



P.A.S.S. Student & Family Handbook

2016/2017 School Year

PODER Secondary
2201 Morrie Ave.
Cheyenne, WY 82001

Table of Contents

The Mission.....	3
The Philosophy.....	3
Attendance.....	4
Tardiness	5
Homework.....	5
Independent Reading.....	6
Make-Up Work	6
Cell Phones.....	6
Communication – A School and Family Partnership.....	6
Promotion to the Next Grade	8
Discipline	8
Code of Conduct.....	9
Hours of Operation.....	10
Lost and Found.....	10
Messages / Voicemail.....	11
Nursing Services & Medication	11
School Calendar & Closings	11
School Lunch Program.....	11
School Visitor Policy	12
Student Records.....	12
School Uniforms	13
School Uniforms – Components	13
School Uniforms – How to Purchase	14
Grievance Policy	14
Board of Trustees	14
Parent Advisory Committee	15
Tennis.....	15
Chess	15
Transportation	16
School Supplies.....	16
Family Contract.....	17

The Mission

PODER Secondary (P.A.S.S.) is a public charter school with one mission: To prepare students for college and beyond, through rigorous academic and athletic programs. We go above and beyond the traditional school model to give students what they need to gain acceptance to, and to graduate from, a competitive four year college.

Students will learn how to maintain good study habits, manage their time, and recognize the appropriate time and place for certain behavior. Accordingly, each party involved, from the parents, to the school, to the students, will be held accountable for some aspect of the overall mission.

The Philosophy

We believe the road to college begins in the early days of elementary where students develop the work ethic and discipline needed to achieve academic success. High expectations are set from day one and we dismiss the notion that “college isn’t for everyone.” We adhere to an unwavering belief that all students regardless of their incoming academic performance, socio-economic status, or native language, are capable of being excellent scholars and athletes, and have the potential to succeed in college...and beyond.

Our educational philosophy consists of five primary components:

- Mastering the Opportunity to Learn by Focusing on Literacy
- Implementing a Rigorous Curriculum in the Core Subjects of Reading, Writing and Math
- Preparing for Collegiate Success by Developing Tools for Advanced Work
- Improving Academic Performance by Providing a Structured Learning Environment
- Implementing a Culture of Success by Instilling a Foundation of Strong Values

Attendance

Attendance is the most basic requirement for academic success. Parents will be held accountable to adhere to the PODER Secondary attendance policy in order to ensure that students are getting the classroom hours they need to succeed.

At PODER Secondary, regular attendance is required and poor attendance will not be tolerated.

Parents are expected to ensure that students are at school every day, on time, and in PODER uniform. Every effort should be made to schedule appointments after-school hours or on days when school is not in session.¹ Any student with **five (5) or more unexcused absences** in one school year will be considered “habitually truant” as defined by Wyoming Statutory Law.

Absences *will only* be excused for medical emergencies related to the student and/or immediate family members, (i.e. parents or siblings) or for extenuating circumstances beyond the control of the student/parent. All excused absences must be approved by the Chief Academic Officer (CAO) or **Principal**. Any absences that are not excused by the CAO/Principal will be considered unexcused.

The CAO/Principal will have the right to request a doctor’s note and/or any other documentation for verification purposes.

Suspensions:

Suspensions should be extremely rare at PODER Secondary. Absences due to suspension or expulsion of a student shall be considered excused absences and will not be included in the count for habitual truancy per Wyoming statute.

Appointments and Early Pick-up:

Students are expected to stay in school until the very end of the day (5:00 P.M. for regular dismissal). It is very disruptive to the learning environment when students leave school early. Therefore, students who are not given approval by the CAO /Principal to leave school early will be marked as an unexcused absence.

Attendance Policy Procedure:

PODER Secondary maintains attendance records for all students. If a student misses school, the school staff will contact the parent by telephone, writing, or in person to inquire as to the reason. After the *third* unexcused absence, the CAO/Principle will schedule a conference with the parents to discuss attendance issues. After the *fifth* unexcused absence, the CAO/Principal will notify the District Attorney who shall then initiate proceedings in the interest of the child under the Juvenile Court Act.

¹ In this handbook, all references to “parents” include non-parent guardians and custodians. At PODER, guardians and custodians carry the same rights and responsibilities as parents.

