



Student and Family Handbook

2020 - 2021

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*Please note that the majority of this handbook outlines policies for in-person school.
The COVID-19 addendum includes new policies that are applicable during the
pandemic and until school resumes as normal.*

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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

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
11:30 - 12:15	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 (Mon-Fri)

4. Wyatt Academy School Calendar 2020-2021

**Please note that our start date is subject to change due to COVID and adjustments made at the district level.



Vacation/Holidays - No School	
Sept 7	Labor Day
October 19-20	Fall Break
Nov 23 - 27	Thanksgiving Break
Dec 21 - Jan 4	Winter Break
Jan 18	MLK Day
Feb 15	President's Day
Mar 29 - Apr 5	Spring Break
May 31	Memorial Day

Teacher Work Days - No Students	
August 10-14	
October 19-20	
January 4	
April 5	

Family Conferences - No Students	
October 15 pm conferences (3:30-6:30)	
October 16 (7:30 - 2:30)	
February 11 pm conferences(3:30 - 6:30)	
February 12 (7:30 - 2:30)	

Quarter 1 August 19 - October 16 Quarter 2 October 16 - January 10 Quarter 3 January 13 - March 13 Quarter 4 March 16 - May 29

5. FACULTY AND STAFF

Last Name	First Name	Position	Email	Room	Ext
Anderson	Laura	Art	laura.anderson@wyattacademy.org	212	1212
Blizzard	Sierra	Special Education	sierra.blizzard@wyattacademy.org	219	1242
Born	Chuck	Business Manager	chuck.born@wyattacademy.org	325	2325
Brown	Scott	4th Grade	scott.brown@wyattacademy.org	219	150
Delia	Celeste	Physical Education	celeste.delia@wyattacademy.org	231	1231
Doggett	Jessica	3rd Grade	jessica.doggett@wyattacademy.org	206	2206
Ehrenkranz	Jamie	Social Worker	jamie.ehrenkranz@wyattacademy.org	253	1252
Estrada	Maria	Community Services Coordinator	maria.estrada@wyattacademy.org	215	2276
Furlong	Brooke	1st Grade	brooke.furlong@wyattacademy.org	262	1262
Garcia	Kate	Dean of Instruction	kate.garcia@wyattacademy.org	310	2310
Grant	Lisa	5th Grade	lisa.grant@wyattacademy.org	315	1315
Grant	Sarah	Dean of Student Services	sarah.grant@wyattacademy.org	310	1311
Martin	Wayles	4th Grade	wayles.martin@wyattacademy.org	203	2203
Martinez	Corina	Health Para	corina.martinez@wyattacademy.org	239	303
McKrush	Ashley	Paraprofessional	ashley.mckrush@wyattacademy.org	219	1242
Means	Melody	Dean of Culture	melody.means@wyattacademy.org	232	1232
Mishara	Kate	Principal	kate.mishara@wyattacademy.org	217	1217
Munoz	Vanessa	Receptionist	vanessa.munoz@wyattacademy.org	front desk	1000
Neufer	Rachel	2nd Grade	rachel.neufer@wyattacademy.org	263	1263
Palacios	Maria	ELD Intervention	maria.palacios@wyattacademy.org	233	1233
Perez	Yesenia	Paraprofessional	yesenia.perez@wyattacademy.org	265	1265
Porter	Alice	Kindergarten	alice.porter@wyattacademy.org	264	1264
Salas Lopez	Ana	Kindergarten	ana.salas-lopez@wyattacademy.org	265	1265
Shagalski	Jessica	Science / Second Grade	jessica.shagalski@wyattacademy.org	209	1108
Whitfield	Stephen	Music	stephen.whitfield@wyattacademy.org	248	1248
Young	Jerad	Paraprofessional	jerad.young@wyattacademy.org	217	1217

I. CAMPUS POLICIES

1. STUDENT ATTENDANCE POLICY

In person 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 to be health screened and 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. 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

We will continue 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 (7:45am) every day. If your child is tardy, we request that you notify the front desk with the reason for your student's tardiness (which will give staff time to notify the nurse to prepare for a health screening).

