



Student and Family Handbook

2025-2026

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Please note that the majority of this handbook outlines policies for in-person school.

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5. FACULTY AND STAFF please visit our website for a full list of staff! (https://www.wyattacademy.org/about-wyatt) All staff can be reached by email using the following formula -	6
First name.Last name@wyattacademy.org - for example - Lisa.Smith@wyattacademy.org	6
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7. SPECIAL EDUCATION	17
In Colorado, all eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) under IDEA. This means services at public expense, meeting state and federal standards, tailored to the individual's needs, and based on an Individualized Education Program (IEP)	17
Child Find	17
Under both IDEA and Section 504, schools must actively identify, locate, and evaluate children suspected of having disabilities, from age 3 through grade 12.	
What that means for families:	17
• If you or your child's teacher suspects a learning or developmental concern, you are encouraged to request an evaluation through the Director of Student Services or the	

Principal.	17
• Parents receive prior written notice and must provide informed consent before any evaluation begins.	17
Special Education Eligibility	18
Students may qualify for special education services if they have one or more of 13 disability categories (e.g., SLD, ASD, speech impairment) affecting educational performance—and cannot thrive with general education accommodations alone.	18
IEP Team & Services	18
Once eligibility is determined, an IEP team—including parents, general and special education teachers, evaluators—meets to develop a tailored plan (an Individualized Education Plan) with goals and services.	18
Section 504 Plans	18
Students who don't meet special education eligibility but have a disability impacting major life activities may qualify for a 504 Plan, which provides accommodations (e.g., extra time, environmental changes) to ensure access to education	18
MTSS & Tiered Supports	18
Wyatt uses a Multi-Tiered System of Supports (MTSS)—a data-driven, tiered support model—to identify academic and behavioral needs. If a student isn't progressing after targeted interventions, they may be referred for special education evaluation.	18
Related Services	18
Depending on individual needs, students may receive services like: Speech-language therapy, Occupational and physical therapy, Counseling or behavioral supports, Assistive technology	18
Transition Planning	18
For 5th graders or students transitioning to a new school, the IEP team will work with families to plan transitions—whether grade-to-grade, to a new school, or to post-secondary goals, ensuring supports continue,	18
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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

3rd-5th grade classes will be platooning this year. This means that students will have one teacher for literacy and another teacher for math. All students will still have a homeroom teacher.

Wyatt Academy Daily Schedule	
7:30 – 7:45	Playground or Cafeteria
7:45 – 8:00	School Starts Breakfast in the Classroom
8:00 – 8:25	Morning Meeting
8:30 – 3:30	Academic Classes
3:30	Dismissal on Playground or at Classroom Doors
Lunch/Recess Schedule	
10:30-11:25	Kindergarten
10:30-11:25	1 st Grade
11:00-11:55	2 nd Grade
11:00-11:55	3 rd Grade
11:30-12:25	4 th Grade
11:00-12:25	5 th Grade
After School Programming	
3:15 – 6:00	YMCA After School Programming (Mon-Fri)
3:15 - 5:00	ViVe
3:15 - 6:00	St Charles Rec Center

4. SCHOOL CALENDAR - the annual school calendar can be found at <https://www.wyattacademy.org/calendar>



School Year Calendar 2025-2026

<div>JULY 2025</div> <table><tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	SUN	MON	TUE	WED	THU	FRI	SAT			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<div>AUGUST 2025</div> <table><tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	SUN	MON	TUE	WED	THU	FRI	SAT						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<div>SEPTEMBER 2025</div> <div>HISPANIC HERITAGE MONTH (SEPT. 15 - OCT. 15)</div> <table><tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr></table>	SUN	MON	TUE	WED	THU	FRI	SAT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<div>OCTOBER 2025</div> <div>DISABILITY AWARENESS AND DYSLEXIA AWARENESS MONTH</div> <table><tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	SUN	MON	TUE	WED	THU	FRI	SAT				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<div>NOVEMBER 2025</div> <div>NATIVE AMERICAN HERITAGE MONTH</div> <table><tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	SUN	MON	TUE	WED	THU	FRI	SAT							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<div>DECEMBER 2025</div> <table><tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table>	SUN	MON	TUE	WED	THU	FRI	SAT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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170.5 Student Contact Days - Bell Times 8:00 - 3:30

Wyatt Academy is a K-5 community school where student's thrive socially, emotionally, and academically.

