



***Student and Family
Handbook
2018 - 2019***

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OVERVIEW

1. MISSION

We are a learning community united by *great teaching, high academic standards, and rigorous accountability* on the tireless pursuit of success for our scholars; preparing them for high school, college and beyond.

2. REACH VALUES

The Wyatt (REACH) values are the foundation of our school culture and will make it possible for us, Wyatt’s scholars, faculty, and community, to reach our rigorous goals.

	Classroom	Restroom	Hallway	Playground	Cafeteria
R espect	Use kind words and actions Show Active Listening	Give others privacy	Walk in HALL	Keep hands and feet to self	Be courteous: please, thank you, excuse me
E nthusiasm	Follow directions the first time Participate and be prepared	Return quickly and quietly	Be on time	Take turns and include others	Use quiet voice at table and in line
A chievement	Work is neat and complete Ask for help when needed	Keep it clean	Walk directly to destination	Use equipment safely	Put trash in trash can
C itizenship	Be honest Encourage and help others	Take care of property	Be in uniform	Resolve conflicts peacefully	Ask permission to leave seat
H ard Work	Stay on task Give best effort	Flush toilet and wash hands	Carry hall pass	Line up quickly and quietly	Sit with feet on floor, pockets on bench, and face table

3. CODE OF CONDUCT

I am a Wyatt Academy scholar.

I REACH

I will **respect** myself, my teacher, my peers
and my environment.

I am **enthusiastic** about improving myself.

I know my goals and I am focused on
achieving them.

As a **citizen** of Wyatt, I take
responsibility for my actions because I
know that they affect others.

By **working hard**, I can achieve the
impossible.


I am a Wyatt Academy scholar.

I REACH


4. DAILY SCHEDULE

Wyatt Academy Daily Schedule	
7:30 – 7:45	Playground or Cafeteria
	School Starts
7:45 – 8:00	Breakfast in the Classroom
8:00 – 8:20	Morning Meeting
8:20 – 3:15	Academic Classes
3:15	Dismissal
Lunch/Recess Schedule	
11:15 – 12:00	Kindergarten
11:40 - 12:25	1 st Grade
11:15 - 12:00	2 nd Grade
11:40 - 12:25	3 rd Grade
12:15 – 1:00	4 th Grade
12:15 - 1:00	5 th Grade
After School Programming	
3:15 – 6:00	YMCA After School Programming
3:15 - 5:30	Open Door Youth Gang Alternatives (Mon - Thurs)

5. CALENDAR



Wyatt Academy 2018-2019 School Calendar



First Day of School →

August 2018

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

sd= 10 td= 20

September 2018

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

sd= 19 td= 19

October 2018

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	16
29	30	31		

sd= 21 td= 23

November 2018

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

sd= 17 td= 17

December 2018

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

sd= 14 td= 14

January 2019

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

sd= 18 td= 19

February 2019

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

sd= 18 td= 19

March 2019

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

sd= 15 td= 16

April 2019

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

sd= 20 td= 22

May 2019

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

sd= 22 td= 22

June 2019

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

sd= 0 td= 2

July 2019

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Last Day of School for Scholars

Office Hours

June 6 - July 29	9:00-3:00
August 1 - June 8	7:30-4:30

Teacher Development Days - No School for Scholars

August 6-17
October 22
January 4
February 1
March 4
April 29

Family Conference Days - No school for students

October 19 (7:30 to 7:00)
April 5 (7:30 to 7:00)

Vacation/Holidays - No School

September 3- Labor Day
November 19-23- Thanksgiving Break
December 21-January 3- Winter Break
January 21- Martin Luther King Jr. Day
February 18- Presidents' Day
March 25-29- Spring Break
May 27- Memorial Day

Quarter Schedule

Quarter I	August 20 to October 18	Days: 42
Quarter II	October 23 to January 18	Days: 48
Quarter III	January 22 to March 22	Days: 42
Quarter IV	April 1 to May 31	Days: 42

Scholar Days	174
Teacher Days	193

6. FACULTY AND STAFF

Wyatt Academy All Staff 2018-19

Name	Position	email address	Room	Ext
Aguirre, Gabe	PE	Gabe.Aguirre@wyattacademy.org	PE Office	1239
Almanza, Lou	Science	lou.almanza@wyattacademy.org	321	2321
Anderson, Laura	Art	laura.anderson@wyattacademy.org	212	1212
Brewer, Rick	Director of Scholar Services	Rick.Brewer@wyattacademy.org	215	2276
Craig, Karen	Director of Operations	karen.craig@wyattacademy.org	325	2325
Delia, Celeste	Elem Reading Intervention	celeste.delia@wyattacademy.org	260	1242
Doggett, Jessica	2nd grade	jessica.doggett@wyattacademy.org	231	1231
Estrada, Maria	Registrar	maria.estrada@wyattacademy.org	310	1215
Flinn, Erin	4th grade	Erin.Flinn@wyattacademy.org	206	2206
Furlong, Brooke	1st grade	brooke.furlong@wyattacademy.org	262	1262
Garcia, Kate	ELD Intervention	kate.garcia@wyattacademy.org	324	128
Grant, Lisa	5th grade	lisa.grant@wyattacademy.org	315	1315
Grant, Sarah	ELD Intervention	sarah.grant@wyattacademy.org	309	149
Levit, Ryan	Kinder	ryan.levit@wyattacademy.org	264	1264

Martinez, Corina	Receptionist	corina.martinez@wyattacademy.org	front desk	1000
McKinsey, Michelle	ELD Intervention	michelle.mckinsey@wyattacademy.org	233	1233
Means, Melody	5th grade	melody.means@wyattacademy.org	312	1312
Mishara, Kate	Director of Community Engagement	kate.mishara@wyattacademy.org	328	1239
Moreno, Minnie	Nurse's Aid	minnie.moreno@wyattacademy.org	239	303
Neufer, Rachel	1st grade	rachel.neufer@wyattacademy.org	263	1263
Porter, Alice	2nd grade	Alice.Porter@wyattacademy.org	232	1232
Routes, Kate	3rd grade	kate.routes@wyattacademy.org	219	150
Schreier, Rachel	3rd grade	rachel.Schreier@wyattacademy.org	217	1217
Shagalski, Jessica	4th grade	jessica.shagalski@wyattacademy.org	209	2209
Vidockler, Andrew	Director of Curriculum and Instruction	andrew.vidockler@wyattacademy.org	310	2310

