

2009

WESTLAKE ACADEMY Board of Trustees Policies Manual



Westlake Academy

Rev. June 2009

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Admissions

TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY

Policy No. 09- 10

Date Board Adopted: May 4, 2009

Date Board Amended: N/A

Effective Date: May 4, 2009; *contingent upon approval by TEA*

Policy Category: Admissions

Policy Name: Westlake Academy Admissions Policy

Policy Goal: Communication/Transparency of student and parent requirements for admission into Westlake Academy; Engagement of stakeholders and fiscal stewardship

Policy Description:

Applications from new students are accepted from December 1st through January 31st. Currently enrolled students receive a *Notice of Intent to Return* form the first week of January. This form asks students to state whether they intend to return to Westlake Academy the following school year and to identify any siblings who wish to attend Westlake Academy the following year. This form must be returned by January 31st.

Currently-enrolled students expressing a desire to return are automatically enrolled for the following school year upon timely receipt of the *Notice of Intent to Return* form. A currently-enrolled student who originally obtained admission as the child of a Westlake Academy faculty member beginning with the 2009-2010 school year retains the right to re-enrollment only if the student's parent continues to serve on the Westlake Academy faculty. Vacancies in each class are then determined.

If the number of eligible applicants does not exceed the number of vacancies, then all eligible applicants who timely applied will be offered admission. If there are more eligible applicants than available spaces in a class, then admission shall first be offered to eligible applicants residing within the geographic boundaries of the Town of Westlake.

**TOWN OF WESTLAKE
WESTLAKE ACADEMY
BOARD OF TRUSTEES POLICY**

Policy No. 09- 10 (cont'd)

Policy Name: Westlake Academy Admissions Policy (cont'd)

Admission for any remaining spaces shall be determined by lottery, except that siblings of returning students, the children of Founders, the children of current Westlake Academy faculty, and the children of current employees of the Town of Westlake are exempt from the lottery and will be given priority in admission. All eligible transfer applicants will be placed in the lottery. A name will be drawn for each vacancy that exists, and each applicant whose name is drawn will be offered admission. The remaining names will be drawn and placed on a waiting list for each grade level in the order they are drawn. If a vacancy arises, the individual on the waiting list with the lowest number assignment will be offered admission.

Applicants are not required to provide copies of transcripts or other academic records prior to enrollment. In addition, a student will not be precluded from enrolling due to Westlake Academy Charter School's failure to receive the information required for enrollment from the student's parent and/or previous school.

Westlake Academy Charter School does not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or the district the child would otherwise attend.

Westlake Academy will not enroll any student with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under Texas Education Code Chapter 37, Subchapter A.

**TOWN OF WESTLAKE
WESTLAKE ACADEMY
BOARD OF TRUSTEES POLICY**

Policy No. 09- 09 :

Date Board Adopted: May 4, 2009

Date Board Amended:

Effective Date: May 4, 2009

Policy Category: Admissions

Policy Name: Proof of Residency Policy, Westlake Academy

Policy Goal: Clear and concise communication for students and parents regarding admission requirements based upon: a.) residency status; b.) assisting in the engagement of all stakeholders by clarification of the residency status, and c.) the inclusion of a process/criteria for admittance of grandchildren of Westlake resident grandparents who submit appropriate and acceptable documentation that they are providing substantial after school care for their grandchild wishing to be admitted as a Westlake Academy student.

Policy Description:

If, during the enrollment period, Westlake Academy receives more applications from eligible applicants than there are spaces available in a class, then admission shall first be offered to eligible applicants residing within the geographic boundaries of the Town of Westlake. In order to receive priority admission consideration as a resident of the Town of Westlake, each applicant's parent, legal guardian, or other person having lawful control must provide the following proof of residency with the enrollment application:

Required Documentation to Establish Residency

A parent, legal guardian, or other person having lawful control, must present a current utility bill or other proof of residence showing an address within the Town of Westlake boundaries and provide a photo identification card that includes the person's photograph, name, and an address that matches the utility bill or other proof of residence.

Policy Name: Westlake Academy Proof of Residency Policy (cont'd)

Acceptable photo identification cards for proof of eligibility shall include a current and valid state-issued driver's license, a Texas identification card, a valid passport, a military or government-issued identification card, or a consular card. Westlake Academy will not accept a credit card, debit card, or any membership card for proof of eligibility, even if such card includes a photograph.

Nonresident Student in Grandparent's After-School Care:

The parent and grandparent of a nonresident student requesting admission as a Town of Westlake resident due to a grandparent providing substantial after-school care for the student shall provide the required proof of residency based on the grandparent's Westlake residency and provide notarized documentation on a form provided by Westlake Academy confirming the extent of after-school care to be provided by the grandparent.

The Head of School shall have authority to approve such admission applications in accordance with the following criteria: a minimum of ten (10) hours per week of documented after-school care provided by the grandparent at the grandparent's Westlake residence.

Residency Review

A Westlake Academy representative may make periodic visits to a home to verify that the student is actually living at the address provided on the enrollment application or is entitled to enrollment as a resident because of after-school care provided by a grandparent. A person who presents false information or false records to obtain admission to Westlake Academy commits a criminal offense and is subject to prosecution under Texas Penal Code Section 37.10.

