



***Student and Family  
Handbook  
2019 - 2020***



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# **OVERVIEW**

## **1. MISSION**

We are a K-5 community school where students thrive socially, emotionally, and academically.

## **2. CORE VALUES**

### **Wonder**

- I always ask questions
- I am curious about the world
- I love to learn and explore
- I take risks in order to learn and grow

### **Joy**

- I bring a positive attitude to school
- I believe that I am awesome
- I cheer on my classmates
- I willingly participate and joyfully contribute in class

### **Community**

- I am proud to be part of the Wyatt family
- I embrace the points of view and differences of others
- I respect my peers, my teacher, and my environment
- I am kind to others

### **Opportunity**

- I am a leader and a positive example for others
- I can achieve anything I set my mind to
- I stand out from the crowd
- I work hard, even when my work is hard

### 3. DAILY SCHEDULE

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

# 4. Wyatt Academy School Calendar 2019-2020

First Day of School

August 2019					September 2019				
M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6
5	6	7	8	9	9	10	11	12	13
12	13	14	15	16	16	17	18	19	20
19	20	21	22	23	23	24	25	26	27
26	27	28	29	30	30				
sd= 10	td= 20	sd= 20	td= 20						

October 2019					November 2019				
M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4					1
7	8	9	10	11	4	5	6	7	8
14	15	16	17	18	11	12	13	14	15
21	22	23	24	25	18	19	20	21	22
28	29	30	31		25	26	27	28	29
sd= 20	td= 22	sd= 16	td= 16						

December 2019					January 2020				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3
9	10	11	12	13	6	7	8	9	10
16	17	18	19	20	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24
30	31				27	28	29	30	31
sd= 15	td= 15	sd= 18	td= 19						

February 2020					March 2020				
M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7	2	3	4	5	6
10	11	12	13	14	9	10	11	12	13
17	18	19	20	21	16	17	18	19	20
24	25	26	27	28	23	24	25	26	27
					30	31			
sd= 18	td= 19	sd= 20	td= 20						

April 2020					May 2020				
M	T	W	TH	F	M	T	W	TH	F
		1	2	3					1
6	7	8	9	10	4	5	6	7	8
13	14	15	16	17	11	12	13	14	15
20	21	22	23	24	18	19	20	21	22
27	28	29	30		25	26	27	28	29
sd= 18	td= 19	sd= 20	td= 20						

June 2020					July 2020				
M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3
8	9	10	11	12	6	7	8	9	10
15	16	17	18	19	13	14	15	16	17
22	23	24	25	26	20	21	22	23	24
29	30				27	28	29	30	31
sd= 0	td= 2								

Office Hours	
June 5 - Aug 2	9:00-3:00
August 5-June 3	7:30-4:30

Teacher Development Days - No School for Scholars	
August 5-16	
October 22	
January 6	
April 6	

Family Conference Days - No school for students	
October 18 (7:30 to 7:00)	
February 14 (7:30 to 7:00)	

Vacation/Holidays- No School	
September 2- Labor Day	
October 21-Fall break	
November 25-29- Thanksgiving Break	
December 23-January 3- Winter Break	
January 20- Martin Luther King Jr. Day	
February 17- Presidents' Day	
March 30-April 3- Spring Break	
May 25- Memorial Day	

Quarter Schedule		
Quarter I	August 19 to October 16	Days: 42
Quarter II	October 17 to January 10	Days: 43
Quarter III	January 13 to March 13	Days: 42
Quarter IV	March 16 to May 29	Days: 48

Scholar Days	175
Teacher Days	192

Last Day of School for Scholars (half day)