I. CAMPUS POLICIES

1. SCHOLAR ATTENDANCE POLICY

Daily Attendance:

Wyatt Academy has high expectations for each scholar, which make it essential that scholars are present in school each day. Daily participation in class is critical to scholar learning and growth. If a student must miss school for an appointment a parent or guardian must notify the Front Desk. Students are responsible for making up all missed assignments or tests by an agreed upon date.

In House Procedures:

1. Teachers promptly take attendance in Infinite Campus at 8:01.
2. Infinite Campus calls families to report absences daily at 10:00am.
3. Teachers must call home following any scholars second consecutive daily absence.
4. Teachers must notify families if scholars are tardy to school or class on two consecutive days
5. The Wyatt Attendance Team reviews attendance data every 2 weeks to determine scholars habitually truant

Reporting Absence:

1. The scholar's family must call the attendance line (303)292-5515 ext. #2 or through the Wyatt Academy app, and report the absence by 7:45 AM. The family should include the scholar's name, date of absence, the reason for the absence, and a contact number for the family. In order to excuse absences, the family member must be listed as a legal guardian with the school. Excused absences are granted in accordance with District policy.
2. The family must deliver a signed note prior to the appointment detailing the time, reason, approximate time of return, and a phone number. The scholar will be excused from class when a family or authorized individual comes to the front office to sign the scholar out.
3. Upon return, the scholar must bring in a doctor's note to give the front desk that verifies the appointment.

EXCUSED/UNEXCUSED ABSENCE POLICY:

Excused Absences:

Excused absences are those resulting from: illness, injury, physical disability, mental disability, emotional disability, or family emergencies. Absences excused by the Attendance Clerk through prior request or absences which occur when a scholar is in custody of a court or of a law enforcement authority, will also be marked as excused.

Unexcused Absences:

Unexcused absences are determined by the school administration in all cases. Unexcused absences include those resulting from suspensions and recommendations for expulsion. Absences not properly reported by the parent are unexcused.

Notification of Absences:

When a scholar is truant from school, or from assigned classes, the Attendance Clerk will make a reasonable effort to notify families by phone.

Academic Consequences:

Scholars with excused or unexcused absences are responsible for work missed and are expected to make it up upon return. Teachers are required to provide opportunities for scholars to make up missed work.

Tardiness:

Scholars are required to be at school on time promptly at 7:45. Scholar is marked tardy at 8:01. If a scholar is late to school or to class 2 or more times in a week, the family will be notified of this problem and the family will be expected to implement a plan to correct the problem.

Habitually Truant Scholars:

Truancy is an absence from school without the permission of the scholar's family or school. Scholars who have achieved the age of seven but are under 16 years of age, who have three or more unexcused absences from school or class on three or more days in a one month period, or 10 or more unexcused absences from school or from class on 10 or more different days in a school year, are considered to be "habitually truant" under state law.

3 class absences in 1 month or 10 days in 1 year = Habitually Truant

STEPS FOR HABITUALLY TRUANT SCHOLARS:

Once a scholar is determined 'habitually truant', Wyatt Academy administration will notify the scholar's family of the scholar's unexcused absences and classification.

1. The Attendance Team will develop a goal of assisting the scholar to remain in school. The team and family will review and evaluate the reasons for the scholar's truancy.
2. The Attendance Clerk will submit a list of habitually truant scholars to the Attendance Team for intervention.
3. The Attendance Team will notify the scholar's family (Letter #1) of the unexcused absences and that the scholar is classified as habitually truant. The Attendance Team, scholar, and family will develop a plan to remedy the truancy.
4. If scholar continues to be habitually truant, the school will notify the family (Letter #2) of the continued truancy.
5. Further unexcused absences will result in consideration for:
 - Retention

- Referral to local law enforcement agencies and social services
- Disenrollment at Wyatt Academy for the following year

2. ARRIVAL AND DISMISSAL

School Hours: Monday through Friday 7:45 AM – 3:15 PM

For the safety and security of our scholars, Wyatt Academy will operate with the following arrival and dismissal procedures:

Arrival: Scholars should arrive no earlier than 7:30 AM. All doors are locked and entry is restricted to front door (36th and Franklin)

K- 2 Dismissal: Scholars not attending after-school programming are dismissed at 3:15 PM from their exterior classroom door. Teachers will only allow scholars to be released to a parent/guardian or approved family member. **Teachers will not open doors until 3:15 PM.**

3-5 Dismissal: Dismissal is at 3:15 PM. Scholars will be escorted to their pre-determined dismissal area outside of the building. All scholars will be required to wait in a dismissal line until picked up by family members. Scholars with permission to walk home should pick up siblings and exit campus immediately.

Parent/guardian or approved family members who wish to pick up their scholar prior to 3:15 PM must enter the building and check in at the front desk.

Success Express

All bus riders must be dismissed on time.

K-2nd Grade: Scholars will be escorted to the shuttle stop by a Wyatt Academy staff member.