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. 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 STUDENT IS ABSENT THE PARENT/GUARDIAN MUST

- Call the attendance line (303) 308-1151, or office (303)292-5515 ext. #2 to report a student'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 call the front desk to notify staff if their student needs to leave early and/or will be tardy.
- 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 (which will be written and given to the student after their guardian has called the main office to notify staff of the reason for the student's tardy).

CONSEQUENCES FOR TARDINESS:

- When a student arrives to class with a late pass 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 student 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 student'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 the students identified classroom door (Once health screenings are no longer necessary, students will enter through the front door on 36th and Franklin street.

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

3rd-5th 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.

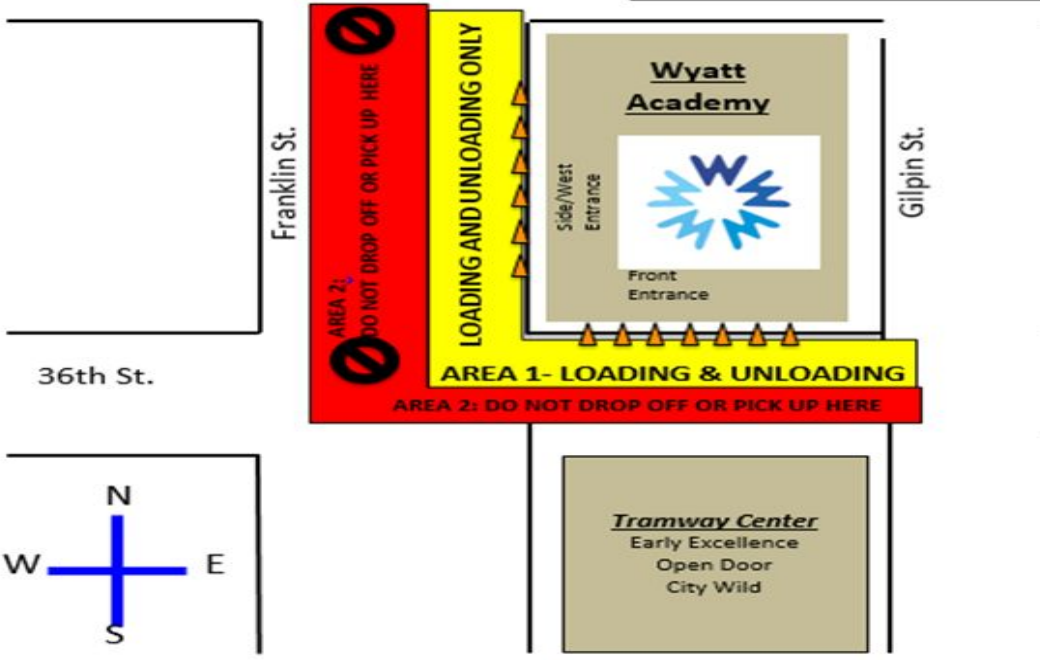
Wyatt Academy Procedures

Drop-Off & Pick-Up



37th St.

- IMPORTANT NOTES**
- Please do not park or wait in Area 1 on this map. You may get ticketed.
 - ONLY drop off scholars on the school-side of the road. Do NOT make scholars cross the street in the Area 2.
 - If you must park and leave your car unattended, please do so anywhere other than the Area 1.
 - Please drive slowly and carefully on the streets around the school.



4. Wyatt Academy Dress Code

In order to maintain consistency, safety and convenience for our community, students at Wyatt Academy must arrive at 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.

Please contact the school if you need assistance with acquiring dress-code approved clothing. Please also note that Wyatt Academy has laundry services available to all families in the building, contact the front desk for more information.

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: \$10
 - Long sleeve shirts: \$8
 - Winter Hat: \$6
 - Package (one of each item listed above): \$30

Bottoms:

- All solid color bottoms are approved
- All bottoms MUST be clean and in good repair (NO holes)
- Skirts and shorts must be longer than fingertip length

Shoes:

Tennis shoes recommended

- No flip flops or slides
- No slippers
- No heels
- Sneakers must be worn for PE

5. FAMILIES AND VISITORS

Please note that during the COVID-19 pandemic, visitors will not be allowed to enter the building.