## 5. FACULTY AND STAFF

Wyatt Academy All Staff 2019-2020				
Name	Position	email address	Room	Ext
Anderson, Laura	Art	<a href="mailto:laura.anderson@wyattacademy.org">laura.anderson@wyattacademy.org</a>	212	1212
Barreth, Gloria	4th Grade	<a href="mailto:Gloria.Barreth@wyattacademy.org">Gloria.Barreth@wyattacademy.org</a>	219	150
Blizzard, Sierra	Special Education	<a href="mailto:Sierra.Blizzard@wyattacademy.org">Sierra.Blizzard@wyattacademy.org</a>	260	1242
Craig, Karen	Business Manager	<a href="mailto:karen.craig@wyattacademy.org">karen.craig@wyattacademy.org</a>	325	2325
Delia, Celeste	Physical Education	<a href="mailto:celeste.delia@wyattacademy.org">celeste.delia@wyattacademy.org</a>	231	1231
Doggett, Jessica	3rd grade	<a href="mailto:jessica.doggett@wyattacademy.org">jessica.doggett@wyattacademy.org</a>	203	2203
Ehrenkranz, Jamie	Social Worker	<a href="mailto:Jamie.Ehrenkranz@wyattacademy.org">Jamie.Ehrenkranz@wyattacademy.org</a>	253	1252
Estrada, Maria	Community Services Coordinator	<a href="mailto:maria.estrada@wyattacademy.org">maria.estrada@wyattacademy.org</a>	310	1215
Furlong, Brooke	1st grade	<a href="mailto:brooke.furlong@wyattacademy.org">brooke.furlong@wyattacademy.org</a>	262	1262
Garcia, Kate	Consultant	<a href="mailto:kate.garcia@wyattacademy.org">kate.garcia@wyattacademy.org</a>		
Goodrich, Hector	Paraprofessional	<a href="mailto:hector.goodrich@wyattacademy.org">hector.goodrich@wyattacademy.org</a>	263	1263
Grant, Lisa	5th grade	<a href="mailto:lisa.grant@wyattacademy.org">lisa.grant@wyattacademy.org</a>	315	1315
Grant, Sarah	Scholar Services Coordinator	<a href="mailto:sarah.grant@wyattacademy.org">sarah.grant@wyattacademy.org</a>	310	1311
Levit, Ryan	Kindergarten	<a href="mailto:ryan.levit@wyattacademy.org">ryan.levit@wyattacademy.org</a>	264	1264
Martin, Wayles	4th Grade	<a href="mailto:wayles.martin@wyattacademy.org">wayles.martin@wyattacademy.org</a>	217	1217
Martinez, Corina	Receptionist	<a href="mailto:corina.martinez@wyattacademy.org">corina.martinez@wyattacademy.org</a>	front desk	1000
McKinsey, Michelle	ELD Intervention & GT Coach	<a href="mailto:michelle.mckinsey@wyattacademy.org">michelle.mckinsey@wyattacademy.org</a>	233	1233
Means, Melody	Scholar Success Coach	<a href="mailto:melody.means@wyattacademy.org">melody.means@wyattacademy.org</a>	215	2276
Mishara, Kate	Co-Executive Director	<a href="mailto:kate.mishara@wyattacademy.org">kate.mishara@wyattacademy.org</a>	328	1273
Moreno, Minnie	Nurse's Aid	<a href="mailto:minnie.moreno@wyattacademy.org">minnie.moreno@wyattacademy.org</a>	239	303
Neufer, Rachel	2nd grade	<a href="mailto:rachel.neufer@wyattacademy.org">rachel.neufer@wyattacademy.org</a>	263	1263
Perez, Yesenia	Paraprofessional	<a href="mailto:yesenia.perez@wyattacademy.org">yesenia.perez@wyattacademy.org</a>	265	1265
Porter, Alice	3rd grade	<a href="mailto:Alice.Porter@wyattacademy.org">Alice.Porter@wyattacademy.org</a>	206	2206
Salas Lopez, Ana	Kindergarten	<a href="mailto:ana.salas-lopez@wyattacademy.org">ana.salas-lopez@wyattacademy.org</a>	265	1265
Shagalski, Jessica	Science	<a href="mailto:jessica.shagalski@wyattacademy.org">jessica.shagalski@wyattacademy.org</a>	209	1108
Vidockler, Andrew	Co-Executive Director	<a href="mailto:andrew.vidockler@wyattacademy.org">andrew.vidockler@wyattacademy.org</a>	310	2310
Whitfield, Stephen	Music	<a href="mailto:stephen.Whitfield@wyattacademy.org">stephen.Whitfield@wyattacademy.org</a>	248	1248
Young, Jerad	Paraprofessional	<a href="mailto:jerad.young@wyattacademy.org">jerad.young@wyattacademy.org</a>	217	1217



# I. CAMPUS POLICIES

## 1. STUDENT ATTENDANCE POLICY

Regular school attendance is vital to your student's success. At Wyatt Academy, our goal is to ensure that all students fully benefit from their education by getting to school on time (in class by 7:45am-8:00am) and attending school regularly. Attending school regularly helps children feel better about school—and themselves. You can help your student learn that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and in their careers. **Students with 100% attendance will be celebrated for their commitment to their education.**