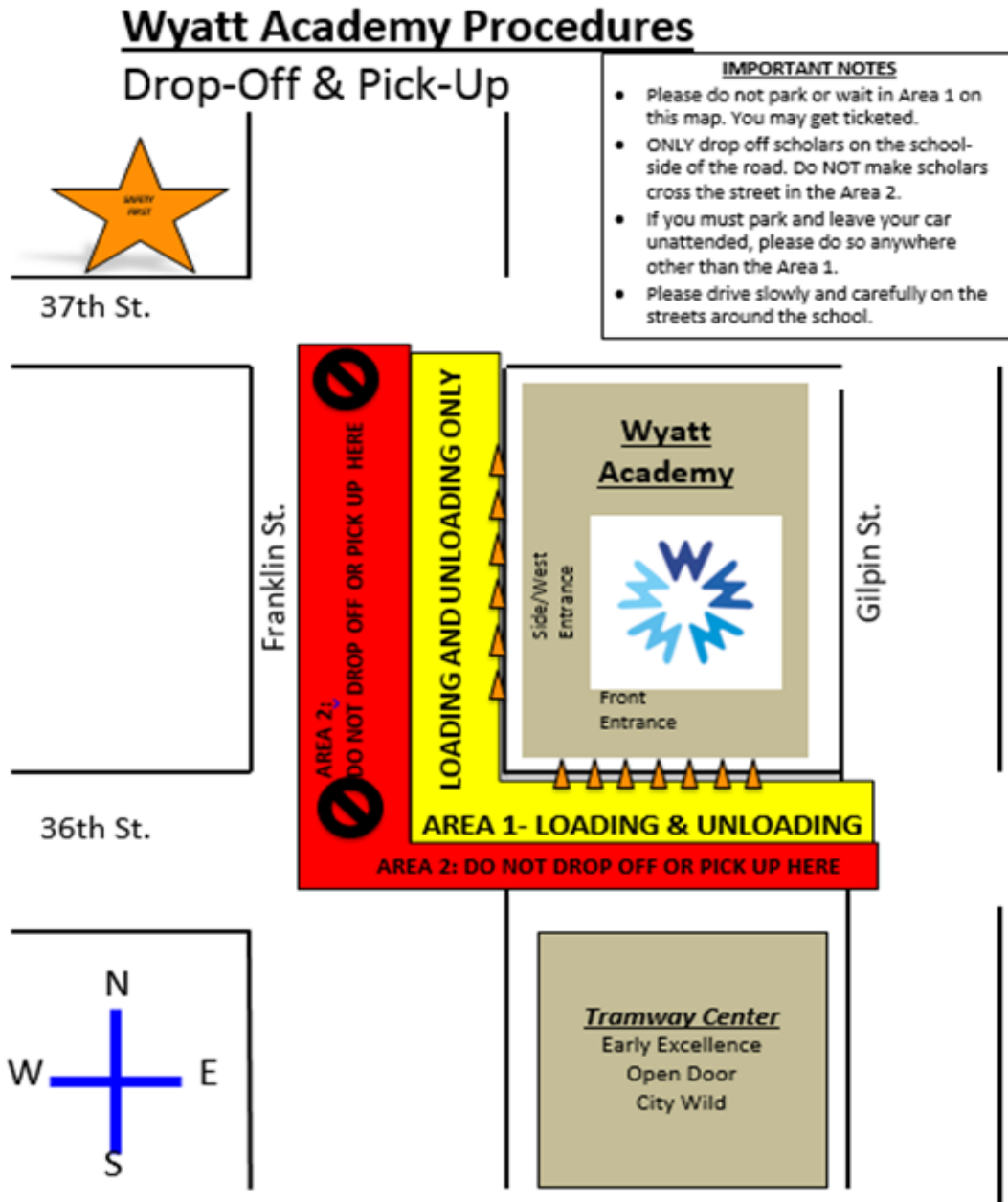
3rd-5th Grade: Scholars are responsible for reporting to the shuttle stop immediately upon dismissal.

Pre-approved Walkers

Scholars who are preapproved to walk home must leave the school campus immediately. If they are approved to pick up a younger sibling, they must follow the dismissal procedures outlined above by 3:20 PM.

3. PARKING

To ensure the safety of all of Wyatt Academy scholars and their families, Wyatt has developed a Drop-Off and Pick-Up Procedures. Please abide by the Parking Procedures and the Map below.



4. Wyatt Academy Dress Code

In order to maintain consistency, safety and convenience for our community, scholars at Wyatt Academy must arrive to school in the following dress code. School personnel reserves the right to ask a scholar to adhere to the dress code or change clothing. If your child is not in dress they will be lent appropriate Wyatt attire. Should your child refuse to change a parent will be contacted and asked to bring appropriate attire.

Tops:

- Wyatt Academy uniform tops
- Non-Wyatt tops must be removed upon entering building
- Uniform tops are available for purchase for:
 - Polo Shirts: \$10
 - Sweatshirts: \$9
 - Long sleeve shirts: \$7
 - Winter Hat: \$6
 - Package (one of each item listed above): \$30

Bottoms:

- Khaki pants/shorts/skirts
- Jean pants/shorts/skirts - Jeans must be blue in color
- All bottoms **MUST** be clean and in good repair (**no holes**)
- Skirts and shorts must be no shorter than fingertip length



5. FAMILIES AND VISITORS

All families and visitors must sign-in and sign-out at the front desk when they enter and leave the school. On campus, all Wyatt guests must wear a visitor's badge. Please make an appointment to meet with your child's teacher or administration to discuss any progress or any other concerns.

All entrances to the building except the main entrance by the front desk will remain locked at all times. Entry through exterior doors is not permitted in accordance with district policy.

6. ELECTRONIC DEVICE USAGE

The use of cell phones or handheld devices distract scholars and disrupt the learning environment. Scholars are prohibited from using cell phones, or any electronic device anytime during the school day. Devices out during school hours will be confiscated by staff and can be picked up by the parents at 3:15. Scholars have the option of turning in their cell phone at the beginning of the day to the homeroom teacher and picking it up at the end of the day. Scholars may use the Wyatt Academy telephone to make necessary phone calls with permission from staff. Wyatt Academy is not responsible for lost or stolen cellphones or handheld devices.

