

The Academy
At



Wittmann
Learning Center

Student-Parent Handbook
2025-2026

“Let your light shine.”

- Matthew 5:14-16

Dear Parents and Students,

Welcome to The Academy at Wittmann Learning Center! This is our fourth year and I am so excited to continue this journey with you. "The Academy" is what will be used to refer to our full day Private School program at WLC. Please use this handbook as a guide to help you through your child's educational journey as this handbook documents Wittmann Learning Center policies, procedures, as well as student and parent expectations.

Thank you for choosing Wittmann Learning Center for your educational needs!

Deonne Wittmann, M.Ed. NBCT

Administrator

Wittmann Learning Center

*****DISCLAIMER*****

Questions regarding any items within this document should be directed to administration. While every effort is made to provide accurate and current information, Wittmann Learning Center reserves the right to revise at any time, and without notice, statements in this handbook concerning rules, procedures, policies, fees, curricula, courses, or other matters deemed necessary for the betterment of the educational institution.

Wittmann Learning Center does not discriminate on the basis of race, color, notional origin, sex, disability, marital status or age in admission or access to, or treatment of employment in, its programs or activities. It is the intent of Wittmann Learning Center to comply with the law ensuring discrimination does not exist in its policies, regulation, and operations. Wittmann Learning Center is a Private Christian based educational institution that believes in and shares the teachings of Jesus Christ and expects its students and employees to comply with such teachings.

VISION

The Academy at Wittmann Learning Center is committed to providing a Christ-centered education, where all students can learn, while integrating a spiritual, academic, social, physical, and emotional education, while creating life-long learners.

MISSION

The mission of the Academy at Wittmann Learning Center is to inspire and create life-long learners in Christ within a safe, positive, encouraging, and small group learning environment, while meeting individual student needs.

Core Values

Wittmann Learning Center's staff and faculty supports the following statements of philosophy:

- Partner with families
- Introduce God's plan and teach of the love Jesus has for us (Jeremiah 29:11 & John 13:34).
- Provide opportunities and resources to increase knowledge of student's development (Genesis 18:19).
- Provide children with a safe, loving, and nurturing environment where students can find success in learning and learn from their failures (Isaiah 54:13).
- Provide opportunities for each student to build self-worth and confidence (Joshua 1:9).
- Provide opportunities for students to interact with peers and adults outside the family unit (Hebrews 10:24-25).
- Provide students with age-appropriate curriculum and emergent activities, which encompass all areas of the student's development (Psalm 78:1-4).
- Offer real world experiences.
- Create disciples of Christ (Matthew 20:18-20)

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Admission of Students:

- A. A student must meet age requirements:
 - a. a student entering Pre-Kindergarten, K-3, or K-4 must be 3 years old prior to enrollment at Wittmann Learning Center and must be potty trained.
 - b. a student entering Kindergarten must be 5 years old on or before September 1 of the current academic school year.
 - c. a student entering First grade must be at least six years old on or before September 1 of the current academic school year.
- B. A student enrolled must have an updated and valid immunization certificate:
 - a. A certified birth certificate (MS Code 62-23-03).
 - b. An updated Form 121 - Certificate of Compliance, Form 122-A Medical Exemption Certificate, Form 121-T Temporary Compliance Certificate
 - c. A student shall be denied school attendance if the immunization form expires or is no longer valid.
- C. Students new to The Academy at Wittmann Learning Center, other than students entering school for the first time, must present a report card or clearance form from the last school attended. WLC must receive the student's records from the last school attended within thirty (30) days of enrollment or the student may be asked to withdraw until the records are received.
- D. A student must be registered by a parent or legal guardian and provide the school with the appropriate paperwork:
 - a. A valid birth certificate.
 - b. Legal court documents issuing guardianship. Hand written notes or letters from parents will not be allowed. Students living with grandparents, relatives, friends, etc., without legal guardianship documents will not be allowed.
 - c. Court documents of divorced or separated parents showing physical and legal custody.
 - d. Any other court documents that would be deemed necessary. Please discuss such documents with the administrator if you think your individual situation would apply.
 - e. A current statement of Faith
- E. Discipline records will follow students that transfer into or out of WLC. Any student who was referred to alternative school placement in their previous district must complete the time noted by the previous school district prior to consideration for enrollment at WLC. If a student or potential student is involved in an expulsion or expulsion proceedings involving an act of violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, Wittmann

Learning Center reserves the right to deny enrollment, deny attendance, and/or withdraw attendance from the Academy program.