CALENDAR KEY

HOLIDAYS / NO CLASSES	DATA DIGS and PROFESSIONAL LEARNING NO CLASSES
VACATION / NO CLASSES	PARENT TEACHER CONFERENCES NO CLASSES
FIRST DAY OF SCHOOL (K-12)	Registration and Family orientation
LAST DAY OF SCHOOL HALF DAY	CONTINUATION (K and 5)

HOLIDAY / NO CLASSES LIST

Labor Day - Sept. 1
Thanksgiving Day - Nov. 27
New Year's Day - Jan. 1
Dr. Martin Luther King, Jr. Day - Jan. 19
President's Day - Feb. 16
Cesar Chavez Day - March 31
Easter Monday - April 6
Memorial Day - May 25
Juneteenth - June 19

Quarter Dates:

Q1- 8/17/2025 - 10/19/25
Q2 - 10/20/25 - 12/31/25
Q3 - 1/1/26 - 3/15/2026
Q4 - 3/16/26 - 5/30/26

5. FACULTY AND STAFF please visit our website for a full list of staff!
(<https://www.wyattacademy.org/about-wyatt>) All staff can be reached by email using the following formula -

First name.Last name@wyattacademy.org - for example -
Lisa.Smith@wyattacademy.org

Feel free to contact the front office for more information!

CAMPUS POLICIES

1. STUDENT ATTENDANCE POLICY

- Daily school attendance is vital to your student's academic and social emotional success. **At Wyatt Academy, our goal is to ensure that all students fully benefit from their education by arriving at school everyday on time at 7:45 (for breakfast). To reach this goal we ask that parents/guardians regularly communicate with school staff if any issues and/or barriers arise preventing your student from getting to school on time (to help problem solve and come up with a solution).** Attending school on time regularly helps students retain academic information which will increase their academic confidence and their overall self-esteem. In addition, consistent attendance will help your child do well in middle school, high school, college and in their careers. Research has shown that your child's attendance record may be the biggest factor influencing his/her academic success.

ATTENDANCE DEFINITIONS:

- **Excused Absences:**
 - Absences resulting from; illness, physical disability, mental disability, emotional disability, or family emergencies, bereavement/family funeral (required proof), religious observances and when a student is in custody of a court or of a law enforcement authority approved by both parent/guardian and the school.
- **Unexcused Absences:**
 - Absences resulting from when a parent has not communicated the reason for their students' absence as well as absences resulting from suspensions, recommendations for expulsion.
- **Tardy:**
 - A student is tardy when that student arrives at school after 8:05am. Students who are tardy will be given a late pass by the front office to hand to their teacher.
 - ***Please Note:** Once a student reaches 3 tardies it is equivalent to 1 absence, once a student reaches 10 absences they may be at risk for truancy and/or being retained as arriving late to school/class impacts a student's learning as well as the classroom atmosphere.
- ***Truancy Court Referrals:**
 - Students will be at risk for being referred to truancy court who have any of the following:
 - 4 unexcused absences in a month
 - 10 unexcused absences in a school year
 - 30+ cumulative days of unverified/unexcused absences
 - Note that your student will be unenrolled after 10 consecutive days without any communication from guardians to the school.

Colorado Department of Education (CDE) Absentee Definitions:

1. Chronic Absenteeism Rate: The percent of students who have missed 10% or more of time enrolled in school, including excused and unexcused absences.

2. Habitually Truant Student Count: State law defines a student as “habitually truant” if the student has four unexcused absences in one month and/or 10 unexcused absences in one school year

3. Truancy: When a student has 30 UNEXCUSED ABSENCES

4. Educational Neglect: Educational neglect is the failure of a guardian or caregiver to enroll a child age 6-16 in school or provide appropriate homeschooling or needed special education services. This can include a parent permitting habitual absenteeism from school averaging at least five days a month if the parent or guardian is informed of the problem and does not attempt to intervene; causing a child to miss an excessive amount of school without a valid reason; or refusing to allow or failing to obtain recommended education services or neglecting to obtain or follow through with treatment for a child’s diagnosed learning disorder or other special education need without reasonable cause. When a parent or caregiver fails to provide access to education to their child the parent or caregiver is responsible for educational neglect.

SCHOOL SCHEDULE & TARDY PROCEDURES:

- **7:45am-8:00am** Student arrival
- **7:45am-8:05am:** Student breakfast
- **8:05am:** Attendance is taken & the academic day begins
- **Students arriving after 8:05am are TARDY**

PARENT/GUARDIAN ATTENDANCE COMMUNICATION

If you know your student is going to be absent and/or tardy, you can call the attendance line **at** the main office **(303)292-5515 ext. #2** to report your student’s absence/tardy before or by 8:00 am. The message should include:

- Name of student
- Date of absence
- Reason for absence
- Contact phone number for the family

Parents can also update their child’s attendance using the **DPS Parent Portal** on any computer or mobile device.

Steps to Submit an Absence Request:

1. **Login to the DPS Parent Portal**
<https://myportal.dpsk12.org>
2. Click **"See All Apps"**.
3. Select **"IC"** (this will open Infinite Campus).
4. Choose your **student’s name**.
5. In the **Shortcuts** menu (right-hand column), click **"Absence Request"**.
6. Complete the **absence details**, including the reason for absence.
7. Click **Submit**.