- **Mandatory Tutoring:** If a student is in need of tutoring, parents are obligated to bring their child to school at the appropriate times. These tutoring times may be held before or after school, during weekends, summer break, winter break, or spring break. Students who do not comply with mandatory tutoring schedules may be held back in grade at the discretion of the CAO/Principal.

Tardiness

Getting to school on-time is a key to academic success. Students who arrive late will likely miss academic instruction, disrupt the classroom, and distract other students. Statistically speaking, tardiness is one of the most common reasons why people lose their jobs in the workforce. Accordingly, we seek to promote professionalism from an early age.

Definition of Tardiness:

Students must arrive between 8:10am and 8:30am every morning. Students arriving after 8:30am will be considered tardy. If a student is late to school, the parents must come in the front office and sign him/her in. Otherwise the student may be marked as absent.

Consequences for Tardiness:

Every **three (3) tardies** will equal one unexcused absence and will be recorded as such in the student's file. The CAO/Principal will call the student's parent to discuss the problem and develop a corrective plan. Excessive tardies coupled with unsatisfactory academic performance may lead to mandatory tutoring at the discretion of the CAO/Principal.

Homework

Homework is an essential part of the school's educational program. It is designed to reinforce the skills that students learn in the classroom and to promote good study habits. Students should expect to spend **an hour** on homework every night. Parents will be held accountable to ensure that homework is neat, clean, and thorough.

In addition, every student is required to spend at least 20 minutes reading every night, including weekends and holidays. Reading Logs will be sent home every day, and must be returned with a parent signature to verify that the reading requirement was met and supervised.

Reading Logs will be included in the student's Homework Folder. Homework Folders are designed to help each student develop a sense of organization. All assigned homework must be completed and placed in this folder along with the Reading Log. Homework folders will go home with the student every day, and will be collected by teachers every morning.

Students may lose in-school privileges (i.e. recess) if homework is late, missing, incomplete, or shows a lack of effort, or if the Reading Log is not completed properly. Moreover, students may also face consequences if they do not come prepared with all the necessary books and supplies.

Excuses made on behalf of the parent will not excuse students from this obligation.

Independent Reading

Research has shown that the #1 way to improve on reading skills is to READ, READ, READ. The students who read frequently outside of the school will perform higher on reading tests, and will generally score higher in non-reading classes as well. Supporting your student's independent reading at home is the #1 way to help him/her improve speed, accuracy, vocabulary, and comprehension.

Although PODER students will have high-quality reading time during school, they must READ, READ, READ at home every night, weekend, and during vacations. Parents should make sure to supervise their student's reading for at least 20 minutes every night, including on weekends and holidays. It would be especially helpful to your student's development if you ask him/ her to read out loud and then take breaks to summarize what he /she has just read. Then ask them to answer simple comprehension questions. Please do not sign your student's independent reading log if you have not actually seen him/ her read. You and your student may be tempted to cut corners, but skipping this important reading requirement will only hurt your student in the long run. READ, READ, READ. There are simply no short cuts.

Make-Up Work

After returning from an absence, students are expected to promptly complete any missed assignments. The time generally allowed to complete this work will be the number of days the student was absent, except in the case of an extended illness. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

In the event of a planned absence, parents should notify the student's teachers several days in advance so that they can prepare a packet of work for the student to complete during the absence. Again, absences from school directly hurt a student's academic progress. A student should only be absent in the case of a serious illness, family emergencies, and other unavoidable conflicts.

Cell Phones

Students are not allowed to use cell phones in school or on school field trips or excursions, unless otherwise approved by school personnel. If a cell phone is used during school, it will be confiscated from the student and held by the CAO, Principal, or Office Manager until the parent comes to the school to pick it up.

Communication – A School and Family Partnership

Academic success for each student will require an effective partnership between the school and the parents. Accordingly, every parent must commit themselves to becoming partners in the education of their student. The first step of this commitment is to understand, and to sign-off on the *PODER Family contract*. The contract outlines the required commitment for parents, students, and teachers. Parents and students should expect to go beyond the minimum duties identified in the contract. If you have any questions or concerns about this commitment, it is

important that you address those questions or concerns with the CAO/Principal before the school year begins or as soon as possible. A copy of the contract is included at the end of this handbook.