- F. Students who attempt to enroll only due to discipline issues on their part at their previous school/school district will not be granted admission.
- G. A signed enrollment checklist must be completed, signed, and dated by a parent/guardian before completion of enrollment.
- H. A separate student interview and parent interview to be completed prior to acceptance.
- I. By registration of your child(ren) or any student at Wittmann Learning Center, all parents, legal guardians, and students do hereby consent to and agree to obey and follow rules, regulations, and procedures contained in this handbook and such other oral directions of school administrators or teachers as may be necessary or desirable to carry out the orderly educational process of the the school and the safety of its students. Further, such parents, legal guardians, and students agree to abide by and follow all rules or policies as are obtained in the official policy handbook.
 - a. Parent-Student Handbook Policy forms must be signed by the student and parent or legal guardian must be signed prior to the first day of school of the current school year.
 - b. The Parent-Student Handbook will be updated as needed with notification of changes issued to faculty, staff, parents, students, and legal guardians.
- J. Current residency verification and contact numbers must be on file in the Cumulative folder of the student and in the office at WLC.

Mandatory Enrollment and Attendance

- A. Attendance is vital to your child's academic success. When your child misses school, he or she misses skills being taught for that day.
- B. Attendance is reported to the county attendance officer per state regulations. Any student who accumulates more than five (5) unexcused absences will be reported to the attendance officer/youth court for further investigation.
- C. Each student shall be authorized six (6) excused absences each semester for the following reasons: personal illness, serious illness in the family, death of family member, or special permission of the administrator with advanced permission (this is outside of medical excuses).
- D. Please try to schedule doctor appointments in the afternoon when possible to ensure your child gets the most from the academic day.
- E. Please provide medical excuses from a physician when your child checks out, comes in late, or misses due to medical reasons. These excuses must be kept on file for attendance records.

- F. Please send a note **the day your child returns to school** if your child is absent with your child's name, the date of absence/s, the date note was written/return date, reason for absence, signature of parent, and phone number.
- G. Make-Up Work shall be made up within one week of the return to school unless extenuating circumstances exist. It is the responsibility of the student and parent to ensure that this work is completed and submitted in a timely manner. Report cards will be held for that term until the work has been completed. Any exceptions to this policy must have approval from the school administrator.
- H. Student tardiness and dismissal: When students are late or check out early, they miss instruction which is vital to their academic success.
 - a. Students are expected to arrive by 8:00 am. The doors open at 7:30 am. After 8:00 am, students must be brought inside by a parent for admittance.
 - b. Students may be asked to stay after school to make up lessons missed during the school day due to tardiness or early dismissals.
 - c. Excessive tardies/early dismissals must be reported to the attendance officer.
 - d. If a student misses more than 37% of the school day, he or she will be considered absent - this includes early dismissal or tardy.

Withdrawal Procedures

Students withdrawing from Wittmann Learning Center must observe the following procedures:

- A. Tuition balances will still be due before records can be transferred unless extenuating circumstances exist and approval from the Administrator is granted.
 - a. Tuition for each student is \$5,500 per school year. Wittmann Learning Center does grant a ten (10) month interest free payment plan payable by May 15 of each school year.
- B. Parents will be responsible for reimbursing Wittmann Learning Center for any curriculum items that were purchased for each student withdrawn from the program as workbooks and curriculum materials are purchased in advance.
- C. The parent must notify the school Administrator and fill out a withdrawal form. A copy of the withdrawal form will be given to the parent to use for enrollment of your child's next school.
- D. The school office will check to make sure there are no outstanding balances (tuition, library books, food service, etc) noted for the student prior to completing the withdrawal process. The balance must be cleared prior to withdrawal of the student.

