

Unleashing Potential | Transforming Community



Wakanda Virtual Academy

PARENT & SCHOLAR CODE OF CONDUCT

2025-2026

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Organizational Overview

Wakanda Virtual Academy, with learning sites located across the state of Minnesota, exists to unleash the potential of our scholars and transform the community by using education as a lever for change. Wakanda Virtual Academy serves nearly 500 predominantly low-income African-American and East African scholars and delivers a world-class education achieving some of the state's highest math and reading proficiency rates for low-income children, English Language Learners, and children of color.

Mission Statement

The mission of our school is to instruct, empower, enable, and guide scholars to achieve superior academic, social, and moral development.

Vision

It is our responsibility to graduate scholars who have a strong sense of identity, purpose, and emotional intelligence. Through a loving, academically rigorous, and culturally affirming environment we develop emerging leaders who have a sense of duty to transform our community!

Wakanda Virtual Academy Program Information

Our school's formula for success is built on strong standards based instruction and rooted in an understanding of African culture and heritage. Academic skills are taught by the use of scientific, research based reading and math instruction aligned with the Minnesota state and Common Core standards. Science and social studies instruction are taught using a careful balance of textbook instruction and opportunities for experiential learning. All staff at WVA believe all scholars are college bound.

Programs

Wakanda Virtual Academy offers a range of different approaches to learning that offer our students a strong culturally affirming environment that builds a strong sense of identity and belonging. We cater to our students' cultural backgrounds by engaging our families and partners in the community through cultural events such as the Kwanzaa Night program where students share performances based on the seven Principles of Kwanzaa.

WVA staff and students celebrate Peace Night to highlight our East African community showcasing the beautiful and broad cultures of our students' cultural and ethnic backgrounds. Our elementary and middle school programs believe in teaching the whole child by incorporating the learning of technical skills for tomorrow and addressing social and emotional wellness through the implementation of a rigorous well thought out curriculum.

Board of Directors

Specific information about Wakanda Virtual Academy Board of Directors can be found at www.thebestacademy.org under **About Us > Board of Directors Do we want to include our Board members on the website?**

School Administration

Emily Peterson Chief Executive Officer epeterson@thebestacademy.org	Nicholas Boettcher Wakanda Virtual Academy Program Principal nboettcher@thebestacademy.org	Kathrine Foy Instructional Coach kfoy@thebestacademy.org
Kaitlin Pear Director of Student Services kpear@thebestacademy.org	Raine Minke-Joubert Special Education Coordinator rminke-joubert@thebestacademy.org	Jason Burns Senior Vice President of Operations jburns@thebestacademy.org

Lead

Lead in Drinking Water Notification

The district actively monitors and manages the quality of drinking water in our school buildings, including testing for the presence of lead in accordance with state and federal guidelines.

Lead Testing and Response

The district conducts testing of drinking water fixtures used for consumption (e.g., drinking fountains and kitchen sinks) every 5 years to identify any potential lead contamination. Water samples are collected and analyzed by certified laboratories following regulatory protocols. When elevated lead levels (above the action level of 5 parts per billion, per Minnesota guidelines) are detected, affected fixtures are promptly removed from service and appropriate remediation steps are taken, such as fixture replacement or installation of filtration devices. Retesting is conducted to confirm that lead levels are reduced to safe levels before fixtures are returned to service.

Availability of Lead in Water Test Results

The most recent round of testing was completed during Fall of the 2025-2026 school year. Test results and documentation of corrective actions are available for public review on the [district website](#).

High Expectations and Inclusion All Students and Families

Wakanda Virtual Academy, through the Diversity and Equity Policy, has affirmed that learning and work environments are enriched and improved by the presence, contributions, and perspectives of diverse participants. Learning environments must welcome, respect, and value diversity. Our school's Non-discrimination Policy bans discrimination based on race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability, or age in its programs and activities. In addition, our school ensures that children and youth who are homeless and highly mobile have opportunities to achieve the same high academic standards as students who are not homeless or highly mobile. This means that all scholars and their families are welcome and encouraged to participate in the full range of opportunities at our school, including academic classes, school-sponsored organizations, clubs, activities, athletics, and after-school programs. The only limits to participation will be those reasonably related to the activity.

Attendance & Tardiness

School Hours

Our school day is:

Monday-Friday

Start: 7:30 am

End: 2:30 pm

Scholars are required to arrive at school on time (Scholars are considered tardy after 8:00 am.) and to remain in school until dismissal at 2:30pm. It is important that scholars are in school and on time every day to achieve academic success.

Attendance

Attendance is the first step in ensuring academic achievement. Scholars must show up and give their best effort at school each and every day in order to meet their academic goals. At our school, regular attendance is required. Our curriculum is an ambitious one; every day is essential for scholars to keep pace with their class. Parents/guardians/families are expected to ensure that their children are in school. Scholars must remain in the virtual classroom for the entirety of the academic schedule to be considered present.

Illness

Please do not send your child to school if they are experiencing any symptoms such as fever, chills, cough, diarrhea, and/or vomiting. Students who miss school for illness will be marked as "excused" if the

absence is reported to the school by 8:00am. If your scholar tests positive for COVID, please report this to the School

- Please report your scholar's absence for the day to the school by 8:00 a.m. What number should be called? 612-876-4105/4100

If your child is too ill to attend their academic instruction from their learning site location, students can access academic instruction from home. Scholars who attend virtual instruction from home will be counted as present.

Absences

All Absences - "Excused" and "Unexcused" - are Considered Absences

Any day your child does not attend school is considered an absence. Scholar illness (with doctor's note), a death in the family, or a religious holiday (with parent/guardian/guardian's notes) are all considered excused absences at Wakanda Virtual Academy.

Attendance Steps:

- Contact from school
- Connection with family and provide support if needed
- Social Worker, School Counselor, or Family Liaison
- Referral to the Be@School

Hennepin County's Be@School program is designed to support families in school attendance and address barriers to school attendance. Students will first be referred to Be@School after 7 days of unexcused absences. More information about the program can be found at:

<https://www.hennepinattorney.org/prevention/students-youth/be-at-school>

Students who miss an excessive number of days may not be promoted to the next grade. Our policy is in accordance with the state truancy policy.