Communication is an integral element for an effective partnership. There are several ways that the school will communicate with parents throughout the year:

- **Thursday Folder:** Every Thursday, your student will bring home a weekly update from the school. This will contain important information about the schedule/calendar, events, announcements, field trips, and other important reminders. It is very important that you take the time to read the update in its entirety. Parents are asked to sign-off on their student's Homework Folder each week to let us know that you have received this important information.
- **Teacher Phone Calls:** When necessary and appropriate, teachers will speak with each of their students' parents over the phone to describe how the student is progressing.
- **Progress Reports:** Halfway into each quarter (marking period) parents will receive written Progress Reports from their students' teachers. Progress Reports will not contain final grades. Instead, they are an important mechanism for communication while there is still time to act to correct any problems before the end of the marking period. Parents must sign a form indicating that they have received and read all Progress Reports.
- **Report Card Conferences:** At the end of each quarter, parents will be required to come to the school for Report Card conferences with their student's teachers. Parents will receive a written Report Card at the conference. These are important opportunities for parents to learn about their student's progress and needs. Participation by parents at Report Card conferences is required.
- **Behavior Alert / Academic Alert:** If your student is experiencing a behavior or academic problem, PODER will send home a written notice. Parents should make sure to review the concerns outlined in the letter with their student. PODER asks parents to acknowledge their receipt of the notice by signing and returning to the school an acknowledgement form. Parents should contact the school if they have any questions or wish to discuss the issue.
- **Meetings:** Please keep in mind that if the school requests a meeting with you and your student, it is because we need to discuss something important with you. If you would like to schedule a meeting with a teacher or administrator, please contact them directly.
- **Visits:** If you wish to visit the school, please see the School Visitor Policy discussed below.
- **Parent Concerns:** PODER has an open door policy and it welcomes comments and questions from parents or anyone else in the community. If you have a question, concern, or suggestion relating to school policy, academic grades, discipline decisions, or anything else, we invite you to schedule a meeting with your student's teacher, the CAO, or any member of the Administrative team, as appropriate.

PODER has adopted a **Grievance Policy** by which all parents and/or members of the community should adhere to. (The Grievance Policy is discussed further below.) We understand that as parents, you have strong opinions about issues concerning your student. We ask that you express these opinions in a professional and respectful manner. If a parent is disrespectful to a teacher or administrator, the conversation will be cut short and continued at a later time.

PODER is a very demanding school with high expectations for academics and behavior. All of us – parents, teachers, and administrators – are working hard to prepare your student to succeed in college. We are all part of your student’s team, and if we all work together, *we will succeed*.

Promotion to the Next Grade

PODER Secondary maintains high standards for academic promotion. Neither parents nor students should assume that a student will pass from one grade to the next. The student must earn promotion by demonstrating mastery over the required academic content. Promotion decisions are based on student grades, standardized test scores, attendance, and homework completion records among other measures.

Generally speaking, in order to be promoted to the next grade, students must demonstrate proficiency and have a final grade of 80% or higher in each of the core skill classes: Reading, Writing, and Math. A student may not be promoted if he/she is performing significantly below grade-level standards. We will look thoughtfully at student test scores, examples of student work, teacher observations, and other measures, including attendance and behavior, to make these decisions. Special Education students who have an Individual Education Plan (IEP) will be held to the same standards as the rest of the students, but will be promoted to the next grade based on successful completion of the goals outlined in their IEP, in conjunction with PODER standards. Students with IEPs who have significant attendance or behavioral problems unrelated to their IEPs may be retained for these reasons.

Discipline

We believe the road to college begins in the early days of elementary where students develop the work ethic and discipline needed to achieve academic success. High expectations are set from day one and reinforced through an intricate system of rewards and penalties. Every aspect of the day is well-structured in order to maximize efficiency. Teachers are trained to ‘sweat the small stuff’ and to rectify any disruptive behavior at its root.

Students are prohibited from talking and/or wandering in the hallways, and bathroom breaks are monitored closely. This serves to minimize the excessive ‘horse play’ that can often lead to bullying. Students may lose various privileges such as recess, La Junta, field trips, or other social events for violations to the Code of Conduct (discussed below), while students who exemplify model behavior are given a variety of privileges, and are recognized at an assembly held each week. A strong and demanding school culture lies at the heart of our method and is a central ingredient to our success.