TUITION AND OTHER EXPENSES

In order for our school to survive, we must collect tuition. It is very important that tuition is collected on time as it pays the bills for the doors to stay open. Tuition is non-negotiable. The cost of tuition is \$5,500 per school year. This fee is due by August 1. Wittmann Learning Center does offer an interest free payment plan and is due on the first (1st) of each month. If you miss a payment, a bill is not able to be paid. Additional late fees of \$45 per student will be applied after the 5th of the month. If a payment is not paid by the 15th of the month, the parent/s will be responsible for the \$45 late fee and the student could possibly be dismissed from the program. Please note that the late fee and remaining tuition will still be due as stated in the student contract should a student be dismissed. Records will be held until fees are paid. Check or Cash is preferred. WLC does accept Credit Card payments for a fee of 3.5% each monthly payment. When more than one student is enrolled from the same parents, the first student is to pay the full tuition. Each additional sibling will receive a 10% discount.

Tuition	\$5,500 per year per student
Application and Registration Fee	\$75.00 per year <i>Due upon application submission no later than June 1 of the upcoming school year. \$100 after June 1 of the upcoming/current school year.</i>
Curriculum and Workbook Fee	\$429.00 per year <i>Due by August 1 of the current school year.</i>

**Other fees such as yearbooks, field trips, parties, etc will be conveyed to parents as they apply.*

Payment Plan Schedule - Payment is due by the following due date each month.
Should a payment be late, and

Date Due	1st Child	Each Additional Sibling
August 1, 2025	\$550.00	\$495.00
September 1, 2025	\$550.00	\$495.00
October 1, 2025	\$550.00	\$495.00
November 1, 2025	\$550.00	\$495.00
December 1, 2025	\$550.00	\$495.00

January 1, 2025	\$550.00	\$495.00
February 1, 2025	\$550.00	\$495.00
March 1, 2025	\$550.00	\$495.00
April 1, 2025	\$550.00	\$495.00
May 1, 2025	\$550.00	\$495.00
Total Tuition	\$5,500.00	\$4,950.00

COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS

- A. Students must have an updated 121 Form on file at the school that documents updated vaccines or 122 Form. Students are not required to have a COVID-19 vaccine to attend Wittman Learning Center.
- B. Mississippi Compulsory School Attendance Law: In all respects, Wittmann Learning Center LLC shall comply with the requirements of the Mississippi Compulsory School Attendance Law as set for in Section 37-13-91 of the Mississippi Code of 1972 and the reporting requirements contained therein. This law governs compulsory school attendance. It requires a parent, legal guardian, or custodian who has legal control or charge of a child age six (6) to seventeen (17) to enroll him or her in an education program (i.e. public, private or home school). For purposes of reporting absenteeism, if a compulsory-school-age child has been absent more than thirty-seven percent (37%) of the instructional day, the child must be considered absent the entire school day. Says missed from school due to disciplinary suspension shall not be considered an “excused” absence. When violations of this law occur, reports are made to the various county school attendance officers, who are employees of the Mississippi Department of Education.
- C. Although The Academy at Wittmann Learning Center is a private school program, the entity must act within the educational laws of the state of Mississippi.
- D. Reporting of information to the Mississippi Department of Child Protective Services (MDCPS): Mississippi law requires any attorney, physician, dentist, intern, resident, nurse, psychologist, social worker, family protection worker, family protection specialist, child caregiver, minister, law enforcement office, public or private school employee or any other person having reasonable cause to suspect that child is a neglected child or abused child **MUST** contact the

Department of Human Services and comply with Section 43-21-357 (Miss. Code Ann. Section 43-21-353(1)).

- E. Free Speech of Students: Wittmann Learning Center recognizes a student's right to free speech provided it is exercised in a manner which is not prohibited by law nor disrupts the educational process. This includes encouraging violence, profanity, and any other means that disrupts a positive learning environment for all students.

DRESS CODE

Wittmann Learning Center does implement a dress code/uniform policy this year. In addition, WLC requires that students take pride in themselves and are encouraged to adopt a modest and conservative dress and attitude while at school and at school functions. Each student has the responsibility to dress appropriately for the school environment.