*Minnesota law states that all students are required to attend school from age 7, or when they enter kindergarten (whichever comes first) until they are 18 years old. A student's failure to attend school may lead to legal action for the parents/guardians and the student.

Consequences For Absence

be@school <http://www.hennepinattorney.org/prevention/students-youth/be-at-school>

The Hennepin County Attorney's Office manages the be@school program, an important initiative to support our children's education and their future. It is estimated that thousands of children in Hennepin County have excessive unexcused absences from school. This is a major societal problem. School absence is a risk factor for substance abuse, teen pregnancy, criminal behavior, and chronic unemployment later in life. Concern for the devastating effects of truancy led to the development of the be@school program. The be@school program serves Hennepin County, with all educational neglect and truancy efforts consolidated under the leadership of the Hennepin County Attorney's Office.

Scholars are required to attend at least 90% of scheduled school days. The Academy reserves the right to retain any scholars who do not meet the attendance requirements or display grade level academic proficiency.

Tardiness

Our doors open at 7:30 a.m. each morning. Scholars must arrive between 7:30 a.m. and 8:00 a.m. Scholars that arrive after 8:00 a.m. (as measured by the school's clocks) are marked tardy. In cases when a school bus or other school-issued transportation arrives late, those scholars riding the bus are not considered tardy.

Tardiness Policy

Under Minnesota Law (120-A-22 subd. 5a), children must attend school 90% of the time until they are 17 years old. This means that a child should have no more than sixteen (16) excused or unexcused absences in a school year.

Scheduling Necessary Appointments

We encourage families to schedule appointments at a time that disrupts learning the least. The best times for appointments is when school is not in session. In the rare case when a scholar has a medical appointment during school, she/he should try not to be absent for the entire school day.

Out-of-School Suspensions are Considered Absences

If a scholar is held out of school due to suspension it is considered an absence.

Tracking and Follow Up on Student Absences

Wakanda Virtual Academy will keep records of all scholars' absences. If a scholar misses school, WVA staff will make reasonable efforts to contact the scholar's parent/guardian by telephone, in writing, or in person. Staff will explain the school's strict attendance policy and request the parent's/guardian's strong support in enforcing this policy. The school administrator will follow up with the parent/guardian about attendance issues.

Students will be placed on a tiered system to track attendance and attendance gaps. Families will receive regular communication regarding their scholar's attendance

Academic Programming

Learning Environment

Our school is committed to teaching, learning, and academic achievement for all students. To achieve this goal, the learning environment must be safe, orderly, and well managed. It is the expectation that all

students are active learners and responsible members of the learning community. Our staff and families share responsibility for developing and maintaining learning environments in which every member is:

- Safe
- Respectful
- Responsible
- Learning
- Treated with dignity and kindness

The academic day at the Wakanda Virtual Academy consists of:

Reading (Language Arts), Writing , Mathematics, Science, Social Studies, Social/Emotional Skills, Specialists, and Intervention

Assessment

At Wakanda Virtual Academy we strive for excellence and have high expectations for our scholars. We strive to give each scholar ample opportunity to meet the academic challenges they will encounter, now and in the future. We assess (test) our scholars regularly, gather data from these assessments, and use the data to enhance instruction so scholars achieve mastery of the concepts and skills being taught. The assessment tables below show the guidelines we have established for our scholars.

Classwork

At our school scholars are given different opportunities to succeed in the virtual classroom. Classwork encompasses a variety of learning experiences including: independent and group work, projects, exit slips, as well as participation. Students are responsible for completing and turning in all classwork. In the event of an absence, students should contact their teacher for any missed assignments.

Assessment Tables:

<i>Grade Calculation</i>	
50%	Assessments (weekly quizzes, unit tests, comprehensive exams - COMPS)
50%	Classwork (includes participation, exit slips, projects, and independent work)

<i>Grading Scale</i>	
Exceeds Standards (E)	90% +
Meets Standards (M)	80% - 89%
Partially Meets Standard (PM)	70% - 79%
Does Not Meet Standard (DNM)	70% and below

Honor Roll

B Honor Roll: Students with an overall average between 80%–89.99%.

A Honor Roll: Students with an overall average of 90% or higher.

Additional Requirement: To qualify for either honor roll, students may not have more than one class below 75%.

Retention Process

In order to be eligible for promotion, scholars in grades K-8th must demonstrate the ability to meet these expectations, including being in attendance, through each term of the school year. Should a scholar not meet these expectations, it will be at the discretion of the school to promote the scholar to the next grade level.

For students at risk of retention:

1. Families will be notified on or before winter conferences
2. Families will work together with the school to build a plan for academic success
3. Academic success plans will be reviewed with families at spring conferences and a final decision will be made for placement in the upcoming school year.

Scholars who have been previously retained at Wakanda Virtual Academy are welcome to return in order to make sure that their academic goals are achieved. Administration is responsible for overseeing the support plan for retained scholars, which includes:

- A check-in plan organized for each retained scholar at the beginning of the year;
- WVA will keep abreast of his/her grades, and offer additional support services if needed, which could include organizational skills and developing good study habits.

School Operations

Transportation

Bus Information

Inappropriate Bus Behavior

We treat the bus as an extension of the school. Scholars must remain in their seats, talk quietly, and follow all directions given by the bus driver and or bus aide. Inappropriate bus behavior may result in suspension, or termination of transportation services. If your child is suspended from the bus it will be the parent's/guardian's responsibility to arrange for alternative transportation.

Bus Dismissal

Bus dismissal times are as follows:

Monday - Friday at 2:30pm

Scholars will be escorted from their classrooms to the dismissal area by learning coaches and dismissed according to their bus number. If you need your child to get off the bus, please go to the main office where someone will contact the bus monitor, and your child will be escorted back into the building for pick-up.

Parent Transportation Option:

Parent Transportation Agreement

Parents/guardians have the option to transport their scholars to and from school every day. Parents will be reimbursed based on the transportation agreement with the school and will drop off and pick up on time from their designated door and time slot.