If you have trouble accessing the Parent Portal, you can find help at <https://myportal.dpsk12.org> or by contacting the Front Desk at 303-292-5515.

COMMUNICATION REGARDING ABSENCES

- **2 Consecutive Absences in a Week:** In the event that a student incurs two consecutive absences within a single week, the classroom will reach out to the family via dojo or phone call if there has been no prior correspondence from the parent or legal guardian.
- **5 or More Absences in a Month:** If your student has 5 or more absences the attendance team will contact you directly to discuss the reason(s) for your student's absences and to help identify any barriers, supports, and resources available to help your student attend school each and every day.
- **10 or More Absences in Total:** If your student has 10 or more absences the Attendance Team and classroom teacher will hold a mandatory family team meeting. This meeting will be held with you and your student to help identify any barriers preventing timeliness as well as any support and resources available to help your student attend school each and every day. This meeting will also be an opportunity to discuss your student's possible risk of being sent to truancy.

ATTENDANCE SCHOOL POLICIES & STATE AND DISTRICT LAWS

It is important that you understand our school policies and procedures, as well as Colorado State and Denver Public Schools policies and procedures, 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 – §22-33-104, C.R.S.). Students must attend a minimum number of hours of school in order to comply with the law. These minimum requirements are 990 hours in elementary school. We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

2. ARRIVAL AND DISMISSAL

School Hours: Monday through Friday 7:45 AM – 3:30 PM. For the safety and security of our students, Wyatt Academy will operate with the following arrival and dismissal procedures:

- **Before School Arrival:** Supervision will be provided on the playground or cafeteria (weather dependent) for students who arrive at 7:30- until they go to class at 7:45. Student arriving before 7:30 will not have supervision provided by the Wyatt Academy staff
- **Arrival:** Students should arrive no earlier than 7:45 AM. into the classrooms
- **K- 1 Dismissal:** Students not attending after-school programming are dismissed at 3:30 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 3:30 PM.**
- **2-5 Dismissal:** Dismissal is at 3:30 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.

- **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.
- **Early Pickup:** Parent/guardian or approved family members who wish to pick up their students prior to 3:30 PM must enter the building and check in at the front desk. Any person picking up a student should be prepared to show ID and be listed as a contact in Infinite Campus.
- **Late Pickup:** Students are dismissed at 3:30 PM from their classrooms or designated outdoor areas. Parents will pick up their children by 3:45 PM. If a pickup is later than 3:45 PM, parents must notify the Front Office. All students must be picked up by 3:59 PM, as the Front Office closes at 4:00 PM.

3. WYATT DRESS CODE

In order to maintain consistency, safety and convenience for our community, students at Wyatt Academy must arrive at school following Wyatt Academy's 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 compliance with the school's dress code they may be lent appropriate attire from the boutique if available. Should your child refuse to change, a parent will be contacted and asked to bring appropriate attire.

Although Wyatt Academy does not have a strict dress code, students are expected to dress appropriately for a community-based elementary school. Students should come to school dressed in a manner that is appropriate and not distracting. Furthermore, students also need to be prepared for all types of weather, including hot classrooms in the early and late days of the school year.

- Students **may not** wear:
 - Clothing that features vulgar, offensive, and insensitive content
 - Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh
 - Crop Tops
 - Tank top straps thinner than two fingers in length
 - Hoodies with hoods pulled up over the ears/head

While we realize that children grow very fast, we ask parents to keep an eye on their clothing to ensure it is the appropriate length for school.

4. FAMILIES AND VISITORS

All families and visitors must sign-in and sign-out at the front desk by using our iPad and providing a governmental ID when they enter and leave the school. On campus, all Wyatt Academy 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 Wyatt policy.

5. SMOKING AND DRUG USE

Wyatt Academy is a smoke-free, drug-free campus. Smoking, vaping, and/or the use of illegal drugs are prohibited on campus.

6. ANIMALS ON CAMPUS

Pets and animals are also prohibited on campus with the exception of service animals. Guests with service animals must check-in at the main office and may receive escort throughout the building.

7. ELECTRONIC DEVICE USAGE

Cellphones, Smartwatches, and Handheld Devices Policy

The use of **cellphones, smartwatches, or handheld electronic devices** distracts students and disrupts the learning environment. Students are **prohibited** from using these devices at any time during the school day. **Smartwatches are considered electronic devices and may not be used during the school day.**

- **Check-in procedure:** If students bring a cellphone, smartwatch, or handheld device to school, they must check it in with their **homeroom teacher each morning**. Devices may be picked up at **3:30 p.m. dismissal**.
- **Confiscation policy:** Any device seen or used during the school day will be **confiscated by staff** and may only be picked up by a **parent/guardian at 3:30 p.m.**
- **School phone use:** Students may use the **Wyatt Academy telephone** to make necessary calls with staff permission.
- **Responsibility:** Wyatt Academy is **not responsible for lost or stolen 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 contact your student's teacher (and the message is not urgent), please use the **ClassDojo communication platform** (available via Apple or Android stores).