The staff at PODER Secondary is trained to use a problem solving approach with regard to discipline. We rarely suspend students and will do so only after all other options have been exhausted. The procedure for suspension and/or expulsion will follow 21-4-305 and 306 of the Wyoming Statutory Law. The CAO/Principal will have the final authority on all disciplinary issues.

Code of Conduct

The following *Code of Conduct* will set forth, in explicit terms, the bounds of acceptable behavior at PODER Secondary. Students shall adhere to all expectations and exhibit a sense of pride and professionalism that will carry forward to high school and beyond.

The *Code of Conduct* was designed to ensure student safety at all times, and to limit distractions so teachers and students can focus on what is important, and that is preparing for college. Parents will be advised and held responsible for knowing the school's *Code of Conduct*, and it should be understood that parental reinforcement of school policies and values are a necessary part of the overall mission.

The following four virtues will guide expectations for student behavior both in and out of the classroom:

- *Knowledge*: To continually strive for more information and wisdom
- *Effort*: To give 100% in each and every endeavor
- *Respect*: To maintain dignity while treating others as you wish to be treated
- *Perseverance*: To tenaciously pursue your dreams and your goals

Rules:

- 1. Students shall not disrespect teachers, students, or school property.**
- 2. Students must arrive at school in PODER uniform every day.** (Any student who arrives out of uniform may be prevented from participating in class until he/she is in uniform.)
- 3. Students shall not arrive late to school.**
- 4. Student shall not disrupt class and/or any PODER events.**
- 5. Students shall not chew gum, eat, or drink anything other than water during class, unless otherwise approved by school personnel.**
- 6. Students shall not bring headphones, cell phones, gaming devices, or any other electronic devices to school, unless otherwise approved by school personnel.**

- 7. Students must always come prepared for class.**
- 8. No excessive horseplay, play-fighting, or inappropriate touching of other students will be permitted.**
- 9. The use of profane or otherwise inappropriate language will not be permitted.**
- 10. Stealing will not be permitted.**
- 11. Students shall not leave school grounds for any reason without adult supervision.**
- 12. No possession of weapons on school grounds will be permitted.**
- 13. No fighting, violence, or threats of violence will be permitted.**
- 14. No possession or sale of any drugs, alcohol, tobacco, or illegal substance will be permitted.**
- 15. No harassment of any form will be permitted including that of a racial or sexual nature.**

Depending on the nature and circumstances of each infraction, a student may be subjected to a range of disciplinary action including a loss of in-school privileges (i.e. recess), required after-school detention, weekend detention, and/or immediate out-of-school suspension and possible expulsion.

Parents of students who are repeatedly disruptive may be requested to sit in on the student's class, meet with the administrative team, and/or take the student home early. Any student declared to be "Habitually Disruptive" due to three (3) or more suspensions from school, may face an expulsion hearing.

Hours of Operation

Hours of operation are from 8:10 A.M. until 5:00 P.M., Monday through Friday. Students are required to arrive at school on time (by 8:30 A.M. at the latest) and to remain in school until dismissal at 5:00 P.M. Mandatory tutoring sessions will be held on various days after-school, before-school, on weekends, or during breaks if necessary. All parents or visitors of the school must adhere to the visitor policy described below. Any member of the Administrative team reserves the right to restrict entry for safety reasons.

Lost and Found

The school will keep a small lost and found box near the main office. Parents may come in any day between 8:10 A.M. and 5:00 P.M. to search the Lost and Found. At the end of every quarter, items left in the box may be donated to a local charity.

Messages / Voicemail

Messages and calls to teachers and students during the school day are discouraged except in cases of emergencies. If you have an emergency, and need to get a message to your student or his/her teacher, please call the main office and/or leave a message on the teacher's voicemail. PODER teachers check their messages at least once a day after school.

Nursing Services & Medication

PODER Secondary will offer a limited range of nursing services for students, and will defer all other medical issues to the district nurse, or to the parents. Parents will be notified of any cause for concern, as determined by school personnel, and are expected to promptly communicate with the school about any medical conditions the student may have.