Parent Transportation Arrival

Parent Drop Off arrival times are as follows:

Monday-Friday at 7:30am

Parent Transportation Dismissal

Parent Pickup dismissal times are as follows:

Monday-Friday at 2:30pm

Scholars will be escorted from their classrooms to the dismissal area by school staff members and dismissed as designated pickups arrive. Scholars who are picked up from school before the dismissal time must be signed out at the main office by an authorized pickup person.

Authorized Persons

To ensure the safety of all scholars, only authorized persons are able to pick up a scholar from school. The authorized persons would be any/all parents/guardians and listed emergency contacts as provided by the scholar's parent/guardian. In the event you need to have someone pick up your scholar that is not an authorized pickup person or you have changes to authorized persons, please contact the front desk at 612-876-4105

Late Pick Up Notice

Students will be dismissed to their designated parent-pick-up door at their designated time. All children must be picked up by their designated time. In the event that your child has not been picked up within your 15 min window, and we have not heard from the parent/guardian, we will take the following steps (in order):

1. Call the parent/guardian
2. Call those listed on the authorized/emergency contact for pick-up list
3. 4:00pm - If no contacts can be made and the scholar(s) have not been picked up by this time, child welfare or the police will be contacted for assistance.

Late Pick-Ups will be tracked and monitored. In the event that the policy is being violated, there will be a meeting with the principal, executive director, or board chair.

If families are unable to consistently pick up scholars as outlined above, they may choose instead to set up bus/cab service.

Food Service Meal Program

Nutrition

Nutrition plays a critical role in health and wellness. In order to support scholars' success, we provide a healthy well balanced meal twice per day at school. Our food service provider is Done Right Foods.

Free and Reduced Lunch

All families will need to complete a form that enables the school to participate in the free or reduced-price meal program.

Food Service Times

Breakfast and lunch will be provided daily at Wakanda Virtual Academy. Breakfast will be served daily from 7:30am-8:00am and lunch times will vary for each grade level. Breakfast will not be served after 8:00am, so scholars must arrive on time in order to have breakfast at school.

Food Allergies

Families who need a special diet due to medical reasons or a disability will need to complete a special diet form by contacting the school nurse or the health office. The phone number for the health office is 612-876-4136. Any questions, please reach out to Kaitlin Deverapalli, kdeverapalli@thebestacademy.org or call at 612-876-4040.

If a scholar has lactose intolerance needs, families may request lactose free milk for students. The form is located with the school nurse in the health office. You may reach the health office at 612-876-4136.

Home Lunch

While every scholar will be provided a meal, families may choose to provide a home made lunch for scholars in addition or instead of the school provided meal. Scholars will not have access to a refrigerator or microwave, so meals must be packed accordingly.

If you are sending lunch to school with your child, we ask that you send in nutritious foods. Please do not let your child bring unhealthy drinks (e.g., colas or juices heavy in sugar) or unhealthy foods to school. Candy, gum, chips, and soda are not allowed to be eaten at school. If you choose to send lunch, the entire lunch must be in one bag or container labeled with the scholar's name.

School Closings

2025-2026 School year Calendar

The complete 2025-2026 School Year Calendar can be found on our website at:
<https://wakandaacademymn.com/calendar/>

Please see the 2025-2026 School Year Calendar for a complete list of school release days, conferences, and other events.

Inclement Weather

We will close school only in cases of extreme weather conditions. It is the policy of the board of directors to keep the school open as much as possible. If you don't know whether we are delayed, closed, or open during inclement weather please visit the school website (www.thebestacademy.org), call the school voicemail (612-876-4100/4105/4099), listen to radio stations (WCCO-AM, KMOJ-FM), or check a local television news channel (4, 5, 9, 11).

In the event that weather conditions make it unsafe for scholars to attend in-person learning at designated learning sites, the school will shift to an E-Learning Day for all scholars. On these days, all instruction will take place remotely, and scholars will be expected to engage in learning from home.

Teachers will post assignments, facilitate virtual lessons, and provide support to ensure continuity of learning. Attendance will be taken based on student engagement in online activities, completion of assignments, or communication with teachers.

Families will be notified of the E-Learning Day decision through official school communication channels, including email, text, and/or the school website. This policy ensures that instructional time is preserved while prioritizing the safety of scholars and staff.

Field Trips

Field Trip Policy

Field trips are a wonderful opportunity for scholars to participate in learning experiences outside of the classroom. They are fun and exciting experiences and we strive to find affordable opportunities for students to participate in each year. There is usually a fee that must be paid for each scholar to attend a field trip. The fee will vary for each field trip and will be clearly communicated along with each individual field trip permission slip.

Permission Slips

Permission slips are required for every field trip. Scholars cannot attend field trips without having a permission slip signed by the legal parent/guardian.

Field Trip Attendance

Field trips are considered an extension of the classroom. As a result, scholar field trips are based on homework, attendance, grades, behavior, or other criteria designated by the school. Scholars are expected to attend school even if they are unable to attend field trips due to academic or behavior issues.

If a scholar is dismissed or suspended from a field trip due to behavior, monies will not be refunded.

Extracurricular Activities

Extracurricular Activities

Our school offers various extracurricular activities outside of the traditional school day. Participation in these activities may require an additional fee, and parents/guardians will be notified by the school prior to the beginning of these programs.

Activity Fees

Wakanda Virtual Academy may require students to pay for certain specified school-related costs. Those costs may include but are not limited to:

- Uniforms (beyond the initial free uniform provided)
- Extracurricular activity fees & supplies
- Damage to technology

- Personal athletic equipment
- Field trips
- Voluntary student insurance
- Musical instruments
- Student publications
- Graduation announcements
- Post-secondary instructional programs excluding adult basic education programs, and personal stationery supplies.
- Lost or destroyed textbooks, workbooks, and library books if the school district annually informs parents and students about its fee policy regarding lost and destroyed books.

Wakanda Virtual Academy must hold a public hearing before imposing a fee that is neither authorized nor prohibited by statute. School districts may waive fees for economically disadvantaged students.