- A. Wednesday, Chapel Day, student uniform required. Clear Blue Plaid (uniform plaid #76) is the pattern.
 - a. Girls- White button top (Peter Pan collar preferred) and uniform plaid skirt or skort and crossover tie, navy jumper with uniform plaid tie with white/light blue peter pan collar dress shirt, or uniform plaid jumper with white/light blue dress shirt underneath. Knee length is preferable. Navy or black shorts to be worn under skirts.
 - b. Boys- Navy uniform slacks, white/light blue dress shirt and uniform plaid necktie. Shirts should be worn tucked in, and a black belt should be worn.
- B. Monday, Tuesday, & Thursday: Students may wear chapel uniform or navy/khaki uniform bottoms (boys - shorts/pants, girls-skorts/shorts/skirt with modesty shorts) and uniform polo (light blue, navy, or white). Girls have the option to wear the light blue or navy polo dress with modesty shorts or Khaki/navy jumper dress with white or light blue dress shirt. Friday students may wear clothing of their choosing as long as it falls within the dress code guidelines and does not disrupt student learning.
- C. Earrings apparel, hair, and general appearance shall not disrupt the classroom atmosphere.
- D. A student's dress and grooming shall be neat, clean, and follow the general guidelines below.
- E. Clothing may not be constricting or tight, nor may it be excessively large on the student. Clothing should be the appropriate size.

F. Shirts:

- a. must come to the end of the shoulder and be at least 2 inches thick. Sleeveless shirts such as tank tops, undershirts, or camis must be covered with a cardigan/sweater/jacket/duster/shawl of some kind.
- b. Undershirts are not to be worn as outer garments.
- c. Gentlemen are expected to wear their shirts buttoned and tucked into their pants and wear a belt - This applies to dress shirts and polo style/button up shirts.
- d. Shirts may not show skin of the abdomen - even when their hands are raised. Please ensure to wear appropriate lengths of shirt.
- e. Shirts may not have derogatory slogans.
- f. No see-through or sheer shirts or pants will be allowed.

G. Pants/Shorts/Skirts/Bottoms of any kind:

- a. Pants, skirts, skorts, shorts, etc., must fit and not show the students bottom or any part under the waist.
- b. Pants should not be constricting or overly large. They should be of the student's appropriate size.
- c. The following are not permitted: see-through, sheer, sliding pants, cycle pants, spandex, pajama bottoms, or yoga pants may be worn. All pants/bottoms must be appropriate outerwear.
- d. Leggings and bike shorts are allowed if worn under dresses. Leggings or tights can NOT be worn as a form of pants alone. Knit pants are allowed as long as they are not tight on the student and the student wears a shirt that covers the bottom.
- e. No pants that show skin or undergarments shall be worn.

H. No bonnets or night caps are allowed. Caps and hats must be removed before entering the building.

I. Bandana's are not to be worn to school unless there is a specific school dress-up day.

J. Clothing advertising alcoholic beverages, drugs, drug culture, or obscene language or gestures shall not be worn.

K. Appropriate shoes should be worn at all times. Closed toes are best suitable and should remain on student's feet at all times. Please ensure they are age appropriate (buckles/ties), and that your student knows how to tie them etc.

L. Belts shall only be worn around the waist and must be buckled. Buckles must not be considered distracting and appropriate for a Christian learning environment.

- M. Any apparel considered too short (allows inappropriate exposure of skin) shall not be worn.
- N. Pants and shorts shall be worn at normal waist position.
- O. Proper undergarments must be worn. Undergarments should not be visible.
- P. Overalls are allowed as long as they are worn with both shoulders fastened and show no visible skin and a shirt is worn underneath the overalls.
- Q. Bike shorts or leggings should be worn under dresses.
- R. No bulky chains or jewelry should be worn unless it is a dress up day.
- S. Shorts may be worn. The length shall be no shorter than one (1) inch below the finger-tips and shall not be constricting or show the outline of the bottom.
- T. Skirts and dresses may be worn by girls, but shall be no shorter than 2 inches above the knee and must have bike shorts underneath.
- U. Students are not allowed to bring robes to school.
- V. Student's hair color or style and/or facial hair MUST not be distracting to the learning environment. This decision will be left to the discretion of the school administrator.