Below are the times we expect students to be at school:

- Students arrive no earlier than 7:30 am
- Students attendance will be taken in their homeroom at 8:00am

### DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

### OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are late or absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, to communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

## WHAT WE NEED FROM YOU

Have a consistent plan to assure your child arrives to school on time every day. Please let us know if you have any questions about DPS Success Express or the city of Denver RTD bus. When your child rides the bus, this assures your child will get to school on time. If you drive your child to school, leave yourself extra time in case of traffic or inclement weather. Our doors open at 7:30, so you can drop your child off starting then.

An unexcused tardy means your child arrived in class late (after 8:00) because of sleeping in, traffic, missing the bus, running late, etc. Examples of excused tardies are illness, health condition, medical appointment, and family emergency. If your child arrives late, you **MUST** come in sign your child in.

Arriving late to school/class impacts a student's learning as well as the classroom atmosphere. Being on time for school/class is a positive goal for each of our students. Research has shown that your child's attendance record may be the biggest factor influencing his/her academic success.

## SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Colorado State, to ensure your child is successful in school. School attendance is required by state law for students up to age 17 (Colorado School Attendance Law – C.R.S. 22-33-101 et seq.). Students must attend a minimum number of hours of school in order to comply with the law. These minimum requirements are: 1,056 hours in middle and high school; and 968 hours in elementary school. We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

## WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance and getting to school on time.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful after school activities, including sports and clubs.

## **IF YOUR SCHOLAR IS ABSENT THE PARENT/GUARDIAN MUST**

- Call the attendance line (303) 308-1151, or office (303)292-5515 ext. #2 to report a scholar's absence by 7:45 am.
  - The message should include:
    - Name of student
    - Date of absence
    - Reason for absence
    - Contact number for the family

## **IF YOUR STUDENT NEEDS TO LEAVE EARLY AND/OR WILL BE TARDY:**

- The guardian must sign the student out and/or in at the front desk.
- Upon returning and/or entering, the student must bring in a doctor's note to give the front desk that verifies the appointment causing the student to leave early and/or arrive late.
- If you suspect that your student is sick and you are unsure if you should or should not bring your student to school, please have your students visit the school nurse who will assess and determine if your student is well enough to remain in school or should be sent home. The aim is to prevent your student from accumulating unnecessary absences and tardies.

## **SCHOOL SCHEDULE AND TARDY PROCEDURES:**

- 7:30am-8:00am - Student arrival and breakfast
- 8:00am - Student academic day begins. Students arriving at **8:01am** are TARDY.
- Teachers will not accept students without a tardy pass from the office. Students arriving at this time report to the office for a tardy pass, and **MUST** be signed in by a parent/guardian

## **CONSEQUENCES FOR TARDINESS:**

- When a student arrives to class with a late pass (*after being signed in by a parent/guardian*) they will lose a Dojo point. Dojo points affect students eligible to attend field trips, school day and evening program/celebrations.
- *\*Note: Once a student reaches 3 tardies it is equivalent to 1 absence, once a student reaches 10 absences they may be referred to truancy.\**
- **STUDENTS WITH EXCESSIVE TARDINESS WILL BE IN DANGER OF BEING RETAINED!**

## **CONSEQUENCES FOR ABSENCES**

- 2nd consecutive absent in one week student will receive a verbal warning followed by a phone call to the parent/guardian
- A MTSS referral will be made if:
  - A student is absent for 2 consecutive days and the teacher is unable to reach a guardian
  - A student is absent for 3+ days in a school week

- A student reaches 5+ or more absences
- *Once a student reaches 7 absences the Attendance Team and classroom teacher will hold a mandatory meeting with the family. This meeting will be held with you and your student to identify the barriers and supports available to ensure regular attendance.*

## **ATTENDANCE DEFINITIONS:**

**Excused absences:** are those resulting from; illness, physical disability, mental disability, emotional disability, or family emergencies, bereavement/family funeral (required proof), religious observances

-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:** are determined by the school administration in all cases, such as absences resulting from suspensions, recommendations for expulsion and/or not properly reported by the guardian.