School personnel will not be permitted to administer medication of any kind without approval from the parent, who must first complete an "Administration of Medication" form as required by the State Health Department. This policy applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines.

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

All policies not covered in this section with regard to health and safety of students will align with Chapter 8, Section 15 of the Laramie 1 District Policy.

School Calendar & Closings

Please see the PODER Academic Calendar for the scheduled school days for the 2014-2015 academic year. A calendar will be provided during registration and is also available on the school's website (www.poderacademy.com). Please note that we do not follow a traditional calendar. Be sure to review PODER's calendar carefully and contact the school if you have any questions.

PODER Secondary will only close in cases of extreme weather conditions. In such situations, we will generally follow the decisions by the Laramie County School District 1 with regard to school delays and closings. If the LCSD #1 announce a delayed opening or a closing, PODER will generally also be delayed or closed. However, PODER reserves the discretion to delay or close schools regardless of a decision made by LCSD #1. To determine whether the school is closed, please call the school's main telephone number: (307) 632-2248, visit the school's website, or listen to local radio and television stations.

School Lunch Program

Both breakfast and lunch will be available at PODER Secondary. The federal government will provide funding so that students from lower-income families can enjoy breakfast and lunch for

free, or at a reduced price. To participate in this program, you will need to complete a form that PODER will provide to you. If your student does not qualify for the program, PODER will contact you to arrange for payment of school meals.

Parents may also send a lunch to school with their student. If you are sending lunch to school with your student, we ask that you send nutritious foods. Please do not let your student bring unhealthy drinks (e.g., colas or juices heavy in sugar) or unhealthy snacks to school.

School Visitor Policy

Visitors and parents are a vital part of the PODER community. We welcome them as volunteers, observers, and partners in the education of our students. However, unannounced visits can be disruptive to our educational program and also pose safety risks, so they are generally not permitted. Parents who would like to visit should call at least one day in advance to schedule a class-visit. The school administrative team reserves the right to deny and/or limit visitor requests, and it reserves the right to schedule visits for certain dates and times as appropriate.

Upon arriving, all visitors must sign in at the Main Office. Visitors will be escorted within the school by PODER staff and will be permitted to enter class during a regularly-scheduled transition period. Visitors may leave at any time. PODER expects visitors to try and minimize any distractions or interruptions.

If a visitor is coming to school to drop something off for a student or to leave a message, the visitor must first check in at the main office. PODER is a closed campus for the sake of student safety. Accordingly, unannounced, unscheduled, and unauthorized visitors are simply not permitted to enter the facility.

Parents or other members of the community will not be allowed to enter the building until 8:30am during the week unless otherwise permitted by the CAO/Principal. This is done for security reasons and to limit disruptions to the classrooms.

Student Records

The school administrative team is in charge of student record keeping and will manage access in accordance with the Family Education Rights and Privacy Act (“FERPA”), and all relevant Wyoming public records statutes. FERPA is a federal law that protects the privacy of student education records and provides certain rights to parents of students who are under the age of 18.

Pursuant to FERPA, the school administration may discuss, explain, and/or make available to the student or his/her parents any “education record” on file. If a parent would like to examine a student’s record, the parent should submit a request in writing to the Principal. Within a reasonable time, the parent will be allowed to inspect the file and request a copy of some or all of the information contained in the record. There are two different types of student education records and each type is treated differently:

Directory Information: Directory Information is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to non-parents for certain, specific uses without the consent of the student or parent. For example, teachers may distribute class lists to everyone in the class so that students may communicate between themselves outside the school. If a parent wants to prevent such information from being disclosed, he or she should submit a request in writing to the Principal.

Confidential Records: Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any person outside of PODER without the written consent of the parent.

School Uniforms

All students must come to school in PODER uniform every day. If a student arrives at school and is out of uniform, parents will be called and asked to bring in a uniform before the student is sent to class. PODER has a required school uniform for the following key reasons:

- 1) **Uniforms unite PODER as a community.** The school uniform is a visual representation of our school community, and the virtues and expectations that students are expected to live up to.
- 2) **Uniforms reduce distractions and clothing competition.** In schools that do not require uniforms, students often focus more on what others are wearing, or not wearing, and this can become a major distraction. Uniforms eliminate this distraction.
- 3) **Uniforms instill equality.** Students come to school dressed in the same manner, so no one is made to feel different or bad about the clothes they have, or don't have.
- 4) **Uniforms look professional.** The uniforms are neat and professional, so students come "dressed for work" and are mentally prepared for the day ahead.