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 3:15pm. If students bring a cell phone to school, they must check it in with their homeroom teacher in the morning. Phones may then be picked up at 3:15 when students are dismissed. 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.

If you need to reach your student during the school day, please call the front desk at (303) 292-5515. If you need to reach your student's teacher, please communicate via the Dojo app.

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 Executive Director. Such items may include school posters, brochures, murals, etc. All school publications are under the supervision of school staff with approval from the Executive Director.

Unless specific prior approval from the Executive Director 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

Field trips are temporarily suspended during the COVID-19 pandemic.

Students at Wyatt Academy have many opportunities to attend field trips that support their academics. We view field trips as learning opportunities that enhance your student's educational experience.

Here is an overview of what you can expect in preparation for the field trip:

Permission	All students will need a completed permission slip in order to attend field trips. Permission slips must be submitted two days (48 hours) prior to the field trip. Verbal permission over the phone will not be accepted.
Lunches	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 this must be indicated on the permission slip.
Volunteers	We encourage families to volunteer as much as possible during field trips when chaperones are permitted. Please note that some field trip venues have limited space for chaperones. 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 chaperones must be 18 years of age or older, and may not bring siblings or other children on the trip.

*Please note that families may be contacted for a family meeting if a student is at risk of not being able to attend a field trip based on safety or behavior concerns.

If a field trip returns to Wyatt after 2:00 PM, chaperones may sign their students out at the Front Desk for early release.

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.

II. ACADEMIC POLICIES

1. ACADEMIC EFFORT

The school expects that each student will give their best effort daily with all classwork and homework. Classwork is a fundamental component to a scholar's success in the classroom. Your child's academic progress depends on their effort each and every day. Teachers will communicate with families on their progress via a progress report sent home biweekly. As part of Wyatt's ongoing communication with families, a parent signature on all progress reports are required. If a student's progress report does not return with a parent signature, your child's teacher will reach out to ensure families know their child's current academic standing.

2. HOMEWORK POLICY

Homework is designed to reinforce skills taught in the classroom and to promote positive study habits each evening. Families are encouraged to support their child in their homework, through reading the directions together, and providing a quiet, well lit area to complete their homework.

Depending on the grade level, homework includes 20-30 minutes of reading every night (including weekends and holidays). A parent/guardian signature is required on the Reading Log. In addition, there will also be literacy and math work-which also requires a signature. Homework must be completed and in accordance with Wyatt Academy's high standards for hard work and professionalism.

If the homework is late, missing, incomplete, of poor quality, or the Reading Log is not completed properly, then the student will be expected to complete their missing work during a designated time in the day.

Homework can be a review of grade level required skills or an extension assignment that reflects the current learning objectives. In addition, homework promotes family involvement and increases communication between school and home.

Expectations for Teachers, Students and Families

- Teachers will assign relevant, meaningful homework and give timely feedback on assignments.
- Students will complete the assignments on time and submit their best work or will be subject to natural consequences.

- Families must encourage Wyatt Students to complete homework assignments to the best of their ability, provide a well-lit quiet space and stress the value of hard work and good study habits.
- A parent/guardian signature is required on nightly 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 objectives 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.

**Progress Reports will be sent home every other Thursday. They must be signed and returned the following school day.

Students receive a grade every Quarter in the following subjects:

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

Wyatt Academy uses the 100 point scale, which is a percentage based grading system.

A (100-90%) Exceeds Expectations Expert	Your work matches the exemplar and you went above and beyond.
B (89-80% Meets Expectations Practitioner	Your work matches the exemplar and there are a few areas of improvement.
C (79-70%) Approaching Expectations Apprentice	Your work is close to the exemplar, but there are many areas of improvement.
D (69-60%) Not Meeting Expectations Novice	Your work is off from the exemplar. You must check in with your teacher about the feedback and resubmit the assignment.
F (59% and below) Little/No Credit	Your work is off from the exemplar or you are not turning in work. You must check in with your teacher about completing the assignment or using the feedback to resubmit the assignment.

Below are the weighted percentages:

● Classwork	50%
● Formative assessments (assignments, projects, exit slips etc.)	25%
● Summative (exam, presentation, group project etc.)	25%
	100%

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. For students in the 3rd Grade, Wyatt follows the state guidance for students who are on Read Act Plans to consider if a student is a candidate for retention.