Extracurricular Activities: Scholar Expectations

Scholars who are participating in extracurricular activities must maintain academic progress and proficiency. If scholars are not at a partially meets in all of their core classes, they will be put on an academic improvement plan. Scholars must adhere to their academic improvement plan to remain eligible for extracurricular activities. Additionally, scholars must be present at least 90% of school days to remain eligible for extracurricular activities. Scholars who are under 90% attendance will be placed on an attendance plan. Scholars must adhere to the attendance improvement plan to remain eligible for extracurricular activities.

Visitor Policy & Family Involvement

Family Involvement Policy

Wakanda Virtual Academy is a partnership between school leadership, teachers, scholars, and scholars' families. Although the job of making decisions about school policy belongs to the board of directors, executive director, and principals, family involvement is absolutely critical to the success of the school.

Wakanda Virtual Academy's family-school relationships are maintained through:

- Conferences with scholars, families, and teachers
- Orientation prior to the start of school
- Teacher-family calls
- Parents/guardians who serve on the school's board of directors
- Volunteer opportunities

Wakanda Virtual Academy's families are asked to:

- Reinforce Wakanda Virtual Academy's academic and behavioral standards at home
- Provide a quiet space for students to study
- Provide positive reinforcement of scholar progress and success
- Help scholars with homework
- Ensure that scholars complete all of their homework every night
- Chaperone field trips and volunteer at the school

- Attend programs/special assemblies throughout the year
- Attend all family/teacher conferences

Visitor Policy

All visitors, including parents/guardians, must sign in at the main office of their scholar's learning site and be given a visitors badge before proceeding forward in the building. The visitor badge must be present at all times while in the building, and we ask that all visitors sign out after the visit is completed and before leaving the building. We have an open door policy for our parents/guardians; however, if a teacher is having a special, closed activity she/he may choose not to accept visitors at that time.

Volunteer Policy

Wakanda Virtual Academy welcomes family volunteers. All volunteers must complete a background check prior to any volunteering taking place. Volunteers must reflect our values of high morals, unity, and high academic standards.

Grievances/Complaints

The Wakanda Virtual Academy wants to ensure that communication between parents/guardians, community members, and staff benefits the students. All parties will be engaged in a respectful and productive dialogue surrounding the point of concern.

If a resolution cannot be achieved through the homeroom teacher, the parent/guardian or community member will inform school leaders of the concern. The following steps must be taken in order to make a formal complaint:

1. Request a conference with the program principal and teacher citing specific concerns and listing the names of all others you wish to attend
WVA - Principal: Nicholas Boettcher nboettcher@thebestacademy.org
The principal or principal's designee will set and confirm an appointment with the concerned party or parties.
2. If the complaint is not resolved in the conference, the principal will request that the parent or community member make the complaint orally or in writing.
 - Any complaint remaining unresolved may be forwarded to the Executive Director.
 - Complaints against school administrators will follow the same protocol, except that the initial complaint will be reported to the executive director.

Student Culture & Expectations

Student Dress Code

Appearance & Hygiene

For scholars to be prepared for learning, it is important that they come to school ready to learn. This includes wearing conducive clothing for learning and being well rested. It is important that scholars prepare for the day prior to coming to school. If a scholar needs support in preparing

for the day or unusual circumstances arise, families or scholars can request assistance from the school nurse, social worker, and/or school counselor.

Every scholar will be responsible for arriving at school neat and clean. Every scholar should maintain the scholarly appearance and freshness of his/her attire on a regular basis. In the event that a teacher notices any student with repeated occurrences of poor hygiene, the student will be referred to the nurse, related services staff, principals, or director who will contact the parent/guardian. Scholars should not attend to their appearance in class. The expectation is for the scholar to prepare prior to their arrival at school.

Dress Code:

We have a required school dress code for several important reasons:

- ***Reduces distractions.*** When there is a clear dress code for students to follow, this reduces any possibility of clothing distracting others from their learning.
- ***Ensures that attire worn by students aligns with our values.*** Having a dress code aligned with WVA's values of high morals and academic standards ensures that students are dressed in a way that reflects our school's values and mission.

Dress Code Policy:

Wakanda Virtual Academy encourages students to take pride in their appearance as it relates to a respectful and productive school environment. This dress code applies to all students, whether attending in-person at a learning site or participating in online classes from home.

It is essential that all students, regardless of their learning location, maintain high standards in their daily attire. Students should dress in a way that aligns with the educational setting and supports a safe, healthy, and respectful learning environment for themselves and others. Clothing choices should not disrupt or distract from the learning process.

Below is a list of examples of items not permitted in school. This list is not exhaustive, and final decisions regarding appropriate attire will be made at the discretion of building administrators.

Clothing that is disruptive or potentially disruptive to the educational process is prohibited, including, but not limited to, the following:

- a. Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, weapons discriminatory, racist, sexist or otherwise degrading or sexually suggestive or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- b. Wearing clothing in a manner that represents and/or promotes threat/hate groups or supremacist groups is prohibited.
- c. Wearing clothing that does not cover, chest, or buttocks. Clothing that does not cover undergarments, and undergarments that are worn as outer garments.
- d. Wearing see-through pants and shirts are prohibited.
- e. Wearing a costume face mask or wigs in school that would not allow the student to be identified is prohibited.

Additional Dress Code Guidelines:

- Leggings are only allowed when worn under dresses. Wearing t-shirts over leggings is not permitted.
- Hats are not permitted to be worn in buildings.
- Shoes and sneakers are allowed. Flip-flops or soft-soled footwear designed as beach or athletic wear is not allowed.

Scholars not Dressed in Alignment with Dress Code:

For any scholars who arrive at a learning site or online session in clothing that is not aligned with the dress code will have their parent or guardian contacted immediately. The parent or guardian will need to provide the scholar with appropriate clothing, in alignment with our dress code policy. After the first dress code infraction, there will be a required meeting with the scholar, the scholar's parent or guardian, and the school principal or program director.

