



Wasatch Peak Academy
Parent and Student Handbook
2009-10

Mission Statement

Wasatch Peak Academy will provide a meaningful educational experience utilizing service-learning and dual-language instruction to inspire in students:

- a genuine appreciation for community and country;
- a perpetual enthusiasm for learning;
- a willingness to embrace leadership opportunities; and
- a standard of individual academic excellence.

WELCOME TO WASATCH PEAK ACADEMY

We would like to take this opportunity to welcome you formally to Wasatch Peak Academy. Together, we can make this year a rich and happy learning experience for everyone. We believe the education of our children is the major hope for improving the future. Our mission statement identifies key areas, which will enable students to accomplish these goals.

We believe in our school and ask you to support us in our quest for providing the best educational opportunities for all our children as they prepare themselves to be productive citizens in our global community. We are here to assist each child in reaching his/her potential. We ask for your support and cooperation. Should you have any additional questions or concerns, please feel free to contact the school.

Sandra Shepard
Principal

Dan Rip
School Board President

Dee Tanner
School Board Member

Amy Hughes
School Board Member

Megan Triplett
School Board Member

John Tobin
School Board Member

Jennifer Nicholson
School Board Member &
PTO President

FACULTY AND STAFF

Positions	Teachers	Instructional Assistants
Kindergarten	Jillesha Lingmann	Karla Morales
First	Angela Rooney	Katie Mann
First	Esmeralda San Miguel	
Second	Traelle Gailey	Rachel Bateman
Second	Stephanie Glover	
Third	Kerry Turck	Patricia Villaba
Third	Candace Mikesell	
Fourth	Brittney Bergen	Melissa Torres
Fourth	Bekah Stoltenow	Cody Stromberg
Fourth	Camille Hamblin	
Fifth	Mark Carlson	Rosa Magana
Fifth	Carley Marshall	
Sixth	Katie Sano	Emily Morrison
Sixth	Karl Van Sycle	Brigette Pijak
Special Education	Amanda Esko	Elizabeth Puffer
Title 1 Cordinator	Susan Craig	
Title 1	Marci Tribe	
Title 1	Sheri Wojtasek	
Technology	Karen Morgan	
Music	Rebecca Hill	
PE	Randi Enriquez	
Library Specialist	Susan Devey	
Office Manager	Becky Mann	
Office Assistant	Stacia Morse	
Kitchen Manager	Kym Bushey	
Kitchen & Custodial	Tina Belnap	
Lunchroom Specialist	Nunzia Weston	
Lunchroom Specialist	Patricia Jenkins	
Custodian	Zeljiko (Jake) Pijak	

How to Use This Handbook

This is your Parent/Student Handbook. The design of this handbook is so you can use it year after year. Periodically, it will be necessary to revise some of the content. Changes throughout the year will be available on the website. In addition, you may place all of the letters, notes and/or newsletters from the school in a binder for your convenience.

Use the index on pages 27 to locate specific information in this handbook.

ATTENDANCE

A student's success in school and later in life is reflected in his or her attendance. We realize many students carpool and commute to WPA. Students should be in class by 8:10 a.m. Class will begin promptly at 8:15 a.m. Last year our overall attendance rate was 95% Congratulations students and parents. We recognize the dedication our parents and students exhibit by having students here except when excused absences are necessary.

ABSENCES

1. Under Utah State school code, only the following are considered excused absences:
 - a. Personal illness
 - b. Death in the family
 - c. Observance of a recognized religious holiday
 - d. Reasons approved by school administrator

Other absences from school are considered unexcused. The school principal has the responsibility to determine what constitutes an unexcused absence.

2. Please minimize doctor and other appointments during class hours unless there is an emergency.
3. Parent(s) or guardian must report all students' absences to the office by phone. If the parent has made no communication, the student must report to the office on the day following an absence with a written note from a parent/guardian and/or a doctor. The note must state the following:
 - a. Student's full name and grade
 - b. Date(s) of the absence(s)
 - c. Reason for the absence(s)
 - d. Signature of the parent/guardian or doctor
4. Students are truant unless the absence is cleared through the office within 24 hours of returning to classes regardless of circumstances. The teacher will refer excessive absences to the principal for review and parental contact.
5. All absences not cleared by the principal are counted as unexcused. If a student misses a large number of days, the child may be considered a truant, and his/her records may be sent to local authorities.
6. Students who become ill during the school day are to get a pass from their classroom teacher and report to the office. The office will keep a log of all students who report for attention.
7. If a student needs to leave early or arrives late to school, the student and parent/guardian or a person designated by the parent, must report to the office and the parent/guardian or the person designated by the parent must sign the student in or out. **Only those listed on the registration form under emergency contacts will be allowed to pick-up your student.**
8. A student must attend the entire school day in order to participate in an extra-curricular activity. Emergencies will be given due consideration.

LEAVING SCHOOL

Wasatch Peak Academy staff must know where students are at all times. A student leaving the campus during school time requires the student's parent or guardian, an individual designated by the parent or guardian, an authorized school official and/or law enforcement agency personnel to check the student out at the office. Students failing to follow this procedure will be considered truant and are subject to disciplinary actions.