8. 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 timely 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.

9. HEALTH/MEDICATION/IMMUNIZATION

If a student must take medications during school hours, please follow these requirements:

- 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 Front 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**. The container must be labeled with the name of the student, name of the 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 the medication 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 that the school has paperwork on file for.

10. MEDIA

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

Unless specific prior approval from the School Leaders has been given, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or any 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.

Parents have the right to opt students out of any media by completing the Photo Authorization form during registration.

11. FIELD TRIPS

Students at Wyatt Academy have many opportunities to attend field trips that support our core values of wonder, joy, community, and opportunity. We view field trips as learning opportunities that enhance your student's whole child experience.

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

Permission	<p>At school registration, all families will be asked to sign a Universal Field Trip form. This form gives your child permission to attend field trips via light rail, walking, school bus, and train.</p> <p>In advance of each field trip, a trip-specific slip will be sent home with details about the trip. It will also allow families to indicate if they would like to volunteer as a chaperone, and if their child needs a lunch, as well as any allergy information. Trip-specific slips must be submitted two school days prior to the field trip. Verbal permission over the phone will not be accepted.</p>
Lunches	<p>If your student receives a free or reduced 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 slip.</p>
Volunteers	<p>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.</p> <p>It is expected 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. Chaperones must read and understand The Family Chaperone Volunteer Expectations guide as well as pass a CBI background check.</p> <p><i>If you are interested in volunteering or being a chaperone please contact Maria.Estrada@wyattacademy.org</i></p>
Participation	<p>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.</p>

12. CONTACT INFORMATION

Updated Infinite Campus 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. By calling the Front Desk or logging on your Parent Portal account and doing it there [Parent Portal](#)

II. ACADEMIC POLICIES

1. ACADEMIC EFFORT

Wyatt Academy 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. Third through fifth grade students will platoon and will have one teacher for literacy and another teacher for math. Spanish will be taught to K-5 students every other day.

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. Such homework may include:

- K
 - Differentiated: (As needed, or as requested)
 - Reading: (writing name, reading to stuffed animals, etc. (choice mat/board)
 - Math: Review skills
- 1st
 - Math:
 - Math review sheet (1 per night, should take 10 minutes or less)
 - Reading:
 - Reading homework based on skills block lesson for the day
 - Spelling practice
- 2nd-5th
 - Math:
 - Math review sheet with current skill problem on the back
 - Reading:
 - Reading homework based on focus skill
 - Spelling practice
 - Independent reading

Failure to complete homework may result in practice prep to complete.

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. Families can access their child's grades at any point using the family/parent portal on Infinite Campus. Progress reports will be sent home each quarter. Final grades will be sent home at the end of the quarter.

Any questions regarding progress reports, please reach out to your child's homeroom teacher.

Students receive a standard based mastery reports every Quarter in the following subjects:

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

Wyatt Academy uses standards based grading, which objectively evaluates the student's mastery of a standard.

4	Exceeds Expectation
3	Proficient on Standard
2	Approaching Proficiency
1	Not Meeting Proficiency

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. There will be a minimum of two conferences scheduled throughout the year.

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. All 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 daily English language development with a specially trained teacher to focus on language acquisition.

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 student's 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 Charter-Instructional Services Advisory team (Ch-ISA, 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 support 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. 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
- 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

In Colorado, all eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) under IDEA. This means services at public expense, meeting state and federal standards, tailored to the individual's needs, and based on an Individualized Education Program (IEP)

Child Find

Under both IDEA and Section 504, schools must actively identify, locate, and evaluate children suspected of having disabilities, from age 3 through grade 12.

What that means for families:

- If you or your child's teacher suspects a learning or developmental concern, you are encouraged to request an evaluation through the Director of Student Services or the Principal.
- Parents receive prior written notice and must provide informed consent before any evaluation begins.

Special Education Eligibility

Students may qualify for special education services if they have one or more of 13 disability categories (e.g., SLD, ASD, speech impairment) affecting educational performance—and cannot thrive with general education accommodations alone.

Parents of students who are eligible for special education services will work in collaboration 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.

IEP Team & Services

Once eligibility is determined, an IEP team—including parents, general and special education teachers, evaluators—meets to develop a tailored plan (an Individualized Education Plan) with goals and services.