Student Behavior Standards & Conduct

Wakanda Virtual Academy K-8 Digital Citizenship Policy

Purpose

At Wakanda Virtual Academy, we believe that responsible digital behavior is essential for a successful and respectful learning environment. This Digital Citizenship Policy is designed to:

- Minimize access to distracting or inappropriate digital content during school hours
- Encourage scholars to take responsibility for their online actions and participation
- Promote a safe, respectful, and focused online school community

Expectations for Scholars

All scholars are expected to follow these digital citizenship guidelines while participating in the online school environment:

1. Stay Focused on Learning

- Scholars must access only assigned platforms and learning tools during instructional time.
- Visiting unrelated websites, playing games, watching non-educational videos, or accessing personal social media during school hours is prohibited.
- Scholars may not access any content that disables Securly or attempt to bypass or access content blocked by Securly.

2. Be Responsible Online

- Scholars must log in on time, remain engaged in live lessons, have cameras on and actively participate.
- Devices should be fully charged and ready for learning each day.
- Scholars must protect their login credentials and use their school accounts only for school-related activities.
- Chat features and online tools should be used respectfully and appropriately.

3. Demonstrate Respect and Integrity

- Scholars must use kind and appropriate language in all digital communications.
- Recording or sharing class sessions, peers, or teachers without permission is strictly prohibited.
- Plagiarism or submitting work that is not their own is a violation of academic integrity.

Consequences for Not Following the Digital Citizenship Policy

Failure to follow the digital citizenship policy will result in the following progressive consequences:

Violation Level	Consequence	Restorative Action
1st Violation: Level 1	Verbal reminder of expectations and infraction logged in Digital Citizenship Tracker Parent or Guardian is notified	Re-teaching of appropriate digital behavior Scholar is required to submit reflection to site coordinator and school leader
2nd Violation: Level 2	Conference is scheduled with family to discuss ongoing violation of policy. Site coordinator, family, and scholar are present at meeting. 2nd infraction logged in Digital Citizenship Tracker Fun Friday Privilege is taking away for the week	Scholar sets a digital behavior goal in collaboration with site coordinator and family. Scholar must sign behavior contract aligned with their digital behavior goal
3rd Violation: Level 3	Conference is scheduled with school-leader, site coordinator,	Scholar writes comprehensive letter explaining how we have

	<p>family and scholar.</p> <p>Fun Friday Privilege is taken away for two consecutive weeks</p>	<p>reached our 3rd infraction and how they will avoid a 4th infraction.</p> <p>Letter will be shared at conference with school leader, site coordinator, family and scholar present.</p>
4th Violation: Level 4	Scholar will lose technology privileges for one week and be required to complete physical work only	Parent meeting to discuss re-entry to using school technology again.

Student Technology Policy

At Wakanda Virtual Academy, we are committed to providing scholars with access to technology that supports learning, engagement, and academic success. Each scholar will be issued a Chromebook for school use. By accepting and using a Chromebook, scholars agree to the following responsibilities:

Care and Use of Technology

- Scholars are expected to handle their Chromebook with care and use it only for educational purposes in alignment with school policies.
- Chromebooks should be kept clean, free of food and drink, and stored securely when not in use.
- Scholars must not deface, decorate, or damage their device in any way.

Transportation

- Scholars are responsible for bringing their Chromebook to and from learning sites each day, fully charged and ready for use.
- Devices should be transported in a protective case or backpack and should never be left in vehicles or exposed to extreme temperatures.

Responsibility for Damages

- Scholars and their families are responsible for the Chromebook assigned to them.
- Any loss, damage, or theft of the device must be reported to school staff immediately.

- Families will be financially responsible for the cost of repairs or replacement due to neglect, misuse, or intentional damage.

Appropriate Use

- Chromebooks must be used in accordance with the school's Digital Citizenship and Acceptable Use policies.
- Inappropriate use, including accessing unauthorized websites, cyberbullying, or using the device for non-educational purposes may result in disciplinary action and restricted access.

By following this policy, scholars help ensure that technology remains a powerful tool for learning. Thank you for supporting responsible digital behavior.

Community Building

Our school offers a variety of ways for students and staff to build community. Some examples are morning meeting, closing circle/daily wrap up, certificates and awards, class parties, classroom colleges, lunch with an administrator, and more.

Student Behavior Expectations

We believe that students at our school are entitled to learn and develop in an environment that promotes self-respect, self-determination, and respect for the African world community. We realize that *"It takes a village to raise a child"* and we fully expect that everyone will contribute to the harmony and holistic well-being of our school community by honoring the following Nguzo Saba Principles:

Nguzo Saba	
Student Mindset	Adult Mindset
Umoja-Unity	
We strive for and maintain unity in the family, community, nation, and race. We unite as we assume the best of others.	We support the building of culture in all areas of school by promoting our mission and core values. We treat others how we wish to be treated and always assume the best of others.
Kujichagulia - Self Determination	
When we fail, we don't give up. We have a growth mindset. We define and name ourselves, as well as to create and speak for ourselves.	We have and demonstrate a growth mindset. We don't give up on ourselves or our scholars. We are responsible to and valued by our colleagues, parents, scholars and community members.
Ujima - Collective Work and Responsibility	
We take ownership for our learning and are a positive productive member of our community.	We plan together in teams and provide frequent checks for understanding to continuously hone our skills.
Ujamaa - Cooperative Economics	
We manage our Nia points in exhibiting self-discipline.	We provide frequent feedback to scholars and analyze trends.
Nia – Purpose	
All of the work we do and all of my education will help to build and develop my family and my community.	We have high expectations for ourselves as we teach and facilitate our scholars' learning and emotional development.
Kuumba – Creativity	
We will consistently challenge ourselves to take an interest in and learn new things for fun.	We employ dynamic teaching practices to ensure the most impactful learning opportunities for every student.
Imani – Faith	
We believe with all our hearts in our people, our parents, our teachers, our leaders.	We base all decisions on what is best for scholars. Our advisees are our sons and daughters.