TARDINESS

Tardy is defined as not being in the correct class when it is time for class to begin. Students coming to school tardy must come to the attendance office for an admit slip. Please send a written explanation with your child when he/she is late to school.

The teacher of the class will handle tardiness. If it becomes habitual, the student will meet with the principal. Continual tardiness requires a parent, teacher, administrator conference.

TRUANCY

Truancy is when a student is absent from his/her assigned classes without parental consent and knowledge of the school (leaving class or the school grounds). Law R277-607-5. allows schools to take action when a student becomes truant. An Attendance Improvement Plan will be initiated before any court referrals.

Attendance Improvement Plan Council Guidelines

Goal: All Students at Wasatch Peak Academy will maintain acceptable attendance.

Belief Statements:

We believe that a pattern of good attendance strongly influences a student's success in school.

We believe parents have a responsibility for and influence on their child's attendance.

We believe there are legitimate, acceptable reasons for student absences. This Council will take referrals from teachers and the Principals. The Council will consider cases where a student is habitually tardy and missing instructional time on a continual basis as a truancy issue.

We believe that this Council can provide assistance to children who show a pattern of poor attendance by working closely with the parent and the truant student.

Procedures:

1. The Attendance Council will consist of:

Classroom Teacher	Principal
Attendance Secretary	Parent Representative
Social Services Representative*	Special Education Representative *
- * Those who work with the specific student coming to the council as needed
2. The Council will meet the last Wednesday of each month beginning in September at 2:30 p.m. These meetings will only be held if student names have been submitted for review after an Attendance Plan has not been followed.
3. Teachers will refer truant students to the building principal. The principal will initiate an **Attendance Improvement Plan** with the student and their parent.
4. Principals will submit a copy of the **Attendance Improvement Plan** form to the teacher. (Please add any pertinent additional information that you feel will assist the Council.)
5. The school attendance secretary will prepare copies of attendance records and information and discuss attendance with the homeroom teacher. The teacher will also notify the parent of the Council meeting time and location.
6. The parent will be asked to have the student attend the meeting with them.
7. The Council will work as a mediation team to develop a plan to understand the problems associated with the truancy and complete a plan for improved attendance.

8. The Counselor will meet with referred truant students on a regular basis and track each referred student's attendance to share with the Council.
9. The school counselor will update the building principal on the progress of the student. The building principal will be responsible for disciplinary actions or any court referrals.

BIRTHDAYS

Student birthdays are a special time for each student and we have several ways students may be recognized. We do not allow parties or birthday treats at school. Parents may purchase a library book to be read in their homeroom class and then donated to the library, bring a book from home or check out a book from the library to have read in their class. There are four parties per year in all classrooms—one during each term.

Calendar

The WPA calendar is available online. A calendar will also be distributed at Back-To School Night. WPA generally follows the Davis School District's yearly school calendar. WPA begins class two days before Davis District to accommodate our lottery effectiveness in filling all vacancies before school begins.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Keep the school informed of any change of address or telephone number during the school year. This will help keep our records current and make it much easier to reach you should any emergency occur.

COMMUNICATION

Parents/guardians can expect communication from the WPA office only on Wednesdays, unless there is an emergency. This year the Wednesday note will be published online and a hard copy only given to families making that request at registration.

Teachers will be sending communication home regularly. SIS will be open to parents by September 15. Teachers are expected to update grade books every two weeks so that the online information is current. More details will be distributed at Back-to-School night about parent access to SIS. Please consult with your child's teacher to know when the best time is to consult with them. Each teacher at our Back to School Night should discuss this. Principal Shepard has an open door policy and you may call for an appointment any time.

COMPUTERS/INTERNET ACCESS

The use of the computers by our elementary students is an important learning experience in technology. Our classroom teachers are required to use technology in their classrooms. Wasatch Peak Academy has a technology classroom for computer technology training and usage. There is also a portable lab available to 6th grade students. All staff working with children using computers carefully monitor internet and intranet access. It is our goal in this program for the computers to become a tool for students in applying their skills to solve problems in striving to reach their full potential.

Students and parents are expected to sign an acknowledgement before using computers at Wasatch Peak Academy. The following rules apply to all users:

1. Users will not damage any computers, printers or any media/technology equipment at Wasatch Peak Academy.

2. Users will not bring any software in any form to use and/or install on any computer at Wasatch Peak Academy. Users are not to e-mail other students while on the computer at WPA.
3. Users will not change any settings and/or formats on any computer at Wasatch Peak Academy.
4. Users will follow all rules for use of software technology installed on computers at Wasatch Peak Academy.
5. Users will only access the internet while at Wasatch Peak Academy under direct supervision of a Wasatch Peak Academy employee.
6. Users, while on the internet, will only explore and/or use sites and areas as directed by the instructor.
7. Users are unsure if a site is acceptable, will request assistance from the instructor.
8. Failure to follow the above rules WILL jeopardize privileges to use the media/technology available at Wasatch Peak Academy for anywhere from 2 weeks to the remainder of the school year, to be decided by the supervising instructor.
9. Users are subject to additional rules governing use of media/technology at Wasatch Peak Academy, which may be added at the discretion of the supervising adults.