Students may not change out of PODER uniform at any point during the school day. Students must wear the PODER uniform on all school field trips and excursions.

School Uniforms – Components

A complete listing of all approved uniform items can be found in the front office. The school will add various items every year from which parents and students can choose from. Prices for each item are set merely to recover the cost of purchase, shipping and handling. Some of the items currently offered include:

- Collared short and long-sleeve polo shirts
- Wool sweatshirts
- Black PODER leggings
- Black athletic pants

- Black skorts (ladies) and shorts (boys)

PODER is a tennis academy and students will be active, so tennis shoes are required. Students are also required to wear socks or leggings at all times. Every effort should be made to eliminate unnecessary accessories such as bracelets, earrings, necklaces, because they get lost easily and create distraction.

School Uniforms – How to Purchase

Parents may purchase all uniform items at the school office between the hours of 8:10 A.M. and 5:00 P.M daily. Uniforms must be paid for by cash or money order. The school does not accept personal checks or credit cards.

Grievance Policy

PODER Secondary is committed to addressing all issues of concern in the most judicious and efficient manner possible. Accordingly, parents and community members are asked to follow the grievance process outlined below:

- Step 1: If you have a concern that relates specifically to someone else in the PODER community, we ask that you attempt to resolve the issue by communicating directly with the person who is the subject of that concern.
- Step 2: If Step 1 is unsuccessful, or if you have an issue of concern related to curriculum, grades, or teacher conduct, we ask that you schedule a meeting with the CAO or Principal to address the concern.
- Step 3: If Step 2 is unsuccessful, or if you have an issue of concern other than curriculum, grades or teacher conduct, we ask that you schedule a meeting with the Chief Operations Officer (COO) to address the concern.
- Step 4: If Step 3 is unsuccessful, we ask that you address your issue with the Chief Executive Officer (CEO).
- Step 5: If Step 4 is unsuccessful, you may address the Board of Trustees. The Board of Trustees requests that you submit your concern in writing to the Main Office at least 7 days prior to the next Board of Trustees meeting. This will ensure that your concern will be placed on the agenda for the upcoming meeting. The Chairperson of the Board of Trustees will determine the manner by which issues of concern will be addressed during the Board meeting. Any decision rendered by the Board of Trustees will be final and binding.

Board of Trustees

Members of the Board of Trustees are nominated by the CEO and approved by other sitting board members. The Board of Trustees will maintain oversight over the school's budget and governance policies, and will ensure that the school is aligned with the Mission Statement. Furthermore, the Board will ensure that the school operates in compliance with all applicable state and district policies. The specific role and responsibilities of the Board of Trustees are

described in the By-Laws. The Board of Trustees meets every three months, usually on Monday after school hours. The school community and general public are invited to attend the board meetings. Notices and agendas for each Board Meeting are posted at the school and on its website.

Parent Advisory Committee

The Parent Advisory Committee will provide support to the school in a variety of ways, including the coordination of fundraising activities, community outreach and social events. This committee will provide a parent perspective, and will seek out ways to enrich the overall school community. They will meet once a month, and everyone is invited to attend.

Tennis

Research has shown that tennis can increase physical fitness as well as mental capacity. We also believe that specialization is the key to success. Therefore, students at PODER Secondary will train all year around with a specialized tennis instructor as part of their school day.

The majority of classes will be held outside, so students will be exposed to a wide range of conditions from sunny and hot days, to frigid and windy days. Therefore, students must come to school prepared for the elements. Gloves, long sleeve PODER shirts, jackets, wool caps, ear warmers, PODER pants, and scarves are encouraged when the weather is cold. Sunglasses, sunscreen, short sleeve PODER shirts, hats, and PODER shorts are encouraged when weather is hot. The tennis instructor will make a determination as to whether each student is dressed appropriately for the weather. Students deemed unprepared will not participate in tennis and will go to chess instead.