*** Any apparel, body art/tattoo, or visible accessories considered by the administrator to be too revealing or inappropriate shall not be worn. Parents will be called to bring new clothes or students may be sent home if students fail to abide by this policy.*

ADDITIONAL PARENTAL RESPONSIBILITIES

Parents are the student's first teachers. Through example and direct teaching, parents instill in children habits of acceptable behavior and positive attitudes. Good discipline should begin at home.

1. A parent, guardian, or custodian of a compulsory school-age child enrolled at Wittmann Learning Center shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or at a school function, including but not limited to or on the school bus or van, during field trips, or school related function, including field trips. The parent or guardian shall be responsible financially for his/her minor student's destructive acts against school property or persons.

2. A parent, guardian, or custodian of a compulsory school-aged student enrolled at Wittmann Learning Center may be requested to appear at school by an appropriate school official for a conference regarding actions of the student.
3. Parents must use extreme caution when videotaping students on campus. Without permission from all students, this could be considered an invasion of privacy and can be held accountable by the full extent of the law.
4. Parents must notify the school administrator when a student is to be taken out of school for travel or vacation in advance so that work may be gathered and completed while the student is out. For such circumstances, make-up work is due the day the student returns to school.
5. Parents are expected to act in an appropriate Christ-like manner when attending school functions and in the presence of students. No fighting, cursing, threatening, yelling, etc. Parents will be asked to leave the school grounds and/or function and may be subject to formal charges being filed.
6. Parents are expected to attend regular scheduled parent-teacher conferences as scheduled by the teacher.
7. School visitations: Anyone who comes onto campus for any purpose must be by appointment or prior approval. Under no circumstances is a student to be contacted or taken out of school without official clearance from the parent or guardian. This official clearance will include written permission from the parent or legal guardian. No phone calls will be accepted to change the emergency contact card - it must be in writing.
8. Deliveries to school sites: Time within the instructional day is vital to the performance of our students. Because of this, please refrain from deliveries to students (e.g. flowers/balloons/gifts for special occasions - Valentine's Day, birthdays, congratulations or other events) are allowed during the school day. In addition, deliveries of food during the normal school day is prohibited as it is a distraction and interrupts instructional time. In the event a student forgets their lunch, special circumstances are allowed. Lunch boxes may be dropped off in the office. At no time are students allowed to eat while class is in session. Please refrain from sending students inside with breakfast food or drink items. These items should be consumed prior to 8:00 am as class begins promptly at 8:00am.

FOOD

Lunch:

1. Please send your child with lunch everyday as Wittmann Learning Center does not provide lunch for students.

2. Wittmann Learning Center will occasionally offer hot lunch. The cost of this lunch is \$5.00 cash per person. This cost includes a drink, entree, and a side or dessert. A menu will be sent home in advance.
3. There is no student access to microwaves or refrigerators. Students should bring hot lunches in a thermos or a heat pack/cold lunches with a cold pack in their lunch box.
4. Please do not bring kids meals with toys for your child for lunch. It is a distraction.
5. Please do not send carbonated drinks/sodas for lunch or snack as they explode in student books bags and cubbies.
6. **Please send your child with a refillable water bottle daily.**

Snacks:

1. Students are responsible for bringing their own snack.
2. Students will have one snack time during the regular school day. Please make sure your child understands that they are to have ONE snack at each snack time.
3. Please do not send candy as a snack. We encourage healthy snacks for snack time.
4. If your child attends the extended day program (for an added fee), please make sure they have a second snack.

Birthday Parties

We love to celebrate birthday parties, however, we must establish rules.

1. Invitations may be handed out at school but only if all students in the class are invited. Only inviting a few friends will not be allowed. We will firmly stand by the All or none policy of inviting children to birthday parties at Wittmann Learning Center.
2. If you wish to have your child celebrate their birthday at school with classmates by providing a birthday snack or cupcakes, they should be brought to school the morning of the celebration. Birthday snacks will be distributed after lunch. Birthday gifts and decorations will not be permitted at school.