7. DELIVERIES TO SCHOLARS

Lunch/Property may be left at the front desk by a family member. Staff will ensure that the items are delivered to the scholar in a manner that does not disrupt the learning environment. **If lunch is being brought to school please make sure to bring a healthy lunch for your scholar.** Additionally, scholars may not order lunch to school.

8. HEALTH/MEDICATION/IMMUNIZATION

If a scholar must take medications during school hours, please follow this procedure:

- For the school to dispense **ANY** medications, prescribed (by a doctor) OR over the counter (Tylenol, Advil, cough drops, etc.) a **medication authorization form** must be completed and on file in the Health office. This includes a family release and a Physician's written order.
- All medications must be brought by the family or guardian to the front desk in a **pharmacy-labeled container**. This must be labeled with the name of the scholar, name of drug, strength, dosage, frequency, name of physician, and date of original prescription. If the medication is liquid, please enclose a measured dispensing tool.

- Medications must be left in school. They will not be returned to the scholar; when it needs to go home, a family member or guardian must sign out the medication.

Scholars **MAY NOT** carry or take any pill, inhaler, or over the counter medications in class. The School Nurse or other designee must administer all medications.

9. MEDIA

Distribution of Published Materials or Documents

Publications prepared by and for the school may be posted or distributed to the greater community, with prior approval by the Administrative Directors. Such items may include school posters, brochures, murals, etc. All school publications are under the supervision of school staff with approval from the Administrative Directors.

Unless specific prior approval from the Administrative Directors has been given, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus. Materials displayed without this approval will be removed.

10. FIELD TRIPS

Scholars at Wyatt Academy have many opportunities to attend field trips that support their academics. Here is an overview of what you can expect in preparation for the field trip:

Permission	All scholars will need a completed permission slip before the day of the trip. Only scholars with written permission may attend the field trip. Verbal permission over the phone will not be accepted.
Lunches	If your scholars receives a free lunch from Wyatt Academy, they will receive a bagged lunch on the day of the field trip. Scholars are welcome to bring their own lunch but should inform their teacher before the day of the trip.
Volunteers	We encourage families to volunteer as much as possible during field trips. However, it is expected that families represent Wyatt Academy in a respectful manner while on a field trip. It is an expectation that you support the teacher in the management of the class during the field trip.

Family Participation on Field Trips

Any family member that wishes to attend a field trip with their scholar's classroom must sign a Liability Waiver and a Volunteer Rules and Regulations Page. Forms can be located in the Director of Development and Communications Office. A list of all family volunteers with a contact number (if applicable), and the name of their scholar, must be provided to the front desk per field trip, per classroom.

Family may pick up their scholar after signing them out at the Front Desk after his/her field trip. Please note that the scholar will be marked as Early Release Unexcused in our system as Wyatt encourages all scholars to stay in the classroom until 3:15pm.

11. CONTACT INFORMATION

Emergency Contact Form (In Classroom)

Each classroom must have a binder with Family/Emergency Contact Forms from each scholar. Extra copies of these forms should be made and stored in the back of the binder. Family members must notify the front desk within 48 hours of a change of information: address or phone number. A copy of the new information must be made and given to the Registrar, to update Infinite Campus.

Updated IC Information

Infinite Campus must be updated as often as possible to provide the most accurate information pertaining to our scholars' family contacts, phone numbers, addresses and additional contact information. Please make all changes within 48 hours. The classroom Emergency Contact Form must be up-to-date and must match data in Infinite Campus.

ACADEMIC POLICIES

1. ACADEMIC EFFORT

The school expects that each scholar will give their best effort daily with all classwork and homework.

2. HOMEWORK POLICY

Homework is an extension assignment that contributes to the educational process of the scholar. It should be a reinforcement of class work and be related to the objectives of the current Unit objectives (or review if necessary). In addition, homework promotes family involvement and increases communication between school and home.

- Homework may include additional practice exercises, reading about a specific subject, in depth extension of classroom activities, or independent project work related to the subject. Instructional time is maximized and consists of introducing new material, so review and reinforcement become an important part of homework.
- In order to attain the maximum benefits from homework, scholars are responsible for completing homework assignments on time and as directed.
- The amount, frequency, and nature of the assignments should be based on the teacher's professional judgment and reflect scholars' individual learning differences.

Expectations for Teachers, Scholars, and Families

- Each teacher will assign relevant, meaningful homework and give timely feedback on assignments.
- Each scholar will complete the assignments on time and submit their best work.
- Each family must encourage Wyatt scholars to complete homework assignments, provide a space that is quiet and well lit, and stress the value of hard work and good study habits. Ask your scholar's teacher for more information in helping your scholar complete homework assignments. Family signature is required on all reading assignments.

3. GRADING POLICY

To continue the Wyatt Academy mission of rigorous accountability, Wyatt Scholars are assessed on a consistent basis to ensure objective mastery. The purpose of assessments are to progress monitor scholars' mastery of objective and to drive ongoing, intentional instruction. Grades from these assessments will be entered into Infinite Campus **weekly**. This enables administration, teachers, and families to access their scholar's current progress.

Scholars receive a grade every Quarter in the following subjects:

- English Language Arts
- Mathematics
- Science
- ELD (if applicable)
- Specials

4. CONFERENCES

The family/teacher conference is an opportunity for families, scholars, and teachers to review learning and to celebrate progress. This is an opportunity to set achievement goals for the upcoming academic cycle and for the family to learn how to best support scholar learning. **Wyatt Academy Family/Teacher Conferences are mandatory for all scholars.**

5. PROMOTION REQUIREMENTS

Wyatt Academy is committed to ensuring that our scholars are prepared to advance to the next grade level at the end of each academic year.

The Wyatt Academy faculty will determine the promotion readiness for each scholar on an individual basis, based on criteria of promotion readiness in: literacy, math and social skills.