**Truancy:** is an absence from school without the permission of the scholar's family or school. 4 unexcused absences in a month, or 10 unexcused absences in a school year By law, any student that has 30+ cumulative days of unverified/unexcused absences,

**Habitually truant:** Scholars (*between the ages of 7-16 years old*), who have 3 or more unexcused absences from school in 1 month and/or 10 or more unexcused absences from school within the school year.

## **2. ARRIVAL AND DISMISSAL**

**School Hours: Monday through Friday 7:45 AM – 3:15 PM. For the safety and security of our students, Wyatt Academy will operate with the following arrival and dismissal procedures:**

**Arrival:** Students should arrive no earlier than 7:30 AM. All doors are locked and entry is restricted to front door (36<sup>th</sup> and Franklin)

**K- 2 Dismissal:** Students not attending after-school programming are dismissed at 3:15 PM from their exterior classroom door. Teachers will only allow students 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. Students will be escorted to their pre-determined dismissal area outside of the building. All Students will be required to wait in a dismissal line until picked up by family members. Students 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 students 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-2<sup>nd</sup> Grade: Students will be escorted to the shuttle stop by a Wyatt Academy staff member.

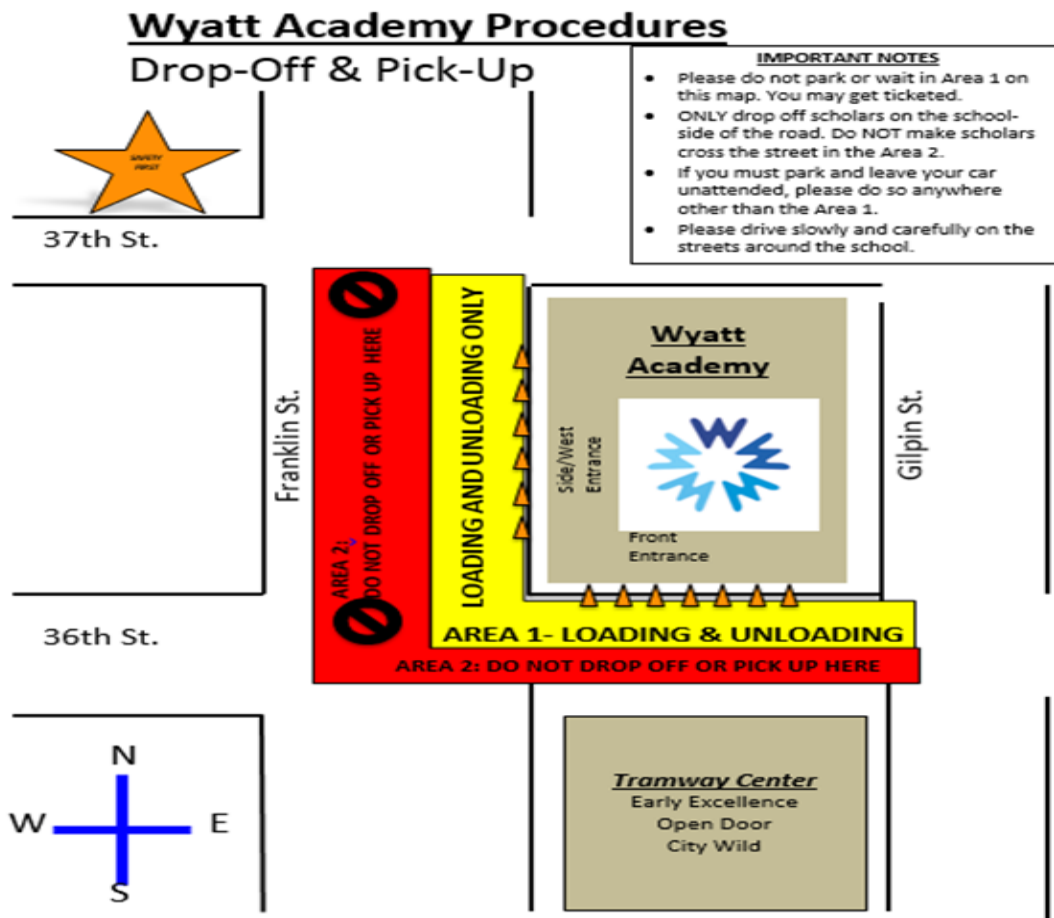
3<sup>rd</sup>-5<sup>th</sup> Grade: Students are responsible for reporting to the shuttle stop immediately upon dismissal.