ELECTRONIC DEVICES

1. **Telephones/Cellular telephones and Personal Electronics are not permitted during the instructional day.** If your child must carry a cell phone, it must be kept in the student's bookbag at all times. If there is an emergency in which your child needs to be contacted please call 601-259-8564. Should there be an emergency at school, you will be contacted by your child's teacher or the administrator. Cell phones will be taken up by the school employee and held in the office. There will be a fee of \$25 for each offense a cell phone is confiscated from the student during the school day.
2. Students will have access to tablets and computers at school. They will have access to WIFI/internet. Please speak with your child about internet safety and accessing sites only assigned by the teacher. Students are not to go to any websites without permission and are to only be on websites instructed by the teacher or administrator. Devices are only to be used for educational purposes. Violating this rule will result in a loss of internet and computer privileges and parents will be notified. Thus, internet assignments will need to be completed at home under adult supervision.
3. No other electronic devices are allowed on campus unless there is special permission from the administrator or teacher.
4. Wittmann Learning Center LLC is not responsible for personal devices, including cell phones or laptops, should they be broken or stolen.

Change of Address or Telephone Number

Please notify in writing immediately upon any changes of home address or telephone number. We must have current emergency contact information on file in case of an emergency.

Student Supplies

Each grade level has a suggested supply list. Classroom need lists or wish lists may be sent home throughout the school year. Supply lists are listed on the school website.

Trespassing

No unsupervised individuals will be allowed on school campus. Volunteers must be cleared in advance. Violators may be subject to prosecution.

Fundraising Activities

No sale of items shall be allowed on school campus and/or at school sponsored events without prior approval of the administrator.

The school will periodically have fundraisers to help raise money to purchase things for the school such as playground equipment, supplies, or other items. We ask that all parents and students participate in school fundraisers, but they are optional.

Homework

Homework is designed to assist students with needed skills in which they need extra practice. Parents should set aside time each day for students to complete school assignments.

1. Students will be given reading homework every day. In addition to any homework given, students will be sent home with leveled readers and/or books daily. Students should spend at least 15-20 minutes everyday reading. The reading log should be signed each day.
2. If a student does not complete their assignments at school, he/she will be sent home with incomplete homework to finish before the next school day.
3. Wittmann Learning Center does not believe in homework packets. Only extra skill work will be sent home when needed.
4. Students will be given projects to complete outside of school. These projects are not to cause stress or anxiety for parents or students, but to build independent learners and provide opportunities for school-family connections. It is proven that students take pride in completing their own projects and invest in their own learning when projects are completed beyond the classroom.

Standardized Testing

Wittmann Learning Center does not believe in standardized testing. It creates student anxiety and data is not always reliable. Many factors, such as the environment and mood of the student, impact test scores to be skewed. It is the belief of WLC that standardized testing has lost its intended use and in most cases, it has caused a loss of academic integrity in that emphasis is placed on test scores instead of what students actually know or have learned.

Periodically, the student will be given a diagnostic assessment to identify learning gaps so reteaching can be done to ensure skills are mastered. Diagnostic testing will also be used to measure student growth.

Grading and Reporting Student Progress

Report cards will be issued at the end of each academic term/quarter. Please see the academic calendar for dates.

- Students are expected to do their best on each assignment.
- Anytime a student scores below an 85% on a PACE, assignment, or an assessment, the student will be expected to complete the entire PACE or lesson again and complete the graded assignment again (PACE assessment, assessment, or assignment).
- Cheating will not be tolerated. Students who are caught cheating will be subjected to disciplinary actions including suspension or expulsion.

Students are expected to complete 1 PACE a week per subject in order to stay on grade level. If students fail to complete assignments during the school day, assignments may be sent home to complete or redo at home. PACE Tests or Assessments can not be completed at home and must be given in a testing environment at Wittmann Learning Center.