Students will be using rackets that can lead to injury if not used properly. Therefore, every student is required to follow all instructions and abide by all court rules set by the tennis instructor. Students who do not comply after a warning has been given may be barred from the tennis court until the school determines the student is fit to return.

Tennis shoes will be required at all times. Students without tennis shoes may be barred from participation at the discretion of the tennis instructor.

Chess

Chess players are masters of strategic thinking, and are trained to think several moves ahead. It requires intense focus, discipline, critical thinking and determination. We believe these qualities go hand-in-hand with academic success, and serve to give students the mental edge needed to compete in high school and college.

Students will be required to remain alert at all times and behave appropriately. Any students who cause disruption or misuse any of the chess pieces will be given a warning, and then sent to meet with the Principal if the problem persists.

Transportation

Transportation will be provided for students in need via school bus through the Laramie 1 School District. Student riders must abide by all district rules of conduct while on the bus. Bus drivers will report any misconduct to the CAO/Principal, who will then notify parents of the issue. If the misconduct continues to occur, the CAO/Principal reserves the right to remove the student from the bus for a specified amount of time or indefinitely.

The PODER Administrative team will do its best to ensure that bus stops are placed in locations that are convenient for as many parents as possible. However, there are no guarantees as to the proximity of each stop to individual student homes, and parents will ultimately be responsible to make arrangements to get students to the bus stops safely.

PODER Secondary will not be responsible for students before they enter the bus, and after they exit. Bus drivers will make every reasonable effort to ensure that all students who exit the bus are accounted for. Students who are not accounted for will remain on the bus and brought back to the school until arrangements are made for pick-up.

School Supplies

Students will be given a list of required school supplies to buy at the beginning of the school year. Each list of supplies may differ based on grade level. Please keep in mind that these supplies are dealt with as donations, and are integrated into the school's general inventory. Therefore, we are unable to return to supplies if a student should withdraw after the start of the school year.



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Family Contract

As a **parent/guardian**, I pledge to honor the following commitment:

- I have read and understand all provisions of the PODER Student Code of Conduct.
- I have read and understand all provisions of the PODER Student & Family Handbook.
- I will hold my student accountable for meeting the school's expectations with regard to behavior and academic commitment.
- I will make sure my student arrives at school on-time, and in uniform, unless he/she is sick or unable to attend because of a serious family emergency or other unavoidable conflict.
- I will monitor my student's homework, school work and academic progress on a regular basis. I will always encourage him/her to produce the best work possible.
- I will make every effort to maintain a *positive* environment at home where my student can do his/her homework, with all the necessary materials and support.
- I will ensure my student is well-rested and prepared for every school day.
- I will attend all required parent meetings during the school year.
- I will have a current and working phone number on file **at all times** where I can be reached.

As a **student**, I pledge to honor the following commitment:
(*Parents please read this section aloud with your student)

- I will always do my best to follow the rules at PODER.
- I will always do my best to attend school every day, on time and in uniform.
- I will always do my best to listen to the teachers and staff at PODER.
- I will do my homework every night, bring it neatly to school, and turn it in on-time.
- I will always do my best to treat the school and the classrooms with respect.
- I will not steal from others.
- I will always do my best to treat other students with respect.
- I will not leave the school grounds for ANY reason without a parent or a teacher.
- I will not chew gum, eat, or drink anything other than water during class, unless I get permission from a teacher.
- I will not bring toys or cell phones to class, unless I get permission from a teacher.

As a **teacher**, I pledge to honor the following commitment:

- I will arrive on time & fully prepared to conduct my classes in a professional manner.
- I will monitor all homework and notify parents when homework is not complete.
- I will make every effort to ensure that students are engaged and progressing.
- I will enforce all classroom rules and school policies consistently and fairly.
- I will communicate with parents/guardians of my students with reasonable frequency and provide both positive and negative feedback.
- I will maintain the highest standards of academic performance and student behavior.
- I will do my part to ensure that PODER Secondary is a safe environment for all students and other community members.
- I will notify school officials if I believe any student or other member of the school community is in physical danger or is being subject to neglect or abuse of any kind.
- I have read and understand all the provisions of the PODER Student Code of Conduct.
- I have read and understand all provisions of the PODER Student & Family Handbook.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Administrative Signature: _____ Date: _____