Section 504 Plans

Students who don't meet special education eligibility but have a disability impacting major life activities may qualify for a 504 Plan, which provides accommodations (e.g., extra time, environmental changes) to ensure access to education

MTSS & Tiered Supports

Wyatt uses a Multi-Tiered System of Supports (MTSS)—a data-driven, tiered support model—to identify academic and behavioral needs. If a student isn't progressing after targeted interventions, they may be referred for special education evaluation.

Related Services

Depending on individual needs, students may receive services like: Speech-language therapy, Occupational and physical therapy, Counseling or behavioral supports, Assistive technology

Transition Planning

For 5th graders or students transitioning to a new school, the IEP team will work with families to plan transitions—whether grade-to-grade, to a new school, or to post-secondary goals, ensuring supports continue,

8. INTERNET ACCEPTABLE USE POLICY

Acceptable Use

It is the policy of Wyatt Academy; to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. **Wyatt Academy's CIPA policy is available [HERE](#).**

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 Academy. Wyatt Academy 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 Academy makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the internet. Users of Wyatt Academy'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 Academy 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 Computer Use

The following is a list of prohibited computer use behaviors. The list is not exhaustive but illustrates unacceptable uses of Wyatt Academy's internet service:

- Accessing personal email correspondence;

- Accessing websites during class other than those identified by the teacher as appropriate for class;
- Accessing social media, chat sites, or chat functions while on school grounds or at school functions;
- 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 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 Academy 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 Academy's internet service is a privilege, not a right. Wyatt Academy 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. Wyatt Academy supervises all student activity through Go Guardian. Students that choose to violate the terms and conditions of use of the computer, could have further consequences. The school will advise appropriate law enforcement agencies of illegal activities conducted through Wyatt Academy'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's success is developed and strengthened when all personnel have built a strong positive relationship with the students in our 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.

2. CLASSDOJO

Kindergarten through fifth grade use ClassDojo. ClassDojo is an online behavior and communication management system intended to foster positive student behaviors and classroom culture. Students earn 'Dojo Points' based on their classroom conduct. ClassDojo'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 as well as activities and events at Wyatt Academy.

Every student will receive 14 points daily, that is 2 points per subject.

- One point goes to completing work to the students best ability and
- One point goes to being respectful and remaining on task.
- Students can also earn a core value point by going above and beyond in demonstrating the Wyatt Academy core values

These points will go towards the school store that is available to students monthly.

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

To enroll in ClassDojo parents need to download the app or log on the website, and then use the classroom code to access all materials. Please contact the front desk for support.

3. COMMUNITY MEETINGS

Community meetings will be held weekly on Fridays. The community meeting will help build relationships, reiterate expectations, and reward positive behavior in a large group setting. Every Friday, a student from each class will be recognized for upholding Wyatt Academy's Core Value of the week. 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 the core value of the week. All Wyatt Academy Students will receive a Wondershirt by year end. .

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 Academy Core Values. Goals are set and classes have a week to demonstrate the goal. The winner is announced at the weekly community meetings.

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

Other awards may be created and given as the Principal deems appropriate.

4. QUARTERLY AWARDS

At the end of each quarter we will gather together and celebrate academic, attendance and behavioral success at Wyatt.

5. CLASSDOJO CELEBRATIONS

ClassDojo 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.

6. 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.

7. 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. Wyatt Academy school disciplinary measures are aligned with the DPS Discipline Matrix.

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

The 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 ClassDojo.

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

Think Sheet - A think sheet is a tool teachers will use to help students reflect on their behavior. The Think Sheet can be given at any point during the day. If a student receives a detention for behavior, they are able to go to recess after the Think Sheet and restorative conversation is complete. Students should not miss an entire recess for behavior. However, if the Think Sheet is not completed before recess ends then this results in student missing recess.

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 the proper actions.

8. 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.

9. 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.

10. 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 and extended learning programs, both during and outside of school hours.
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.

11. 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.

12. PHYSICAL RESTRAINT

Our behavior staff is CPI trained. We work hard to use our de-escalation strategies so we do not have to restrain. If a restraint is being considered we will communicate with parents. If your child can not escalate after 30 minutes then we will ask parents to support.

IV. FACILITIES AND RESOURCE POLICIES

1. SCHOOL CLOSINGS

Snow and Inclement Weather

All students go outside at lunchtime for 15-20 minutes every day and in all seasons. Students should dress accordingly. When there is severe weather or the temperature is below 32 degrees Fahrenheit, indoor activities are offered.

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. Parents should also receive a call as well as a message via ClassDojo.

- If DPS is closed due to weather, Wyatt Academy will be closed.
- If DPS announces an early closure, Wyatt Academy will also close early.
- In the event of an unscheduled or early closure, after school programs will also be canceled.
- If DPS is delayed due to weather, Wyatt Academy will be delayed as well.