Faculty Attraction and Retention

TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY

Policy No. 09-06 :

Date Board Adopted: February 9, 2009

Date Board Amended: N/A

Effective Date: February 9, 2009

Policy Category: Faculty Attraction and Retention

Policy Name: Personnel Decisions, Responsibility for

Policy Goal: Efficient and Effective Recruitment / Accountability / Retention of Staff

Policy Description: Administrative regulations governing Texas Charter Schools allow the Board of Trustees to delegate to its Chief Executive Officer (CEO) responsibility for personnel decisions. As such, it is the purpose of this Board policy to delegate this function to the CEO as follows:

- a.) The CEO or his/her designate is delegated all authority to offer employment, terminate employment, evaluate, promote, demote, appoint, and employ all Westlake Academy employees, except the Superintendent/Head of School.
- b.) The CEO or his/her designate shall define the qualifications established by the Board, duties and responsibilities of all Academy positions and shall ensure that job descriptions are current and accessible to all employees and supervisors.
- c.) All compensation will be in accordance with Board approved teacher salary scales and establishment of new positions shall be approved by the Board.
- d.) The Board shall have input into the process utilized for the selection of section head positions.

Parent – Student Relations and Expectations

TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY

Policy No. 09-04

Date Board Adopted: February 9, 2009

Date Board Amended: N/A

Effective Date: February 9, 2009

Policy Category: Parent- Student Relations and Expectations

Policy Name: Parent-Student Handbook

Policy Goal: Effective Communication of Parent-Student Expectations/Standards

Policy Description: The purpose of this policy is to outline the Board of Trustees' desired outcome to have a Parent-Student handbook to facilitate communication to Westlake Academy parents and students of the various aspects of the Academy's operations, student expectations, and student standards.

In that light, the Westlake Academy staff is charged with drafting, updating, and publishing, at least annually prior to the start of school, a Parent-Student Handbook (Handbook). A copy of the current Handbook will be placed on the Academy's web site. During the course of the school year, the Academy staff is responsible for identifying amendments that may need to be made to the Handbook. If any amendments are made, they shall be communicated in a timely fashion to all Academy parents and students prior to their effective date.

Policies now in the Handbook related specifically to expulsion and parent grievances are reserved for Board approval and amendment. These will be placed in an appendix to the Handbook. Additionally, other future Board policies determined to be relevant information for Academy students and their parents may be included in this appendix.

Student Achievement

TOWN OF WESTLAKE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY

Policy No. 09-03

Date Board Adopted: January 12, 2009

Date Board Amended: N/A

Effective Date: January 12, 2009, *contingent upon approval by TEA*

Policy Category: Student Achievement

Policy Name: Grading System, Westlake Academy

Policy Goal: Effective and Understandable Student Achievement Measurement

Policy Description: This grading policy applies on to the Secondary School - Grades 7 and above.

Westlake Academy, as an IB MYP and DP school, gives grades out of 7 (7 being the highest grade, 1 the lowest, with 4 being considered a 'pass' by IB standards). Thus, there are three steps to this process:

1. How we record the semester grades
2. How to convert those grades from 7-1 to a percentage
3. How to convert this percentage to a GPA

1. Semester grades. There are two semesters, and each is marked in the same way. Each semester has three marks recorded - 40% of the total mark is the work from the first half of the semester, 40% from the second, and 20% from the end of semester exam.

Where the average is .5, we will take standard mathematical practice and round this up – e.g. 3.5. becomes 4.0. This is because all submitted grades need to be whole numbers.

A mid-term progress report is issued to parents at the end of the first half term, and a full report card at the end of the semester.

2. Grades to percentages. These semester grades can be converted to percentages.

7= 96 – 100
6 = 90 – 95
5 = 83 – 89
4 = 76 – 82
3 = 70 – 75

2 = 60 – 69
1 = 59 and below

3. Percentages to GPA. All courses, with the exception of physical education courses, will be included in the GPA. Pre-IB and Pre-AP courses, in addition to IB and AP courses, will be weighted. College courses taken for high school and college credit (dual credit) will be weighted.

IB/AP/DUAL CREDIT

90—100 = 4.0	90—100 = 5.0
89 = 3.9	89 = 4.9
88 = 3.8	88 = 4.8
87 = 3.7	87 = 4.7
86 = 3.6	86 = 4.6
85 = 3.5	85 = 4.5
84 = 3.4	84 = 4.4
83 = 3.3	83 = 4.3
82 = 3.2	82 = 4.2
81 = 3.1	81 = 4.1
80 = 3.0	80 = 4.0
79 = 2.9	79 = 3.9
78 = 2.8	78 = 3.8
77 = 2.7	77 = 3.7
76 = 2.6	76 = 3.6
75 = 2.5	75 = 3.5
74 = 2.4	74 = 3.4
73 = 2.3	73 = 3.3
72 = 2.2	72 = 3.2
71 = 2.1	71 = 3.1
70 = 2.0	70 = 3.0
69 and below = 0.0	69 and below = 0.0

The selection of Valedictorian and Salutatorian: During the second semester of the 12th grade year, percentage grades will be averaged to determine the top 2 students in the class. All grades for courses receiving high school credit, with the exception of P.E. grades, will be used in the computation. The Head of Secondary and Head of School will verify the computations and the results before they are announced.