Wyatt Academy uses the following criteria when considering the retention of a scholar:

- **Academic Performance** - Scholars must receive a passing grade in Reading, Writing, and Math to be considered for promotion.
- **Attendance** - More than 10 absences due to illnesses or repeated unexcused absences will result in consideration for retention.
- **Social/Emotional Readiness** – The criteria for S/E Readiness is carefully determined in consultation with the teacher, support staff, school administration and the family.

6. ENGLISH LANGUAGE ACQUISITION (ELA)

What is the ELA Program?

The English Language Acquisition (ELA) Program is designed to teach scholars who speak languages other than English how to understand, speak, read, and write in English. The program is also designed to help other scholars whose language skills are hindering their academic progress because a language other than English is spoken in the home. While scholars are learning English, they are also learning math, science, and social studies. Teachers in the ELA Program are specifically trained to teach children who are learning English.

Why is a child being identified as an English language learner?

Children are identified as English language learners because their parents have said that they speak a language other than English and do not speak English well or at all and an objective assessment of the children's listening and speaking skills in English indicates that they are not proficient in English. A scholar may also be identified as an English language learner if oral English is good, but reading and writing skills in English are not.

What rights do parents have?

Parents have the right to choose whether or not their child participates in the ELA Program. At registration and within the school there are resources available for parents to help answer questions as they make the decision regarding the ELA Program. The following services are provided at Wyatt Academy:

Scholars participating in the Wyatt Academy ELA Program receive the same curriculum (that is, they are taught the same things) as children in mainstream English classes. The difference is that scholars in the program have time specifically devoted to learning English language development at least 45 minutes a day taught by certified ELA teachers. Also, instruction in all other subjects takes into account that scholars need support in English Language Development.

How do English language learners exit the ELA Program?

English language learners exit from ELA Program services when they have sufficient English skills to be successful in a mainstream English program. At each school, a team of teachers and a school administrator makes recommendations to redesignate and exit scholars. These recommendations are based on an evaluation of a variety of factors including test scores, such as the test Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS- taken each January) and CMAS test as well as individual classroom assessments and the professional judgment of a scholar's teachers to look at an overall body of evidence.

Redesignation Criteria (student no longer receives ELA Program services) requires a demonstration of English proficiency and is set by the Colorado Department of Education. In order for a student to be redesignated out of ELA services, the school must provide the following documentation: ACCESS score: 4 overall and 4 on Literacy WIDA Speaking and Writing Rubrics 4 and at least one piece of local data that confirms grade level proficiency in Reading and Writing.

Scholars who are overall proficient in English, as defined by ACCESS, and do not meet the above criteria, may only be re-designated after a thorough review by the CH-ISA Team. The

scholar must demonstrate that he or she is capable of meaningfully participating in mainstream English classes. The review also includes documentation, such as informal classroom assessments, assignments, grades, progress reports, and attendance. The DPS ELA Department reviews all requests to re-designate scholars.

For additional information, please see the English Language Acquisition Guide for Charter Schools: <http://portfolio.dpsk12.org/wp-content/uploads/2017/12/ELA-Guidebook-for-Charter-07.12.17.pdf>

7. INTERNET ACCEPTABLE USE POLICY

Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Wyatt Academy offers Internet access to its scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of Wyatt. Wyatt expects that scholars and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Wyatt makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of Wyatt's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Wyatt has installed special filtering software in an effort to block access to material that is not appropriate for children.

The Internet also allows for easy communication between individuals and groups, and therefore allows for quick and efficient communication between school and home. Families are encouraged to contact teachers via e-mail to set up appointments to discuss any scholar or school issues, or to ask brief questions, but should not use email for extended conversations. Scholars should not contact teachers or other school staff directly through email, but rather should speak to the teacher in school or, if necessary, ask for their parent's assistance with email if such contact is appropriate. All components of the Code of Conduct and any resulting disciplinary procedures are applicable to e-mail communication from a scholar to a teacher or any other school staff.

The school maintains technology carts to which scholars have access under adult supervision during designated times. Scholars are not allowed to bring discs from home into school to print materials, and should not assume access is available to computers outside of school hours.

Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of Wyatt's Internet Service:

- Accessing personal e-mail correspondence;
- Accessing websites during class other than those identified by the teacher as appropriate for class;
- Disclosing, using or disseminating personal identification information about self or others;
- Accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- Using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- Copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of a member of the faculty;
- Plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through email or news sources must also be credited as to sources;
- Using the Internet service for commercial purposes;
- Downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Computer Teacher; and
- Overriding the Internet filtering software.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Wyatt reserves the right to examine all data stored on internal and external drives.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to Wyatt's Internet service is a privilege, not a right. Wyatt reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (scholars), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Wyatt's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

III. CULTURE POLICIES

1. REACH EXPECTATIONS

Wyatt Academy has a firm philosophy on Positive Behavioral Supports (PBS).

PBS organizes adults and scholars to create a social culture in schools that will encourage positive behavior and interactions, while discouraging problem behaviors. This social culture will lead to a safer environment where scholars achieve academically and build positive relationships with each other and with adults.

Wyatt believes in treating all scholars and staff with dignity and utilizing a Restorative Approach to repair when harm has been done to the Wyatt community.

Wyatt Academy REACH Expectations

	Classroom	Restroom	Hallway	Playground	Cafeteria
Respect	Use kind words and actions Show Active Listening	Give others privacy	Walk in HALL	Keep hands and feet to self	Be courteous: say, "please, thank you, excuse me"
Enthusiasm	Follow directions the first time Participate and be prepared	Return quickly and quietly	Be on time	Take turns and include others	Use quiet voice at table and in line
Achievement	Work is neat and complete Ask for help when needed	Keep it clean	Walk directly to destination	Use equipment safely	Put trash in trash can
Citizenship	Be honest Encourage and help others	Take care of property	Be in uniform	Resolve conflicts peacefully	Ask permission to leave seat
Hard Work	Stay on task Give best effort	Flush toilet and wash hands	Carry hall pass	Line up quickly and quietly	Sit with feet on floor, pockets on bench, and face table

