:info@waybright.com).