WLC will use the following grading scale:

Grading Scale	
A	90-100
B	80-89
C	70-79
D	64-69
F	0-63

Medications

Only trained school personnel may administer ANY (prescribed or over-the-counter) medication with written permission from the parent and/or the doctor. Parents must supply any medications that the student needs at school. The school will not stock medications. Absolutely no medications can be transferred by student. It must be administered by a school personnel or by the student's parent/s as needed. All medication must be stored and locked in a secure location in the school. Please contact the administrator for questions or concerns.

Parents are responsible for notifying the school of any severe or life threatening food allergies and their reactions.

Ill and Injured Student

Students should remain at home if sick. Appropriate medical documentation will be requested for excessive absences due to illness.

Parents will be called to pick up their child if he/she runs a temperature of 99.6 or above, exhibit vomiting or diarrhea, or appear to be too sick to complete the school day. Communicable diseases will need a doctor's note to return to school

Injured Student

Every effort is made to ensure your child's safety, however, accidents do happen. Your child's health and safety is our priority. If your child is injured while in the care of Wittmann Learning Center LLC, all legal steps that may be necessary to obtain emergency medical care will be followed. These steps include, but not limited to, the following:

- Provide immediate first aid
- Contact a parent or guardian
- Contact the child's physician
- Contacting any emergency contacts listed on the Emergency Contact Card
- Contacting the appropriate emergency medical assistance

Lice

Routine head checks will be completed regularly. Parents will be notified if their student is found to have lice or nits. The student will need to receive appropriate lice treatment before returning to school. Proof of treatment will need to be presented upon return to school. In accordance with health department regulations, the health department will be contacted if a student has had head lice on three (3) consecutive occasions.

Drugs, Alcohol, and Smoking

Wittmann Learning Center is a smoke free and drug free zone. No students, teachers, staff, family members of staff or faculty, or visitors shall smoke, vape, consume drugs or alcohol on school grounds -including in or out of your personal vehicle. This policy is in accordance with the Drug-Free Place Act of 1988. Students who violate this policy will be reprimanded and face possible expulsion. Employees may face termination if they or their family members or visitors are in violation of this policy. Visitors will be asked to leave and/or face legal charges according to the law. It is a main priority of Wittmann Learning Center LLC to provide a safe and positive environment for children.

Gun-Free Zone

The law prohibits the use of possession of any kind of firearm within one-thousand (1,000)) feet of a school property with the exception of law enforcement officials. Violators will be prosecuted to the fullest extent of the law.

Weapons

Weapons of any kind, should not be brought to the Wittmann Learning Center. We ask that students not bring toy weapons, including those that coordinate with costumes, be brought to school unless prior permission is given.

Student Conduct

We empower students to become good citizens. As citizens, we must require and demonstrate respect for the rights of others. Students at Wittmann Learning Center LLC are expected to conduct themselves in a manner that exhibits respect and privileges of others are not violated. Students shall also show respect for authority and conduct themselves in a Christ-like manner.

The Administrator of Wittmann Learning Center has the power to suspend a student for misconduct or violation of rules, policies, procedures or destruction of school property or supplies. Wittmann Learning Center LLC will not use corporal punishment of any kind to correct a child. WLC will use alternate strategies of removing students from the situation, calling parents to take the student home or correct the student in another room, counsel the student, time out, loss of privileges and/or recess. Wittmann Learning Center uses an age appropriate Merit System for student conduct.

1. Students shall be respectful of others and themselves.
2. Students shall be responsible for their actions.
3. Students shall be ready to learn.
4. Harassment and bullying of any kind is strictly prohibited (including, but not limited to, sexual/verbal/nonverbal harassment, bullying and/or cyberbullying, graphic illustrations of obscene/sexual/ violent nature, etc). Any student who believes they have been subjected to harassment or bullying should report it to the teacher and/or administrator immediately.
5. Students shall not exhibit physical violence (hit, slap, spit, bite, kick, stab, etc).
6. Students shall respect school property. Parents will be responsible for any damage to school property, including technology, supplies, furniture, etc., and be expected to replace it should their child cause the damages.
7. Students who are involved in violent or unlawful acts in or out of school will be subject to dismissal from Wittmann Learning Center LLC (possession or use of

deadly weapons; substance abuse or possession, sale or use of any controlled substance; rape or sexual battery; murder or aggravated assault; kidnapping; or any other unlawful act).