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 or during a field trip, 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 person(s) 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 Academy 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 Academy 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 toys or other valuables to school. 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' by the front office. 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.

Snack Policy

- Fresh fruits and vegetables are highly encouraged. Family size chips, soda, candy are not permitted.

Lunch Policy

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

Child Abuse Reporting Policy

Wyatt Academy employees shall abide by all law regarding the reporting of child abuse or neglect. At Wyatt Academy the protocol is as follows: If any employee suspects child abuse, he or she will report the suspected abuse to the School Social Worker immediately. The School Social Worker will require the reporting employee to document the information in writing giving clear and specific details. The ultimate responsibility for reporting rests with the mandated reporter, as defined by Colorado statute (C.R.S. § 19-3-304). At Wyatt Academy, the report will be made by the reporting employee with support, as needed, from the School Social Worker. If the employee makes the report independently, the employee must notify the School Social Worker immediately.

5. GRIEVANCE POLICY

Wyatt Academy Governance and Grievance Policy

The following outlines Wyatt Academy's governance and grievance policy.

The Board of Trustees of Wyatt Academy

The Board of Trustees of Wyatt Academy ("Board") is responsible for establishing the school's general direction and policy. Daily school operations, including conflict resolution, are the responsibility of the Principal and administrative team. All Board decisions must align with Wyatt Academy's Articles of Incorporation, Bylaws, and previously enacted policies.

Wyatt Academy functions as a separate entity from its authorizer, Denver Public Schools, and the Board shall safeguard this autonomy in its decision-making.

Grievance Policy

Wyatt Academy values proactive, transparent communication among parents, students, faculty, staff, administration, and the Board. Unaddressed concerns can disrupt the school culture and interfere with learning. The procedures below promote prompt and equitable resolutions of disagreements at the lowest possible level.

This policy applies to grievances related to:

- Interpersonal conflicts
- Educational environment concerns
- Discrimination or harassment based on protected characteristics
- Decisions made by school personnel that adversely impact students, staff, or families

Grievance Procedure:

Wyatt Academy encourages concerns to be addressed using the following tiered approach:

Step One: Direct Resolution

- Bring the concern to the attention of those directly involved (in person, by phone, or email).
- If raised prematurely at a higher level, the issue will be redirected to this step.
- This informal step reflects a good faith effort to resolve concerns directly

Step Two: Escalation and Facilitation

- If resolution is not achieved, escalate to the designated facilitator in the table below within ten (10) days.
- A meeting should occur within 3 school days of receiving the concern.
- The facilitator supports resolution and monitors progress until resolved or impasse reached.

Step Three: Formal Written Grievance & Board Submission

- If unresolved, the grievant prepares a written grievance form (see attachment) with the support of the facilitator, outlining:
 - The incident or concern
 - The violated policy, procedure, or rationale for concern
 - Conflict resolution attempts in steps 1 and 2
 - Desired corrective action
- Submit the written grievance via email to the Wyatt Academy Board at wyatt.board@wyattacademy.org.
- The Board of Trustees may forward the grievance, as needed, to Wyatt Academy's contracted third-party HR consultant for impartial review or documentation purposes.
 - If deemed necessary, the consultant (or designee) will conduct an investigation, which may include interviews, evidence review, and policy analysis.
 - Findings are submitted to the Principal or the Board, depending on the grievance's nature and alignment with roles.
 - Upon review of the consultant's findings, the Board determines next steps, which may include scheduling the grievance for full Board review.
- If the Principal is not directly involved in the grievance, they shall be formally notified to ensure institutional awareness and administrative coordination

Step Four: Board Review

- If steps 1–3 have been exhausted, the grievant may request a review by the Board.
- The Principal forwards the written grievance to the Board President at least one week prior to the next meeting.
- The President or designee will:
 - Verify procedural compliance
 - Decide whether to elevate the grievance to the full Board
 - Provide written rationale if not elevated
- If reviewed by the full Board:
 - The Board may conduct its own investigation
 - A written response will be issued within 30 days of the hearing
 - The decision is final unless appeal is allowed under law

Step Five: Closure Documentation and Authorizer Notification

- Upon final resolution by the Board, a **formal closure document** will be issued to the grievant summarizing:
 - o The grievance and investigative steps taken
 - o Findings and determinations
 - o Any corrective actions, if applicable
 - o The Board's final decision
- This document will be securely archived for institutional recordkeeping and shared with the grievant to confirm the matter is officially closed.
- If the grievance involves a student with an IEP or 504 Plan, or concerns student safety, Wyatt Academy will notify its authorizer (Denver Public Schools) to ensure compliance with oversight and legal obligations.
- No grievance may be considered fully resolved without the issuance of this closure communication.