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 listen, speak, read, and write in English in an academic setting. Teachers complete the DPS Charter Training Channel to be specifically trained to teach children who are learning English. Students also have the opportunity to participate in a daily English language development.

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

Students are identified as English language learners because their parents have identified that the primary home language, the language most often used by the student and/or the students' first language acquired was a language other than English on the Home Language Questionnaire (HLQ). A trained teacher will administer an English Proficiency screener: Kindergarten will be assessed in listening and speaking. First through fifth grade will be assessed in listening, speaking, reading and writing. The Ch-ISA team (a team of teachers and a school administrator) will then use that data to determine the child's English proficiency level.

What rights do parents have?

Parents have the right to choose whether or not their child participates in the ELA Program. During registration and within the school, there are resources available for parents to help answer questions to make their 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 and core content as students in mainstream English classes. All instruction has integrated content language and academic language supports provided by teachers who have received additional training through the DPS Charter Training Channel. Students who are identified as English language learners have 45 minutes of daily instruction, specifically devoted to English language development, which is taught by a certified ELA teacher.

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. The Ch-ISA Team makes recommendations to redesignate and exit students. These recommendations are based on a body of evidence, which has a variety of factors including test scores (ie. ACCESS, CMAS) as well as individual classroom work samples.

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 (Reading and Writing combined), WIDA Speaking and Writing Rubrics 4 and at least one piece of 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 and grades. The DPS ELA Department reviews all requests to re-designate students.

7. Special Education

Parents of students who are eligible for special education services will work with the special education team during the consent, evaluation, IEP development, goal creation and Annual IEP Review. Parents will be provided with a copy of the CDE Procedural Safeguards, within eligible meetings.

8. 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 email 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 a strong positive relationship with the students in the community.

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. And above all keeps us focusing on the positive.

2. Class Dojo

Kindergarten through fifth grade use 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. The object is for each student to keep all 6 points. Students can lose points by:

- tardy/absent
- no/incomplete homework
- persistent negative behavior
- in complete classwork
- behavior and participation in enrichment classes (art, music, science, PE)

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 an overview 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.

3. Clip Chart

Class Dojo points will be tracked on a clip chart, this gives a visual representation of behavior to students and teachers. If needed the teacher will move the clip during the day. At the end of the day, points will be updated in dojo.

4. Community Meetings

Community meetings will be held weekly on Friday. The community meeting will help build relationships, reiterate expectations, and reward positive behavior in large group settings. Every Friday a student from each class will be recognized for upholding Wyatt Values. During the community meeting individual students and classes will receive an award each week.

Types of Awards

Wondershirt (individual)- The Wondershirt is individually earned based on weekly core values. The winner is either nominated by classmates or the teacher chooses based on core values for the week. All Wyatt Students will receive a Wondershirt by year end. The Wondershirt can be worn in place of a Wyatt Polo.

Principal's Belt (class)- The highest honor a classroom can achieve is the Principal's Belt. This Belt is awarded to the class that embodies Wyatt Core Values. Goals are set and classes have a week to demonstrate the goal. The winner is announced at our weekly community meetings.

Special's Award (class)- The Special's Award is awarded by the art, music, science, and PE teachers. The specials team set a goal, and classes have a week to demonstrate core values and meet the goal in all four specials classes. The class that wins receives the special's trophy and bragging rights.

5. Quarterly Awards

At the end of each quarter we will gather together and celebrate academic and behavioral success in all aspects of Wyatt. We also celebrate students with perfect attendance.

6. Dojo Celebrations

Dojo celebrations will be held weekly and monthly. Students earn the celebration through the dojo percentage. Parents are able to see percentages on their Class Dojo account.

Extra Recess- Every Friday students can earn an extra recess.

Dojo Pop Up- On the last Friday of every month we will host a themed event.

7. Additional Behavior Incentives

While there is consistency amongst classrooms with regards to our school wide behavior system, many classrooms implement additional incentives within the classroom. They use whole class, individual, and small group incentives to reward positive behavior.

8. Behaviors and Consequences

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.