8. Students shall maintain the integrity of the learning environment and not cause disruptions.
9. Although we, as citizens, have a Fourth Amendment right (and Article 3, Section 23 of the Mississippi Constitution) that provides all people with the right to be secure in their persons, houses, paper, and effects against unreasonable searches, there are circumstances that may arise that will warrant this right to be voided. Administrators have the authority and obligation to exercise discretion in the implementation of this policy in order to create a safe and positive learning environment for all - students and teachers. Desks and cubbies are school property and may be searched at any time. The school retains authority to search student vehicles and bags with reasonable cause. Buildings, desks, lockers, persons, and automobiles may be searched by trained law enforcement officers when there is reasonable cause or suspicion of drugs. Unannounced random searches using trained k-9 units and law enforcement officers may also be conducted.

Transportation

It is the responsibility of the parent to get the student to school on time and pick them up on time. Students may be dropped off as early as 7:30am if necessary, however, please let the school know if a student needs to be dropped off from 7:30-7:50am. Otherwise, student drop off should occur between 7:50-8:00 am. Class begins at 8:00 a.m. and dismissal is at 2:30 p.m. Extended day is offered until 6:00 p.m. for an additional \$25 fee per week.

School Year Calendar

**The Academy
At
Wittmann Learning Center
2025-2026 School Calendar**

August 1	First Day of School/Begin 1st Quarter
August 29	Progress Reports
September 1	Labor Day Holiday
September 30	9 Weeks Exams
October 6-10	Fall Break - No School
October 13	2nd Quarter Begins/Students Return
October 15	Report Cards (1st Quarter)
November 11	Progress Reports
November 24-28	Thanksgiving Break
December 17	9 Weeks Exams
December 18	Christmas Party & Early Dismissal 11:30am
December 19-January 6	Christmas Break (Prof. Dev. Jan. 5/6 for teachers)
January 7	Students Return/3rd Quarter Begins
January 9	Report Cards
January 19	Student Holiday
February 9	Progress Reports
February 16-20	Mardi Gras Break - no school
March 17 & 18	9 Weeks Exams
March 19	4th Quarter Begins
March 25	Report Cards
March 30-April 3	Spring Break
April 27	Progress Reports
May 27 & 28	9 Weeks Exams/Final Exams
May 28	60% Day/Last Day of School

Inclement Weather

Should Wittmann Learning Center LLC experience inclement weather, school may be closed. All announcements of closure can be found on our Facebook page and Website.

If severe weather is experienced while school is in session, students may not be released to parents until the severe threat is over. This is for the safety of the student.

Field Trips

As a school, we will take regular field trips as children learn best through experiences and hands-on learning. Trips are scheduled in advance and require a permission form. If students are not able to attend the field trip, they must be kept home for the day. The cost of the field trip is the responsibility of the parent/legal guardian. Because we do not have a bus, we ask for parents to volunteer to help transport students. Children under 12 must have appropriate car seats. All must obey the following rules.

- Students shall follow all school rules while on field trips.
- Parents are allowed to chaperone field trips, but must set a good example for students. Remember, you as well as the WLC student represent Wittmann Learning Center. Please keep in mind that you are chaperoning student safety and helping to keep them in the group.
- The WLC student may not be permitted to leave the group for personal shopping experiences with parents.
- If the parent makes a purchase for the student of snacks, drinks, gift shop items, or any other items outside of the field trip group experience, those items must be saved for home consumption or use and not permitted to be given to the WLC student during the field trip. Please keep in mind this is a school function.
- Students must walk with the class and participate in all activities as a class. Students may not walk with parents or be taken from the group unless specifically assigned.

- Siblings, friends, relatives, or other persons (other than parents or approved persons) not associated with Wittmann Learning Center may not attend field trips due to liability reasons.

For any other questions or concerns, please contact Wittmann Learning Center LLC directly.

***Wittmann Learning Center LLC has the right to update or change policies and procedures at any time. Parents will be notified of revisions to this handbook .**