* Additional principles we recognize:

- Murua=Respect
- Busara= Practical Wisdom

Teacher & Staff Expectations

WVA staff members will:

- Support scholars in their academic, social and emotional growth
- Abide by WVA policies regarding supporting scholars and their needs
- Partner with WVA families to create an optimal educational experience
- Model and acknowledge appropriate social behavior at all times and in all settings

Principal Expectations

WVA principals will:

- Lead WVA programming and scholar support initiatives
- Will ensure that WVA's policies are being followed by all stakeholders
- Audit WVA's programming effectiveness and quality

- Model and acknowledge appropriate social behavior at all times and in all settings

Family Member Expectations

Community Members (parents, guardians, visitors, etc.) will:

- Be respectful with their tone, volume, language, and cadence
- Value a growth mindset toward social behavior
- Initiate and accept the apology of action
- Support and abide by the Behavior Management Cycle
- Model and acknowledge appropriate social behavior at all times and in all settings

School-wide Behavior Management System

Overview

Our approach to discipline is rooted in a belief that the learning environment is sacred, both virtual and physical learning environments. In our school we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for scholar behavior, and we “sweat the small stuff” to create and preserve a focused learning environment. Additionally, we root our school in the Nguzo Saba Principles. These principles are the foundation for expectations that we expect from our students.

The Nia system reinforces the desired behaviors from our scholars in our learning site classrooms, virtual classrooms, and common areas such as hallways, bathrooms, and cafeterias. Effective utilization of the Nia system will ensure we have a unified code of conduct and consistent intervention protocols.

LiveSchool Point System

Our teachers use a large array of strategies to promote positive behaviors and to correct problem behaviors. One of the main strategies is LiveSchool points. Scholars can accumulate points throughout the day. LiveSchool points are the “currency” for scholars to earn various rewards, class parties, and field trips. Our staff use positive reinforcement whenever possible, doing our best to “catch” scholars doing the right thing. We recognize and celebrate scholar success at every opportunity and award bonus points to scholars who go above and beyond, or when they fix their misbehavior. We also use consequences and a problem-solving approach to help scholars fix behavioral problems.

With the LiveSchool point system, students can ONLY accumulate points and the points cannot be taken away. The points will accrue over the course of the day, starting from zero. Undesired behaviors will still be logged into LiveSchool, however they will be logged as zero points and not a deduction of points. While negative behaviors do not deduct from a scholar's point total, they do go to their overall positivity ratio. Scholars Fun Friday eligibility is determined by their positive to negative behavior ratio in LiveSchool during the week. Scholars who have a 5:1 ratio or higher will be eligible for Fun Friday on a weekly basis. Middle school scholar's positivity ratio determines the scholar's fun Friday eligibility. Scholars who do not earn fun Friday will reflect and be taught replacement behaviors that can help the scholar earn fun Friday the next week.

Bonus Points

Scholars are able to earn bonus points each day for displaying desired behaviors. Bonus points are used to redeem rewards. Bonus points are logged in LiveSchool for scholars. Families are able to stay up to date on their scholars behavioral performance by opting into their scholar's behavior tracking system parent portal. Access to behavior data is done through a QR code provided to families by the scholar's teacher.

Progressive Approach to Discipline

Step One: Verbal Redirections (at least two, teacher discretion)

Step Two: Logging of undesired behavior in LiveSchool

Step Three: Intervention with learning site coordinator

Step Four: Written referral and phone call home

Step Five: Family meeting to create behavior plan for scholar

Infractions & Consequences

Misbehavior in school disrupts teaching and learning and may cause injury to the individual who is misbehaving or others, damage property, or violate school rules or civil law. Misbehavior ranges from very minor to very serious infractions. Similar misbehavior may have different causes in different situations. Therefore, schools must use a wide range of responses to misbehavior to help students learn appropriate behavior, avoid repetition of similar incidents by the student(s) involved or others, and maintain a safe learning environment.

Listed below are misbehaviors that are so serious that a student must be removed from school to maintain a safe and orderly learning environment. There are three sets of misbehavior that will always result in suspension, except for students with disabilities. It is expected that whenever a student is suspended, other interventions will be used as well. Other misbehaviors may result in suspension depending on the severity of the incident. In addition, Wakanda Virtual Academy has identified nine misbehaviors that may result in referral for expulsion.

The Wakanda Virtual Academy complies with the Minnesota Pupil Fair Dismissal Act and the Individuals with Disabilities Education Act regarding procedures for suspensions, expulsions, and other disciplinary acts. Whenever a student is referred for expulsion, s/he will be given a five day suspension which can be extended up to 10 days for special education students or 15 days for general education students.

The following chart summarizes consequences for severe misbehavior which may result in suspension, and/or expulsion. Wakanda Virtual Academy recognizes that situations may arise that are not covered by these policies and procedures. Wakanda Virtual Academy trusts the leadership of each school leader to make sound decisions in the best interest of individual students and the school as a whole. The principal retains the right to take appropriate action to ensure the safety of the school, students, and staff, and to provide interventions and consequences that will help students learn appropriate behavior. It is the

principal's responsibility to seek other options and to use suspension judiciously in order to maximize the amount of time students are safely and productively in class.

Infractions	Actions	Suspension	Referral for Expulsion	Police Referral
Possession of a Weapon (knife, gun, rocks, pencils, harmful objects, toy weapons)	Immediate confiscation by administration; Intervention; Parent Communication	1-5 days	Possible	Possible
Possession/Use of Alcohol/Tobacco/Drugs, unauthorized/un-prescribed medicine	Immediate confiscation by administration; Intervention; Parent Communication	1-5 days	Possible	Possible
Possession/Use of Inappropriate Substances/Objects (matches, lighters, mace)	Immediate confiscation by administration; Intervention; Parent Communication	1-5 days	Possible	Possible
Other Safety Violations (running away, skipping, leaving the classroom, leaving the building)	Intervention; Parent Communication; Possible ISS	0-3 days	Possible	Possible
Physical Aggression (pushing, poking, shoving, scuffling, unfriendly touch, biting, spitting, hazing)	Intervention; Apology of Action; Possible ISS	0-3 days		
Bullying (continual/extreme verbal or physical harassment; repetitive harmful actions; spreading rumors/gossiping; social media/cyberbullying/ sexting; inappropriate websites)	First Offense: Intervention; Second Offense: Peer Mediation; Third Offense: Team meeting (parents, BI, GC, SW, admin)	0-5 days	Possible	Possible
Obscene Gestures (gang-related, sexual)	Intervention; Parent Communication	0-3 days		Possible
Boyfriend/Girlfriend (kissing, touching)	Intervention; Parent Communication; Repeat offenses may result in OSS	0-5 days		
Verbal Aggression (arguing, teasing, name calling, inappropriate school conversation, mocking)	Intervention; Apology of Action; Possible ISS	0-3 days		