The Board has the discretion not to hear matters that do not follow this grievance process.

If the grievance concerns a Board member, that individual will be recused from related decisions and participate only as required (e.g., witness testimony).

Summary of Escalation Path			
Person of Concern	Step 1	Step 2	Step 3/Final Step
Teacher or School Staff	Speak with Person	Escalate to Principal	Wyatt Academy Board of Trustees
Principal	Speak with Principal	Escalate to Board President	Wyatt Academy Board of Trustees
Member of Board of Trustees	Speak with Member	Not Applicable	Wyatt Academy Board of Trustees

Investigation Procedures

Each formal grievance triggers a thorough and impartial investigation, including:

- Interviews with witnesses
- Document collection
- Opportunity for both parties to present evidence

All documentation and discussions are considered **strictly confidential**, except where disclosure is required by law or governmental authorities.

Prohibition Against Retaliation

Wyatt Academy strictly prohibits retaliation against:

- Any person who files a grievance in good faith
- Anyone who cooperates in the investigation process

Those who retaliate will be subject to disciplinary action.

6. COMMUNICATION POLICY

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

When a parent emails, calls, or sends a message through ClassDojo, please allow up to 24 hours for a teacher to respond. Teachers will do their best to reply in a timely manner, but immediate responses during instructional time are not always possible.

Class Dojo

In school and classroom updates will be shared through **ClassDojo**. This will serve as the **primary communication tool** for events, announcements, and important information.

To ensure families stay informed, it is **mandatory** that all parents and guardians sign up for a ClassDojo account. To sign up, please contact the **front office** or your **child's teacher** for assistance. This will allow you to receive timely updates directly from the school and your child's teachers.

How to Join ClassDojo (Families)

What you'll need

A phone or computer

An email address or mobile number

An invite link or parent code from your child's teacher

*(If you don't have one, please contact the **front office** or your **child's teacher**.)*

Step-by-step

1. Get your invite

Check your text or email for a ClassDojo invite link **or** ask for a **parent code** from your child's teacher.

2. Install or open ClassDojo

- On a phone/tablet: download the **ClassDojo** app from the App Store or Google Play.
- On a computer: go to **classdojo.com**.

3. Choose account type

Tap/click **Parent** → **Create parent account**. (If you already have an account, choose **Log in**.)

4. Create your account

Enter your **email or mobile number**, create a **password**, and fill in your name.

5. Connect to your child's class

- **If you have an invite link**: open it and follow the prompts to connect.
- **If you have a parent code**: enter the code in the app/website when asked. Confirm your child's name and select their teacher/class.

6. Add more children (if needed)

In the app, go to **Add child** and repeat with each child's invite link or parent code.

7. Turn on notifications

In **Settings** → **Notifications**, enable push and/or email so you don't miss school or classroom updates.

8. Explore & stay connected

- Check **Class Story** and **Messages** for updates and announcements.
- You can reply to messages from teachers and send questions there.

Family Satisfaction Surveys

Denver Public Schools sends family satisfaction surveys twice a year - once in the fall to families' parent/guardian emails and once in the spring to students to their DPS student emails. The DPS "Your Voice/Tu Voz" surveys help inform decisions on how to better serve the DPS community, so it's important to hear from *all* our families as well.

This survey will also rate 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 will need to register and utilize the Denver Public School Districts Parent Portal (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 or before. 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. Registration is only required one time and not each year.

Additional information or answers to additional inquiries can be found by Scanning the QR Code



7. FAMILY INVOLVEMENT

Volunteering at Wyatt

All Wyatt Academy families are encouraged to volunteer during the 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 Form. These forms will be located at the front desk and must be completed prior to volunteering. Each visitor at Wyatt Academy, including all volunteers and mentors, must sign in at the front desk. This should be done prior to volunteering (check-in) and after volunteering (check-out). Volunteers who work directly with students must complete a background check prior to volunteering. Questions regarding

volunteer opportunities should be directed to the Director of Family and Community Engagement.

PAW: Parents at Wyatt

Parents at Wyatt (PAW) is a group of Wyatt Academy parents who focus on planning and organizing events and fundraising activities. We offer volunteer opportunities to all who wish to participate in various ways and at different times. PAW is open to ALL WYATT PARENTS! The more members we have, the stronger our community. During the school year, we meet once a month to share a meal and work together to brainstorm ideas on how to create fun and meaningful experiences for our students and community.