Grade Conversion Chart following:

Grade Conversion Chart as referenced in Grading System Policy:

7	100		
6.9	100		
6.8	99		
6.7	98		
6.6	97		
6.5	96		
6.4	95		
6.3	95		
6.2	94		
6.1	94		
6	93		
5.9	93		
5.8	92		
5.7	92		
5.6	91		
5.5	90		
5.4	89		
5.3	89		
5.2	88		
5.1	88		
5	87		
4.9	87		
4.8	86		
4.7	85		
4.6	84		
4.5	83		
4.4	82	2.2	67
4.3	82	2.1	66
4.2	81	2	65
4.1	81	1.9	64
4	80	1.8	63
3.9	80	1.7	62
3.8	79	1.6	61
3.7	78	1.5	60
3.6	77	1.4	59
3.5	76	1.3	59
3.4	75	1.2	59
3.3	75	1.1	59
3.2	74	1	59
3.1	74		
3	73		
2.9	73		
2.8	72		
2.7	72		
2.6	71		
2.5	70		
2.4	69		
2.3	68		

**TOWN OF WESTLAKE
WESTLAKE ACADEMY
BOARD OF TRUSTEES POLICY**

Policy No. 09-08

Date Board Adopted: March 9, 2009

Date Board Amended: N/A

Effective Date: March 9, 2009

Policy Category: Student Achievement

Policy Name: Board Parameters for School Sanctioned Trips

Policy Goal: Students Who Become Well Balanced, Life Long Learners

Policy Description: The Board of Trustees supports Academy sanctioned trips as a means to pursue, promote, and enhance IB learning goals for Academy students as set out in the IB Learner Profile. As such, all school sanctioned trips should fit and promote this IB Learner Profile, the IB curriculum, as well as be of direct educational value for the student participants of these trips.

To that end, student trips should be planned to coordinate as much as practical with the Academy's school calendar. A school planned trip that occurs during the time the Academy is in session should also adequately address the academic needs of the students that cannot attend the trip. The Head of School or his designate is responsible for establishing chaperone ratios that address safety needs. All trips must be planned in accordance with requirements established in the Parent-Student Handbook or other administrative procedures and requirements approved and set out by the Head of School.

In an effort to provide the safest possible environment for the students of Westlake Academy, this policy for student trips will be enforced on any and all trips that require students to be away from the property located at 2600 Ottinger Road, Westlake, Texas, 76262.

Any trip taken away from the school is a privilege, not a right, and as such, students are required to represent our school in a responsible manner. This privilege could be revoked as a disciplinary measure if deemed necessary by the school administration.

The following are the Westlake Academy Residential Trips Policy Rationale and Learning Outcomes:

Rationale:

At Westlake Academy, we believe that residential trips give the students greater opportunities for experiential learning within an appropriate, relevant and authentic context, as well as the chance to develop their independence and self-

management skills.

Time away from home helps cement and forge friendships, as well as strengthening the bonds that they have with their teachers.

In addition to the aforementioned, residential trips afford students with the opportunity of experiencing different perspectives and cultures, thus promoting and developing greater understanding and international-mindedness.

Learning Outcomes:

DEVELOPING KEY SKILLS

- Using and applying knowledge, skills and understanding in different, realistic and exciting contexts
- Developing the ability to work co-operatively
- Developing the ability to communicate successfully
- Showing initiative and a positive attitude
- Showing greater independence, moving towards self-reliance
- Becoming increasingly risk aware and increasing understanding and independent action

RAISING ACHIEVEMENT BY BOOSTING SELF-ESTEEM AND MOTIVATION

- Raising self-esteem through successful participation and enjoyment
- Developing a positive attitude to learning
- Helping demonstrate strengths and understanding of limitations
- Encouraging responsibility
- Improving behavior
- Addressing disaffection

DEVELOPING SOCIAL EDUCATION AND CITIZENSHIP

- The ability to work with others, accept and support them, building relationships
- Learning to tolerate others and respect their views – understanding equal opportunities
- Learning to accept the consequences of their own actions
- Learning to defend their own point of view
- Encouraging a commitment to voluntary service
- Exploring attitudes and values they will carry into adult life

PROMOTING EDUCATION FOR SUSTAINABLE DEVELOPMENT

- An appreciation of the natural world as a source of interest and challenge
- A concern for living things
- An understanding of the need for interdependence between people and the environment
- Recognition of the effect of present actions on the future
- An increasing ability to access evidence and make personal decisions

PROMOTING HEALTH AND FITNESS AND A POSITIVE USE OF LEISURE (where applicable)

- Developing a positive attitude to physical activities and a health lifestyle
- Developing and experiencing physical fitness and well-being

- Achieving success in physical activities
- Developing self-respect and self-discipline and the ability to cope with adversity