## Pre-approved Walkers

Students 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 Students 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, students at Wyatt Academy must arrive to school in the following dress code. School personnel reserve the right to ask a student 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 distracts students and disrupts the learning environment. Students 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. Students 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. Students 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 STUDENTS

Lunch/Property may be left at the front desk by a family member. Staff will ensure that the items are delivered to the student 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 students.** Additionally, students may not order lunch to school.

## 8. HEALTH/MEDICATION/IMMUNIZATION

If a student 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 student, 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 student; when it needs to go home, a family member or guardian must sign out the medication.

Students **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

Students 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:

<b>Permission</b>	All students will need a completed permission slip before the day of the trip. Only students with written permission may attend the field trip. Verbal permission over the phone will not be accepted.
<b>Lunches</b>	If your student receives a free lunch from Wyatt Academy, they will receive a bagged lunch on the day of the field trip. Students are welcome to bring their own lunch but should inform their teacher before the day of the trip.
<b>Volunteers</b>	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 student'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 student, must be provided to the front desk per field trip, per classroom. Family may pick up their student after signing them out at the Front Desk after his/her field trip. Please note that the student will be marked as Early Release Unexcused in our system as Wyatt encourages all students 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 student. 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 students' 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 student 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 student. 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, students 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 students' individual learning differences.

### ***Expectations for Teachers, Students, and Families***

- Each teacher will assign relevant, meaningful homework and give timely feedback on assignments.
- Each student will complete the assignments on time and submit their best work.
- Each family must encourage Wyatt students 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 student's teacher for more information in helping your student complete homework assignments. Family signature is required on all reading assignments.

### **3. GRADING POLICY**

To continue the Wyatt Academy mission of rigorous accountability, Wyatt Students are assessed on a consistent basis to ensure objective mastery. The purpose of assessments is to progress monitor students' 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 student's current progress.

#### **Students 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, students, 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 student learning. **Wyatt Academy Family/Teacher Conferences are mandatory for all students.**

## 5. PROMOTION REQUIREMENTS

Wyatt Academy is committed to ensuring that our students 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 student 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 student:

- **Academic Performance** - Students 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 students, who speak languages other than English how to understand, speak, read, and write in English. The program is also designed to help other students whose language skills are hindering their academic progress because a language other than English is spoken in the home. While students 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 student 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:

Students 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 students 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 students 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 students. 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 student'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.

Students 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 student 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 students.

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 students and staff. The primary purpose of providing access to the Internet is to support the educational mission of Wyatt. Wyatt expects that students 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 student or school issues, or to ask brief questions, but should not use email for extended conversations. Students 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 student to a teacher or any other school staff.

The school maintains technology carts to which students have access under adult supervision during designated times. Students 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), studentship, 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 (students), 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

Wyatt Academy's culture policy is built on the philosophy of prevention and strong relationships. School discipline is best accomplished by preventing misbehavior before it occurs, and by using effective interventions after it occurs. Wyatt Academy success is developed and strengthened when all personnel has built strong positive relationship with the students in the community. All classroom teachers will teach Social Emotional Learning through the Random Acts of Kindness curriculum. **Social and emotional learning (SEL)** enhances students' capacity to integrate skills, attitudes, and behaviors to deal effectively and ethically with daily tasks and challenges. The **Random Acts of Kindness (RAK)** curriculum is CASEL approved, highly effective, engaging, relatable, and evidence-based social emotional learning curriculum. CASEL's integrated framework promotes intrapersonal, interpersonal, and cognitive competence.

Research states that the most effective social emotional learning lessons are provided by the classroom teacher. This model gives students the opportunity to generalize and practice skills throughout the day. This approach also helps teachers build positive relationships with students and create a warm and inclusive classroom environment. The overall goal is to foster **resilience**, which is defined as; *the capacity to recover from adversity and pursue your goals despite challenges*, in all students by building strong teacher and student relationships through the **Random Acts of Kindness** curriculum.

#### Relationship building

##### 1. Positive Behavioral Intervention and Supports

Positive Behavioral Intervention and Supports (PBIS). PBIS helps build systems for implementing a multi-tiered approach to social, emotional, and behavior support. This helps to improve the effectiveness, efficiency, and equity of schools. PBIS improves social, emotional, and academic outcomes for all students.