Teacher managed behavior:

- Minor Defiance/Disrespect
- Minor Disruption
- Minor Damage to school or school equipment
- Technology Violation
- Minor physical aggression with another student (pushing and shoving)
- Student harassment

Teacher will use a combination narration, non-verbal cues, positive whole group and individual redirection. If students fail to respond to the redirection then a warning is given. Warnings are tracked on a clipboard or on the board. If students receive three checks then the student loses the behavior point which is reflected in dojo.

Taking a Break- Taking a break is a 5 minute timeout that can be taken in the safe spot or in another classroom. Students will have a timer and the teacher will clearly outline to the student what positive behaviors that are expected when they come back from the break.

When reminders, checks, and quick check in are not sufficient enough to manage difficult behaviors, then the teacher may decide to have the student removed from the environment and it becomes an office managed behavior.

Office managed behaviors

- Abusive/Inappropriate Language
- Fighting or Physical Aggression
- Overt Defiance/Disrespect
- Overt Disruption
- Property Damage
- Serious Technology Violation

Harassment/Bullying
Chronic/Repetitive Minor Infractions

If a student is referred to the office for one of the above behaviors. We will follow the DPS matrix and ladder to lead us to proper actions.

9. 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.

10. 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.

11. 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.

Wyatt Academy Bullying Protocol

Level 1	<ol style="list-style-type: none"> 1. Immediate intervention by an adult that witnesses or learns about the bullying behavior. 2. Teacher will report the incident to Ms. Means, Ms. Mishara, or Ms. Earankranz 3. Students will have lunch detention for one day to write an apology and bullying report. Students will have lunch detention until the students return a bullying report signed by a parent. 4. Restorative conversation to repair harm without the victim. 5. Students parents of the victim and the bullied will be notified. 6. supervision will be increased by all staff that interact with the victim. 7. Information will be documented under conference.
Level 2	<ol style="list-style-type: none"> 1. Repeat all interventions in Level 1 . 2. Restorative conversation with both parties involved. 3. Complete a bullying assignment to reflect on the effects of bullying.
Level 3	<ol style="list-style-type: none"> 1. Repeat all interventions above. 2. Students in grades 3-5 will receive one day in-school suspension. Student K-2 will have a lunch detention for two consecutive days. 3. Parent meeting to explain the next steps. 4. Present bullying effects to the classroom. 5. Daily check in point sheet that focuses on kindness, respect, and safety.
Level 4	<ol style="list-style-type: none"> 1. Repeat all intervention above. 2. For students in grades 3-5 will receive one day of out of school suspension for planning purposes. Students K-2 will receive a half a day of on school suspension. 3. Schedule meeting with mental health to set up one on one bullying curriculum. 4. Set up a safety plan for student to be separated from victims.

12. 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.

13. 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 students go outside at lunchtime for 15-20 minutes every day, except when there is severe weather or the temperature is below 20 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 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, the 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

- When mandated by district or local law enforcement, 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. If students need to be picked up, we will contact you via 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. *Items that remain in the lost and found for one month will be donated to the Wyatt Boutique.*

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, and 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. The Grievance Policy can be [accessed as a PDF here](#), or is available at the front desk.

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. 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.

6. COMMUNICATION POLICY

During the school day, teachers are busy teaching and are not always able to check their cell phones, emails, or Dojo. In case of emergency or if you must communicate an urgent message (ex- my student is not taking the bus today) please call the front desk at (303) 292-5515.

When you email, call, or Dojo message a teacher, *please expect a reply within 24 hours.*

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.**

Dojo Communication

Dojo will also be used as the primary communication of events that are occurring in school and the classroom. All communications will be sent through dojo. It is mandatory that All Families are signed up with a Class Dojo Account.

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 once a year, COVID-19 permitting.

Family Satisfaction 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.

8. THE WYATT FAMILY EMPOWERMENT CENTER

Student success depends on more than just academics. That’s why we provide the essentials children and their families need at no cost to our community. Our family Empowerment Center

proves wraparound services, including counseling, laundry, clothing, and groceries, so that families are equipped with the resources then need to thrive.

No cost Resources: Clothing Boutique, Food Pantry & Grocery, Laundromat, Computer Lab.

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 extracurricular 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. HIPAA

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 of 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 healthcare 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.