Harassment (culture, religion, language, race, disability, LGBTQ+)	Intervention; Apology of Action; Possible ISS	0-3 days	Possible	Possible
Severe Defiance of Authority (failure to comply with the request or direction of an adult; persistent lack of cooperation)	Intervention; Apology of Action; Possible ISS	0-3 days		
Severe Temper Tantrum	Direct to BI; Parent Communication; Possible ISS	0-3 days	Possible	
Theft/Possession of Stolen Property	Intervention; Apology of Action	0-3 days	Possible	Possible
Property Offenses (vandalism, unauthorized use of school equipment)	Intervention; Parent Communication; Apology of Action	0-5 days	Possible	Possible
Cheating/Copying	Automatic zero on assignment; Parent Communication; Repeat offenses may result in ISS/OSS	0-3 days		
Forgery	Intervention; Apology of Action; Repeat offenses may result in ISS/OSS	0-3 days		

Detention Policy

It is the goal of Wakanda Virtual Academy to provide the best possible educational experience for the students in our community. A possible alternative to suspension for students' misconduct may result in an after-school detention. While in detention, students will work on academics assigned by their classroom teacher. The parent will be notified by a school representative the day prior to the detention. The parent will be responsible for picking the child up at the time designated by school staff. Students are allotted three detentions for each term. Any offenses after that may result in suspension.

Suspension Process

In the event that student misconduct results in a suspension, it is our expectation that a re-entry meeting takes place between all parties. Please refer to the Infractions and consequences table above for possible reasons for suspension.

In the event of a suspension, the following will take place:

1. A referral is written

2. A brief meeting with student, behavior interventionists, and administration will be held
3. A phone call is made to parent/guardian
4. Administration signs off on suspension
5. A re-entry meeting is scheduled and will take place upon the student's return to school.

After three out of school suspensions the scholar may be considered for expulsion from the school.

Expulsion Process

Expulsion is reserved for extraordinary circumstances, including, but not limited to, circumstances where a scholar's conduct poses or continues to pose a danger to the safety and well-being of other scholars, school personnel, or any other person lawfully on school property, attending a school function, or on school-provided transportation.

After three separate suspensions the scholar may be considered for expulsion from the school. Administration will make expulsion determinations based on the information/facts surrounding the altercations and/or suspensions. When expulsion is warranted, the following steps will be taken:

1. School administration will contact the scholar's parent/guardian in writing informing that the scholar is being considered for expulsion from the school.
2. The school administration will provide the board of directors with written notification of the request of expulsion.
3. The school board shall make findings of fact and recommendations as to the appropriate measure of discipline. The board will conduct a hearing and notify the school and the parent/guardian of the date and time of the hearing. At the hearing the scholar shall have the right to be represented by counsel or advocate (at the scholar's/parent's/guardian's expense), the right to question witnesses against him/her, and the right to present witnesses and other evidence on his/her behalf.
4. After the hearing is conducted, the school board will notify the school and the parent/guardian of its decision concerning the expulsion in writing.
5. If the parent/guardian is not satisfied with the decision of the board, they may file a written appeal to the board within five (5) business days of the date of the decision. Final decisions of the board may be appealed to the commissioner of education within 21 calendar days of the school board action/decision. An appeal is solely the responsibility of the parent/guardian. At any time during this process, the parent/guardian has the right to withdraw the child from the school. Withdrawal of a scholar being considered for expulsion must occur before the parent/guardian receives written notice that the scholar has been expelled from the school. If the withdrawal occurs after the parent/guardian has received notification of expulsion from the board of directors, documentation of the expulsion will be included in the scholar's permanent record.

Pupil Fair Dismissal Act

Retrieve here: [Pupil Fair Dismissal Act](#)

Safety

Visitors

Visitors are welcome in all schools, and family attendance at school programs is encouraged. It is important that all visitors sign in and out at the reception desk and receive a visitor badge to wear during the visit. During the school day, all visitors should be escorted to their designated location. Wakanda Virtual Academy reserves the right to deny or revoke permission to visit individuals or groups who do not comply with school procedures, or if the visit is not in the best interest of students, staff, or the school. A visitor who does not comply with school policies and procedures may be guilty of criminal trespass, and school personnel will call to request an immediate police response.

Technology

Technology is a vital component within the Wakanda Virtual Academy framework. Students and staff will use the internet to participate in academic instruction, learning activities, to ask questions of and consult with experts, to communicate with other students and teachers, and to locate resources to meet their educational and personal information needs. Our school has established guidelines for appropriate use of technology and the Internet.

Students, staff, and parents/guardians are advised that some websites may contain inappropriate or offensive material. School administrators and staff do not condone the use of such materials and do not permit usage of those materials in the school environment. Situations where students and/or staff knowingly use such materials in school will be addressed in accordance with the Wakanda Virtual Academy discipline policies. Our school administrators have the right to terminate the access privileges of any student or staff who violate the guideline.

- Student computers are monitored daily by Securly, an online monitoring system.

Electronic Devices, Cell Phones, Tablets, etc.

Scholars are not permitted to use or make any personal electronic devices or cell phones visible in school. Wakanda Virtual Academy encourages scholars to leave cell phones at home. If their devices are powered on, visible, or making noise, the phone will be confiscated. Scholars should also understand that they are not allowed to take pictures or videos of themselves or friends in bathrooms or any other school areas without authorized permission. If scholars violate this policy the following steps will be taken:

- The first time a scholar's phone is confiscated, s/he will be given a warning, and the phone will be returned at the end of the day.
- The second time a scholar's phone is confiscated a parent/guardian may pick up the phone at their convenience during school hours, Monday through Friday.
- The third time will result in the scholar not being allowed to bring their device in the building or need to turn in their cellular device as they enter the building

Administration is not responsible for the upkeep of cell phones while in their possession. It is the responsibility of the parent/guardian to retrieve all phones as quickly as possible and hold their scholars accountable to the policies and procedures of cell phone use. For safety reasons and to minimize classroom distraction the administration asks that parents/guardians contact scholars only through the main office. We will not reimburse any items that are lost or stolen.