##### 2. Discipline Ladder

The vast majority of disciplinary issues should be addressed at the classroom level by teachers; however, behaviors that cannot be addressed at this level should receive more targeted and intensive interventions, as determined by an individualized assessment.

## What is the Behavior?

<b>Teacher Managed</b> Minor Defiance/Disrespect Minor Disruption Minor Damage t school or school equipment Technology Violation Minor physical aggression with another student (pushing and shoving) Student harassment	<b>Office Managed</b> Abusive/Inappropriate Language Fighting or Physical Aggression Overt Defiance/Disrespect Overt Disruption Property Damage Serious Technology Violation Harassment/Bullying Chronic/Repetitive Minor Infractions
<b>Teacher Can...</b> Proximity Quiet Redirection Private Non Verbal Cues Individual Reminders Repeated Practice Loss of Privilege Alternate seating Clear and concise directions (MVP from NNN) Correct Inappropriate actions (NNN using DoJo) Restorative Conversation Break in Safe Zone	<b>Escalate to Ms. Means and Fill out a Major Referral.</b>  <b>We will...</b> Conference with student Investigate if necessary Determine consequence Follow through with consequence Contact family Provide feedback to staff
<b>If the behavior doesn't resolve then escalate to Ms. Means</b> <ul style="list-style-type: none"> <li>• Out of class reflection</li> <li>• Loss of privilege</li> <li>• Phone call home</li> <li>• Restorative conversation student and teacher</li> <li>• Reintegration into class</li> </ul>	

- If the student has 3 or more referrals of the same behavior, refer to the MTSS process.

### 3. Restorative Practices

**Restorative Practices** stem from *Restorative Justice* that is used in the justice system. In school context, these practices resolve conflict by repairing harm and restoring positive relationships through the use of regular restorative conversations and circles. Students and teachers will work together to set academic goals, maintain the Wyatt Academy values in the classroom and resolve conflicts together. The overall goal is to restore relationships by working *with* students, rather than doing things *to* them or *for* them.



There are two reasons to conduct a restorative conversation:

1. To address challenging behaviors
2. To address someone who was harmed by another's actions.

Questions for responding to (*reason one*) challenging behaviors:

- What happened?
- What were you thinking about at the time?
- What have you thought about since?
- Who has been affected by what you have done? How were they affected?
- What do you think you need to do to make things right and/or better?

Questions for responding to (*reason two*) for helping someone who has been hurt by another's actions:

- What did you think when you realized what had happened?
- What impact has this had on you and others?
- What has been the hardest thing for you?
- What do you think you need to do to make things right and/or better?

When to facilitate a Restorative Conversations (*examples*):

Behaviors	Restorative Practice	When
Mild Defiance, Lack of Motivation, Student Harassment, Mistreatment of School Property,	Safe Spot Reflection Impromptu conversation Lunch Date Affect Language	These practices should not get in the way of any learning or instruction.
Overt Defiance, Bullying, Fighting, Overt Disruption, Minor Offence	Class restorative circle, Formal Restorative Conversation, Re Entry	These practices could be used throughout the day

#### 4. Suspension and Expulsion

Wyatt Academy believes that the removal of students from school for disciplinary reasons, especially during the early years of education, negatively impacts their opportunity for long-term success. We have modified our discipline reform policy to significantly reduce suspensions and eliminate expulsions for students in grades Kindergarten through third, except in cases required by law.

No student in grades Kindergarten through third grade shall be subject to expulsion from Denver Public Schools, except for the possession of a firearm as provided by federal law. Suspensions from school for students in these grades shall be reserved for the most severe offenses impacting staff and student safety.

A "habitually disruptive student" is a child in grades four and five, who has been suspended out-of-school by a designee three (3) times during the course of a school year for causing a disruption in the classroom, on school grounds, in school vehicles, or at school activities or sanctioned events.

## 5. No Nonsense Nurturing

**No Nonsense Nurturing (NNN)** is an instructional tool that all personnel will use to help manage students throughout the building. NNN will allow staff to remain positive and give clear precise direction whenever a task is needed.

## 6. Bullying and Cyberbullying

**Bullying** is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronic means, or by a physical act or gesture. Bullying is classified as harassment and may constitute a violation of civil rights when it is based on race, ethnicity, gender, sexual orientation, gender identity (including transgender), religion, national origin, ancestry, age, marital status, veteran status, or disability.