If you are interested in joining please email: paw@wyattacademy.org

Collaborative School Committee - CSC

Colorado law states that all schools are required to have a School Accountability Committee (SAC) (C.R.S. §22-11-401 and 402). Wyatt Academy's SAC is called the Collaborative School Committee (CSC) . The CSC consists of at least three peer-elected family representatives, a staff member and a community member, 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. The power and duties of this committee are as follows:

- Make recommendations to the head of school regarding priorities for spending school moneys;
- Advise the head of school in preparation of the school's Unified Improvement Plan (UIP);
- Meet at least quarterly to discuss whether school leadership, personnel and infrastructure are advancing or impeding implementation of the UIP;
- Publicize and hold a public CSC meeting pursuant to C.R.S. §22-32-142(2) or 22-30.5-520(2) to discuss strategies;
- Publicize and hold a public hearing pursuant to C.R.S. §22-32-142(2) or 22-30.5-520(2) to review a written public school Priority Improvement or Turnaround plan; and
- Increase the level of parent engagement in the school.

As there are vacant seats, elections for the Collaborative School Committee will take place during the beginning of the year, and meetings will be held four times a year, once per quarter.

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 provides wraparound services including free laundry, clothing, and groceries, so that families are equipped with the resources they need to thrive.

No cost Resources: Clothing Boutique, weekly Food Pantry & Grocery, and Laundromat

V. GENERAL SCHOOL POLICIES

TITLE IX

Non-Discrimination Policy and Grievance Procedures

Wyatt Academy believes that every individual deserves equal access to educational opportunities, free from discrimination and harassment. Wyatt Academy has Non-Discrimination Policy and Grievance Procedures to ensure prompt and equitable resolution of all such complaints.

Wyatt Academy does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, in compliance with the updated 2024 Title IX regulations as outlined in the applicable regulatory requirements in §§ 106.8(b)–(c), and 106.45. This policy covers all students, employees, and participants in Wyatt Academy's programs or activities. This policy will also apply to concerns or complaints regarding retaliation for having engaged in activity protected by civil rights laws that prohibit discrimination and harassment.

The following are prohibited acts:

Sex-based Harassment is Prohibited

Sex-based harassment is a form of sex discrimination that is prohibited at Wyatt Academy. For the purposes of this policy, sex-based harassment means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- quid pro quo harassment (e.g., when an employee conditions a benefit on a person's participation in unwelcome sexual conduct);
- specific offenses (e.g. sexual assault, dating violence, domestic violence, and stalking); and/or
- hostile environment harassment.

Hostile Environment Harassment is Prohibited

Hostile environment harassment is defined as unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity.

Sexual Harassment is Prohibited

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different genders. Depending on the circumstances, these behaviors may include: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexuality, or gender; leering, whistling or touching; insulting or obscene comments or gestures; displays of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Retaliation is Prohibited

Retaliation is prohibited conduct under this policy. Retaliation occurs when individuals who have engaged in protected activities and then experience a negative repercussion that deprives them of equal opportunity in education or employment as a result of that protected activity. Protected activities include reporting a complaint of discrimination or harassment, participating in an investigation of discrimination or harassment, and/or engaging in activities protected by civil rights laws.

No student, employee or member of the public will be subject to adverse treatment in retaliation for any good faith report of harassment under this policy, or for any other activity protected by the civil rights laws. Violation of this anti-retaliation provision may exist regardless of whether the underlying complaint of discrimination is substantiated.

How to File A Complaint

Individuals who believe that they have experienced retaliation or harassment should report their concerns to the Title IX Coordinator and the Wyatt Academy Principal.

Wyatt Academy's Title IX Coordinator:

Business Manager
3620 Franklin St.
Denver, CO 80205
(303) 292-5515 (Ext 1325)
Accounting@wyattacademy.org

The complete Wyatt Academy Non-Discrimination Policy and Grievance Procedures are online at

https://drive.google.com/file/d/1W7kgoYoGIRCHiwMNFig4iFz70wLCdGsS/view?usp=drive_link in the administrative office of Wyatt Academy and on the Wyatt Academy website.

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.
- **Parents who believe that their FERPA rights may have been violated may file a complaint with the Student Privacy Policy Office at <https://studentprivacy.ed.gov/file-a-complaint>.**

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.

Additional Information

For more information regarding FERPA and other student privacy issues, please visit our website at <https://studentprivacy.ed.gov>.

If you have questions about FERPA that are not addressed here, you may also submit a question through our website at <https://studentprivacy.ed.gov/contact> or write to SPPO for additional guidance at the following address:

Student Privacy Policy Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-8520

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 the 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.

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.

Digital Accessibility

Wyatt Academy is committed to work towards providing equitable access to our web content for individuals with disabilities in accordance with Sections 504 and 508 of the Rehabilitation Act of 1973, as amended. Wyatt Academy has begun to explore and follow the district guidelines to help meet good faith effort on all digital services and content to be accessible to all, in our effort to be in compliance with Colorado's House Bill 21-1110 ("Bill") 21-1110, also known as Colorado Laws For Persons With Disabilities.