2. BEHAVIOR TIERS

Tier 1 examples	Tier 2 examples	Tier 3 examples
<ul style="list-style-type: none"> ● Classroom disruptions ● Picking on, bothering or distracting scholars. ● Throwing ● Use of profanity and vulgarity ● Dress code violations ● Disrupting school activity ● Minor defiance of an authority ● Verbal insults or put-downs ● Use of personal electronics ● Minor damage or defacement of school property ● Unauthorized use of school equipment ● Minor physical aggression with another scholar ● Hitting (some hitting in K) ● Scholastic dishonesty 	<ul style="list-style-type: none"> ● Fighting ● Destruction or theft of school property ● Vandalism and graffiti ● Severe defiance and disobedience (as determined by the school staff) ● Theft of personal belongings ● False activation of fire alarm ● Possession of fireworks ● Bullying (see definition below) ● Harassment based on race, ethnicity, sexual orientation, gender, disability or religion. ● Sexual harassment ● Consensual but inappropriate physical conduct 	<ul style="list-style-type: none"> ● Drugs, tobacco and alcohol ● Weapons ● Gang affiliation
<p style="text-align: center;"><i>Tier 1 consequences will be determined by the teacher</i></p>	<p style="text-align: center;"><i>Tier 2 consequences will be determined by the administrative team</i></p>	<p style="text-align: center;"><i>Tier 3 consequences will be determined by the administrative team</i></p>

Wyatt has a no Bullying policy. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

The particular administrative consequences will be dependent upon the incident; this may include suspension, community service and a public apology. A scholar who receives three discipline referrals will receive a suspension. Two subsequent referrals will lead to a second suspension and two more will lead to a third suspension.

3. HABITUALLY DISRUPTIVE SCHOLARS

Any scholar who is suspended for disruptive behavior, as defined by this policy, for a third time during any one school year while in school or on school grounds, at a school sanctioned activity or event, or while being transported in a school approved vehicle, will be declared habitually disruptive and a recommendation for expulsion will be made to Denver Public Schools. A remedial discipline plan will be developed after the first suspension. The plan will be reviewed and modified after the second suspension and the scholar will be placed on disciplinary probation. In such cases, the scholar and his/her family/guardian will be notified in writing. Disruptive behavior by a scholar identified as a scholar with disabilities, as defined by school policy, will be managed in accordance with the scholar's individual education plan (IEP). Scholars with disabilities will be subject to recommendation for expulsion as a habitually disruptive scholar only if determination has been made by the scholar's special education staffing team that the disruptive behavior is not a manifestation of the scholar's disability.

Expulsion procedures are mandatory under state law for the following

Declaration as a habitually disruptive scholar, defined as a scholar who caused a disruption anywhere during school more than three times throughout one school year due to willful and overt behavior by the scholar, requiring the attention of school personnel to deal with the disruption.

Actions that may lead to expulsion hearing

The following scholar actions will lead to Wyatt Academy recommending a scholar for an expulsion hearing:

Expulsion may happen to a scholar based on grounds outlined in the Board of Education Policy by the Denver Public Schools Conduct Code, in addition to any laws or regulations for the State of Colorado or the City and County of Denver.

Carrying, bringing, using or possessing a deadly weapon without authorization of the school or the district. A deadly weapon includes, but is not limited to, a loaded or unloaded firearm, a knife, a bludgeon or any other weapon/instrument which, in the manner in which it is used or intended to be used, is capable of producing death or serious bodily injury. The selling of, including the exchange, distribution or gift of, drugs or controlled substances, as defined by state law, including anabolic steroids and prescription drugs. The commission of an act that, if committed by an adult, would be robbery or assault as defined by law.

Wyatt Academy may recommend a scholar for an expulsion hearing for the following

- Repeated Suspensions: Being suspended three times over the course of a school year.
 - Gang Affiliation: Evident affiliation with a gang.
 - Serious Violation: A more serious violation of school rules and expectations which the Administrative Team deems the circumstances of that violation warrant a more significant consequence than suspension.
 - Drug and Tobacco Use: Violation of the drug and tobacco policy.

4. ADMINISTRATIVE PREVENTATIVE ACTIONS

Searches

School property is under the control of the school. A search of school property (including but not limited to backpacks and vehicles parked on school property) may be made at the discretion of the school administration if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are being kept at school. School authorities may also search a scholar's person and/or personal property, desk area, backpack whenever a school authority has reasonable suspicion to believe that a scholar is in possession of illegal or unauthorized materials. Furthermore, school officials will notify families and the appropriate law enforcement agency of illegal possession of such materials.

Physical Restraint

See Denver Public Schools Policy JKA - Restraint

Retrieved from: https://www.dpsk12.org/wp-content/uploads/JKA_Student_Restraint_English.pdf

IV. FACILITIES AND RESOURCE POLICIES

1. SCHOOL CLOSINGS

Snow and Inclement Weather

All scholars go outside at lunchtime for 15-20 minutes every day, except when there is severe weather or the temperature is below 25 degrees. Scholars should dress accordingly. Wyatt Academy will follow Denver Public Schools school closure schedule. All DPS school closure information can be found on their website at www.dpsk12.org or local news channels.

- **If DPS is closed due to weather, Wyatt Academy will be closed.**
- **If DPS announces an early closure, Wyatt Academy will also close early.** In the event of an unscheduled or early closure, after school programs will also be canceled.
- **If DPS announces a delayed opening, it ONLY applies to schools that begin after 8:30am. This does not apply to Wyatt. Please plan on arriving at 7:45 as normal.**

2. EMERGENCY PROCEDURES

Scholar Emergencies

In case of an emergency, parents or guardians should contact the front desk either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms, including after-school activities, or attempt to withdraw scholars from the building without notifying and receiving permission from Front Desk Staff.