Cyberbullying is any type of harassment or bullying that occurs through any mobile or electronic device. This can include texts, videos or pictures sent through email, chat rooms, instant messaging, blogs, text messaging, websites or social media.

To protect students from bullying and cyberbullying, Wyatt Academy has several policies and procedures in place, listed below.

1. Bullying is not tolerated at Wyatt Academy. It will not be accepted on school grounds, on school buses, or during any school activities such as; sporting events or extended learning programs.
2. Students who engage in bullying behaviors are subject to disciplinary action, which may include suspension, expulsion and/or referral to law enforcement.
3. All schools have procedures for investigation and intervention with students who are engaging in bullying behavior. Program methods include teaching acceptable behavior, engaging in discussions, participating in counseling sessions, and implementing the appropriate consequences and supports.
4. Curriculum and training is also available to help all school staff and parents or guardians prevent bullying.
5. School psychologists and social workers are available to assist students and families who are victims of bullying.

## 7. Dojo

Kindergarten through fifth grade will be using Class Dojo. Class Dojo is an online behavior management system intended to foster positive student behaviors and classroom culture. Students earn 'Dojo Points' based on their classroom conduct. Class Dojo's primary goal is to encourage positive student behaviors and to provide a means for teachers and parents to communicate frequently and effectively about student development.

Every student will receive 6 points daily. Students will lose points if they are tardy or absent, have incomplete homework, show off task behavior during the day, and are not upholding Wyatt values.

These points will go towards weekly, monthly, and quarterly awards.

Dojo will also be used as the primary communication of events that are occurring in school and the classroom. It will give a big picture of how each student is doing behaviorally.

For Dojo to be managed effectively, it is mandatory for all parents to have access to their child's Dojo account.

To enroll in Dojo parents, need to download the app or log on the website, and then use the classroom code to access all materials.

## **8. Community Meetings**

Community meetings will be held weekly on Monday and Friday. The community meeting will help build relationships, reiterate expectations, and reward positive behavior in large group setting. Every Friday a student from each class will be recognized for upholding Wyatt Values. The winner will receive a **Wonder Shirt** that can be worn in place of a Wyatt Academy polo any day of the week.

## **9. 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 student's person and/or personal property, desk area, backpack whenever a school authority has reasonable suspicion to believe that a student 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](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 students go outside at lunchtime for 15-20 minutes every day, except when there is severe weather or the temperature is below 25 degrees. Students 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](http://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.

## **2. EMERGENCY PROCEDURES**

### **Student 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 students in their classrooms, including after-school activities, or attempt to withdraw students from the building without notifying and receiving permission from Front Desk Staff.

### **Accident or Medical Emergency**

If a medical emergency occurs to a student at school, first aid will be administered and family members of that student will be contacted immediately. If family cannot be reached, a person listed on the student'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 students 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 students 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 student 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, students 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 student's name to avoid loss and confusion. Lost articles are kept in the 'Lost and Found Container' in the cafeteria. Small/valuable items (glasses, jewelry, etc.) are kept at the front desk.

#### **4. HEALTH & WELLNESS POLICY**

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

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

##### **Daily Policy**

- Students 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 students.

##### **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 students 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.
- Students that pack their lunch are encouraged to bring fresh, healthful foods and a healthful drink to school.

#### **5. GRIEVANCE POLICY**

It is the policy of Wyatt Academy that all employees, students, 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. It is the policy of Wyatt Academy that all employees, students, 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.

## **6. COMMUNICATION POLICY**

### **Thursday Folders**

Every Thursday ALL students 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 student/family and returned Friday or the following school day.**

### **Home Visits**

Home Visits are off-campus, face-to-face communications between families of students and Wyatt Academy staff. These visits are to ensure positive relationships with each Wyatt Academy family and student. 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 student'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 student'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>.

## **7. 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 students 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, students, vendors and other individuals at school or at school-sponsored events is strictly prohibited. Wyatt requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students 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 student.



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, students, 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 students served by the program to achieve proficiency on challenging State academic achievement standards. Title I schools with percentages of students 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 students 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 students. Both school wide and targeted assistance programs must use instructional strategies based on scientifically based research and implement family involvement activities.