Toys, Games, and Gadgets

Scholars are not permitted to bring toys of any kind to school. All toys, cards, and games, will be confiscated and returned only to the parent/guardian. The same policies for cell phones apply for any major electronic games (PlayStations, Nintendo DS, etc.).

Video Cameras

Wakanda Virtual Academy is authorized to use video cameras on school property and transportation vehicles to ensure the safety of all staff, students, visitors, and property. The cameras may be used in locations deemed appropriate by the Executive Director, as allowable by state and federal laws. Video recordings may become a part of a student's educational record. Wakanda Virtual Academy will comply with all applicable state and federal laws related to record maintenance and retention.

Data Privacy

The records that Wakanda Virtual Academy maintains in its files, which identify students or discuss students' needs or accomplishments, are private data. This means that members of the public and The Wakanda Virtual Academy employees whose duties do not require that they have access to this information may not see these records unless consent is given by the parent/guardian, or a law or court order authorizes access. Certain kinds of information have been categorized by Wakanda Virtual Academy as directory information. Directory information, even though it is identifying information, can be released to the public. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

- The student's name, dates of attendance, grade level, participation in officially recognized activities and sports, and honors and awards received.
- Directory information does not include personally identifiable data that references religion, race, color, social position, or nationality.

Families may notify the building principal if they do not want directory information about them to be made public, and the request will be honored.

If an emergency occurs and knowledge of the information is necessary to protect the health and safety of the scholar or other individuals affiliated with Wakanda Virtual Academy, the school can release information about a scholar to appropriate parties, i.e. a hospital, police department, or emergency squad.

In the event that a student transfers to or applies for admission to another school, including post-secondary schools, Wakanda Virtual Academy will transfer the student's records to that school upon receipt of request.

The Wakanda Virtual Academy will bill health care providers for health care services required in an Individual Education Plan (IEP) if an IEP exists.

Health Records

It is essential that parents/guardians cooperate with the school nurse in bringing all medical records up to date. Children whose records are not up to date in accordance with state law will be excluded from school until the nurse has been provided verification that the scholar may attend or return.

All scholar medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered.

Medication

Wakanda Virtual Academy strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Medication must be brought to school in its original container to be administered by the school nurse. Note that medication will not be given without the completion of the Administration of Medication form, which must be completed by a healthcare provider. Families can obtain a copy of this form by calling or visiting the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin,

Tylenol, and other over-the-counter medicines. Scholars are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school; however, scholars are permitted to carry their inhaler with written consent from their primary doctor, as well as medications administered as noted in a written agreement between the school and the parent or as specified in an IEP, 504 Plan, or IHP (Individual Health Plan). For further information on medication or any health related issues please call the school nurse.

Parent/Guardian Contract for Academic Expectations

As a parent who has enrolled my child at Wakanda Virtual Academy, I am committing to the following actions:

I understand that if my child's records are not up to date in accordance with state law, s/he will be excluded from school until such a time proper documentation is provided.

I understand that K-8th grade scholars must maintain grade level expectations in all academic areas. In order to be eligible for promotion, scholars in grades K-8 must demonstrate the ability to meet these expectations through each term of the school year and be in attendance at least 90% of scheduled school days. Should they not meet these expectations in reading or math and pass writing, science, social studies, or attendance it will be at the discretion of the school to promote the scholar to the next grade level. If a scholar is being considered for retention, the teacher will inform the parent in writing and in person during winter conferences. A plan will be put in place to improve the academics and or attendance that is of concern and regular progress reports will continue to be sent home. If the scholar does not meet WVA's expectations in all subject areas and attendance by the end of the year, the parent will be notified again in writing and in person at the end of the year conferences about the decision of retention.

I will attend meetings with administration to discuss academic performance or behavioral concerns when called or scheduled.

I will read and respond to all materials sent home by the school and classroom. I understand that I am responsible for classroom books and technological devices, and if lost or damaged I will have to pay replacement costs.

I will communicate respectfully at all times with all stakeholders (including, but not limited to, all school employees, parents, scholars) at my child's school. I understand that if I fail to communicate accordingly, I will be denied access to the campus and/or my child may be disenrolled from the school.

Parent/Guardian Letter of Commitment

Wakanda Virtual Academy is a school of choice. When you enroll your child, you are selecting us for the reasons that make our school unique. We expect much from our scholars. In turn, we also expect much from our families in order to ensure the success of our scholars and the success of our school. Our school requires commitments from parents/guardians that may not be required in other schools. Your signature on this letter indicates that you understand the various expectations of our school (see below) and agree to read and understand The Wakanda Virtual Academy School Code of Conduct prior to school starting, which will state all policies and procedures and that you will comply with them. The policies listed below are CRITICAL to your commitment:

- I will ensure that my child is in school every day, on time and is picked up accordingly at dismissal time or, when needed, at his/her designated bus stop, except for illness or other legitimate reasons.
- I will read and agree that my child will adhere to the dress code policy. In the event my child is in violation of the dress code policy. Administration will take the following actions:
 - Call parent/guardian to bring the appropriate dress code item(s) to school.
- I will support the school-wide discipline policy and Nia Point System, follow through with any behavior problems noted by the teacher, and visit the school as needed.
- I will attend all parent/teacher conferences, parent involvement activities, orientation/reorientation meetings and parent education opportunities.
- I will carefully read all papers that the school sends home.
- I will be knowledgeable of homework assignments and assist my child with all homework assignments when needed.
- I will provide a regular time and quiet atmosphere for my child to complete daily homework and study.
- I will assure homework is done in compliance with the homework policy.
- As an advocate for my child I will address any concerns that I may have in a respectful manner.
- I understand that bullying will NOT be tolerated, and any infraction may result in out-of-school suspension and/or expulsion.

Parent/Guardian Letter of Commitment Signature Page

By signing the Letter of Commitment, I, the parent/guardian, agree to meet the conditions outlined in the above contract in order to best support my child's academic success at Wakanda Virtual Academy.

***Please return the signature page to your scholar's teacher.**

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Student's Name (Please Print)

Student's grade

Date