Accident or Medical Emergency

If a medical emergency occurs to a scholar at school, first aid will be administered and family members of that scholar will be contacted immediately. If family cannot be reached, a person listed on the scholar's health form, (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Services (911). If there is a serious accident at school, family of the affected scholars will be notified immediately. In the event that the family cannot be reached, the family physician or persons indicated on health forms will be contacted. First Aid will be administered as needed.

Lockdown Statement

- Every now and then, the school may need to engage in lockdown procedures. This is often due to the school receiving information that there is a potentially dangerous situation in the vicinity. Wyatt and DPS have very specific protocols in place to ensure that our scholars and staff remain safe.

- Subsequent to any lockdown, the administrative team will communicate the nature of the lock-down to Wyatt families within 24 hours.
- We ask that if you hear that the school is in lockdown, that you do not visit the school or try to communicate with your scholar via cell phone.

3. RESPONSIBILITY FOR PERSONAL PROPERTY

Money and Valuables

Children should not bring money or valuables to school, except money to buy lunch. If money is required for other reasons such as field trips, scholars and families will be notified. The school cannot assume responsibility for money, property or valuables, either lost or taken.

Lost and Found

Items of clothing such as jackets, backpacks, boots, raincoats, hats and gloves should be labeled with the scholar's name to avoid loss and confusion. Lost articles are kept in the 'Lost and Found Container' in in the cafeteria. Small/valuable items (glasses, jewelry, etc.) are kept at the front desk.

6. HEALTH & WELLNESS POLICY

Our Wellness policies are integral to teaching health education to all of our scholars. By encouraging them to practice healthy habits daily and observe adults doing the same, scholars are better able to use these lifelong positive behaviors.

These policies are meant to lead Wyatt Academy scholars, staff, families, volunteers, and community members to a better understanding of the extreme importance of taking care of our minds **and** bodies.

Daily Policy

- Scholars should drink water throughout the school day. Water bottles are encouraged. **Please do not bring sports drinks, sodas, and punch drinks to school.** (28-34g of Sugar Avg. or 8 Packets of Sugar)
- Candy is not permitted at any time during the school day.
- Snacks such as chips Hot Takis, Hot Cheetos are not permitted.
 - To role model healthy behaviors, teachers, instructional aides, parent volunteers, and all other adults on campus will adhere to the same wellness practices as the scholars.

Snack Policy

- Fresh fruits and vegetables are highly encouraged. Try sliced apples, carrot sticks, celery sticks, grapes, cherries, strawberries, grape tomatoes, cantaloupe chunks, pineapple, broccoli, cauliflower, zucchini sticks, sweet pea pods and more.
- If scholars bring snacks or drinks that do not meet the above requirements, they will be politely instructed to return them to their backpacks until the end of the day. Our staff will do everything possible to make healthy substitutions.

Lunch Policy

- Healthy school lunches are available through a partnership with DPS Food Services.
- Scholars that pack their lunch are encouraged to bring fresh, healthful foods and a healthful drink to school.

7. GRIEVANCE POLICY

It is the policy of Wyatt Academy that all employees, scholars, families and visitors have the right to voice their complaints or grievances about matters pertaining to the school.

Wyatt Academy recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between management and employees/staff and families. Please see the front desk for a copy of the Wyatt Academy Grievance Policy.

8. COMMUNICATION POLICY

Thursday Folders

Every Thursday ALL scholars MUST take home a Thursday Folder. Thursday Folders will contain information and communications from Wyatt Academy or community partners.

Folders and any forms that need to be returned to school should be placed into the Thursday Folder by the scholar/family and returned Friday or the following school day.

Home Visits

Home Visits are off-campus, face-to-face communications between families of scholars and Wyatt Academy staff. These visits are to ensure positive relationships with each Wyatt Academy family and scholar. During these meetings Wyatt Academy staff will be visiting the home, workplace or neutral location (i.e. park, mall, coffee shop etc.) and discuss the family's well-being at Wyatt. School-wide home visits will be completed biannually- Once a semester.

Quarterly Surveys

Family Satisfaction Surveys will be sent out in Thursday Folders quarterly to all Wyatt families. Every family should return a survey to their scholar's homeroom teacher the

following school day. These surveys will be used to measure our Communication Outreach while providing feedback on how to best serve our families.

Each Spring, the district will mandate that a Satisfaction Survey is filled out for each household. This survey will tie into Wyatt Academy's overall School Rating. For more information on School Rating, please visit the School Performance Framework district page at <http://spf.dpsk12.org/>.

Parent Portal

All families are encouraged to register and utilize the Denver Public School Districts Parent Portal. This portal allows families to access information regarding their scholar's attendance, grades and additional communications from both Wyatt teachers and the district personnel. All families should sign up with Parent Portal during the week of registration. The registration for Parent Portal is a three-step process in which the family member will need to sign up for an account, activate the account/link in their personal email and complete the registration steps once the link to activate the account is pressed. Additional information or answers to additional inquiries can be found at <http://communications.dpsk12.org/parentportal.html>. Registration for the Parent Portal is available at <https://campus.dpsk12.org/campus/portal/icprod.jsp>.

9. FAMILY INVOLVEMENT

Volunteering at Wyatt

All Wyatt families are asked to volunteer a minimum of **one** hour per school year. Volunteer opportunities include reading partner, classroom support, field trip chaperone, clerical assistance, lunch monitor, playground supervisor, and many more. Volunteer opportunities can also take place outside of school hours.

Any person that wishes to volunteer at Wyatt Academy must complete and sign a Liability Waiver and Volunteer Rules and Regulations Page. These forms will be located at the Front Desk and must be completed prior to volunteering. Each visitor at Wyatt, including all volunteers and mentors, must sign in at the Front Desk. All volunteer hours will be tracked in the Volunteer Log. This should be done prior to volunteering (check-in) and after volunteering (check-out.) Questions regarding volunteer opportunities should be directed to the Director of Development and Communications.

PAW: Parents en Acción at Wyatt

PAW is a group of Wyatt parents who are organizing to make change and improve education for children. PAW is open to ALL WYATT PARENTS! The more members we have, the stronger our voice is. During the school year, we meet twice a month to share a **meal**, receive **training**, and work together to **take action** for our children and their education.

Collaborative School Committee - CSC

The Collaborative School Committee consists of peer-elected family representatives that will meet with the principal on specific matters that affect student achievement and school improvement. Family participation in the “decision-making process will ensure that the needs of all scholars are specifically addressed in the School Action Plan and Budget.”

“Providing a forum for open discussion and problem-solving, this group will give all stakeholder groups

(administrators, parents, students, staff, and the larger community) a real voice in school-based decision-making and the power to influence all aspects of the work of the school.”

Elections for the Collaborative School Committee will take place during registration, and meetings will be held on the second Thursday of every month.

V. GENERAL SCHOOL POLICIES

1. TITLE IX

Non Discrimination Statement

It is the policy of Wyatt Academy to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

Harassment

Wyatt is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, or disability. Harassment by administrators, certified and support personnel, scholars, vendors and other individuals at school or at school-sponsored events is strictly prohibited. Wyatt requires all employees and scholars to conduct themselves in an appropriate manner with respect to their fellow employees, scholars and all members of the school community.

Definition of Harassment

In general, Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, gender, sexual orientation, gender identity, or disability.

What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and

actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment

Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of education.
2. The individual's response to such conduct is used as a basis for educational, disciplinary, or other decisions affecting a scholar.
3. Such conduct interferes with an individual's education or participation in extra-curricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, scholars, vendors and other individuals in school or at school-related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Wyatt.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Board of Trustees.

2. FERPA

Family Education Rights and Privacy Act

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Education Rights and Privacy Act of 1974 (FERPA). FERPA applies to all schools that receive federal education funds, including Wyatt Academy. Non-compliance can result in the loss of those funds.

Confidential education records include student registration forms, contact information, graded papers, academic records (including report cards), discipline files, social security numbers linked to names, and student information displayed on a computer screen. All school employees and school volunteers are required to keep student information secure and confidential, and to protect the rights of students.

The essence of this act is that:

Families have the right to inspect and review their own child's educational records (any records from which the student can be individually identified), to the exclusion of third parties. Students also have this right when they reach age 18. Wyatt Academy has committed to responding to parental requests for student information only when they have been put in writing, and then within 15 days. Families and eligible students have the right to request that a school correct records believed to be inaccurate or misleading.

Families have the right to file with the U.S. Department of Education a complaint concerning alleged failures by Wyatt Academy to comply with the requirements of the act. Institutions and their employees may not disclose information about students, nor permit inspection of their records, without the parent or student written permission unless such action is covered by certain exceptions as stipulated in the Act.

Practically speaking, FERPA prohibits all employees from discussing confidential student information with third parties, including families. For instance, should two students engage in a disciplinary act together, the school is prohibited from naming or discussing the other involved student in conversations with families. Similarly, should a family member request an explanation of a discipline or academic event that did not involve his/her child, but which transpired in his/her child's classroom, the school is not permitted to disclose any names or details of events, nor disclose the resultant consequences.

All school officials—teachers, administrators, staff, Board members, and volunteers—must all comply with the expectations of FERPA and therefore may not discuss any student other than your own with you at any time or for any reason.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

3. HIPPA

NOTICE OF USE OF PERSONAL HEALTH INFORMATION

This Notice Describes How Medical Information About Your Child May Be Used and Disclosed and How You Can Get Access To This Information. Please Review It Carefully.

We understand that information we collect about your child and their health is personal. Keeping health information of your child private is one our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss with the system's Privacy Officer your concerns about how their health information is shared. The law says:

1. We must keep their health information from others who do not need it.

2. You may ask us not to share certain health services information. Sometimes, we may not be able to agree to your request.

Your child may receive certain services from nurses, therapists, social workers, doctors or other health care related individuals. They may see, use and share your child's health or medical information to determine any plan of treatment, diagnosis, or outcome of information as described in an Individualized Education Program (IEP) or other plan document. This use may cover such health services your child had before now or may have later.

We review such health services information and claims to make sure that you get quality services and that all laws about providing and paying for such health services are being followed. We may also use the information to remind you about service or to tell you about treatment alternatives. We also use the information to obtain payments for such services as a result of the Medicaid program. We must submit information that identifies you and your child, your child's diagnosis and the treatment of services provided to your child for reimbursement by Medicaid.

We may share your health care information with health plans, insurance companies, or government programs to help get the benefits and so that the School System can be paid or pay for such health care or medical services.

In most cases, you may see your child's health information but the request cannot include psychotherapy notes or information gathered for judicial proceedings. There may be legal reasons or safety concerns that may limit the amount of information that you may see. You may ask in writing to receive a copy of your child's health information. We may charge a small amount for copying costs.

If you think some of the health information is wrong, you may ask in writing that we correct or add to it. You may ask that the corrected or new information be sent to others who have received your child's health information from us. You may ask us for a list of where we sent the health information.

You may ask to have the health information sent to others. You will be asked to sign a separate form, called an authorization form, permitting the health information of your child to go to them. The authorization form tells us what, where and to whom the information must be sent. You can stop or limit the amount of information sent any time by letting us know in writing.

4. TITLE I

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

Title I is designed to help scholars served by the program to achieve proficiency on challenging State academic achievement standards. Title I schools with percentages of scholars from low-income families of at least 40 percent may use Title I funds, along with other Federal, State, and local funds, to operate a "school wide program" to upgrade the instructional program for the whole school. Title I schools with less than the 40 percent school wide threshold or that choose not to operate a school wide program offer a "targeted assistance program" in which the school identifies scholars who are failing, or most at risk of failing, to meet the State's challenging academic achievement standards. Targeted assistance schools design, in consultation with families, staff, and district staff, an instructional program to meet the needs of those scholars. Both school wide and targeted assistance programs must use instructional strategies based on scientifically based research and implement family involvement activities.