CONFLICT RESOLUTION

Many times, parents have concerns about how things are handled in school. Use the following procedures to insure that concerns are addressed promptly and directly.

1. Talk to the teacher or teachers directly involved with the concern. Most matters can be resolved with a parent/teacher discussion. While parents are welcome to observe or volunteer during school, teachers should not be disturbed during school hours. Please schedule an appointment to discuss your concerns during the hour following school.
2. If a parent and teacher cannot resolve the concern, speak with the principal.
3. All students have the right to due process. Our CMT committee will hear any concerns that may not be resolved by the teacher and parent or with principal intervention. Parents must request in writing their concerns with the decision delivered to Principal Shepard within 3 days of the event and request a hearing with the CMT committee.
4. Matters that cannot be resolved in the first three steps are usually matters that involve school policy. The School Board sets school policy. Therefore, at this time bring the matter to the attention of the School Board for review.

COVENANT OF TEACHING AND LEARNING

It is expected that the Wasatch Peak Academy community of learners will demonstrate their abilities as problem solvers, effective communicators, respectful and responsible individuals, and lifelong learners through a variety of products, presentations, projects and performances. Panels of teachers, peers, parents, and/or community members, will review these demonstrations. We believe this vision will happen if:

1. Students are actively learning as individuals and as group members.
2. Student learning is addressed through a wide range of modalities.
3. Student learning is linked to real-world experiences.
4. Students are given opportunities to make responsible decisions about their learning and behavior and are held accountable for their actions.
5. Students are challenged to use acquired information across subjects to solve problems.

Parent involvement is crucial to student success. Please spend time with your student at school events and use volunteer time to become involved in our school community and programs.

CURRICULUM & INSTRUCTION

Wasatch Peak Academy has selected an academically rigorous curriculum to enable all students to excel. The Utah State Core Curriculum will serve as the minimum basis for academic requirements for advancement and graduation. The school's curriculum and student expectations will exceed standards of the Utah State Core Curriculum.

Assessment of all students will occur during the first two weeks of school to determine appropriate placement in language arts and mathematics. Teachers will also incorporate data from last year's "End-of-Level" testing in these decisions. Throughout the year, teachers will continue to assess proficiency in each of these subject areas and adjust instruction based on test results.

Students are leveled in Literacy and Math groups. The criteria for leveling when determining student placement is:

Math: (Saxon) End of Level Tests, Teacher recommendation, State Math Core Test results

Literacy : (Scott Foresman (SF), Step Up To Writing, Shurley Grammar) Scott Foresman End of Level Assessments, writing sample, spelling placement test, State Core Reading Assessment

All students will have a portfolio developed by the homeroom teacher. Writing will be a key component of this portfolio. We will be preparing our children for the 6th grade U-PASS writing assessment as well as for mastery in expressing their thoughts through written communication. All students in grades 2-6 will participate in "End-of-Level" testing in May, which focuses on language arts, mathematics and science.

The primary curriculum programs we have chosen to use at Wasatch Peak Academy are Core Knowledge for Social Studies, Music, and Art. Science instruction incorporating the FOSS/Delta Education Science Kits and Core Academy Units. Our leveled programs in Literacy use the The Scott Foresman Reading Series with an emphasis on direct instruction, implementing Step Up To Writing and Shurley English as needed to complete the Literacy block. Kindergarten will use targeted centers this year with a team approach during the literacy block to allow for small group instruction. All students are instructed in Saxon Math. WPA curricula comply with state core curriculum standards.

CHARACTER Education Each month students learned a specific character trait from The Character Counts curriculum, the importance of it and how to display that trait with others. This program is primarily taught through videos and DVD instruction. We will continue with this program, use Core Knowledge and other character education materials to teach social skills and character education. Life Skills are taught throughout the USOE standards in each subject.

COMPUTER TECHNOLOGY Students will receive computer literacy instruction and practice at least once each week. This curriculum follows the requirements for the state core curriculum. Karen Morgan is our technology specialist. Parent volunteers and staff continue to work together to keep updated equipment and information current in our school.

CORE KNOWLEDGE This series, developed by Dr. E. D. Hirsch, Jr., contains social studies, science, art and music curricula. Core Knowledge focuses on the idea that in order to reach academic excellence, schools need a solid, specific curriculum to help children establish strong foundations of knowledge and build on those foundations each year.

Reading Scott Foresman Reading Program. This year we add the SF Sidewalks from Scott Foresman for our Tier Two and Three instruction. This is a language arts program and is research based with a foundation of the literacy block scheduled for guided reading, word work, spelling, comprehension and vocabulary skills, taught daily using a number of instructional teaching strategies and materials.

PE Curriculum for physical education classes follows Utah Core Curriculum standards for PE.

SAXON MATH This curriculum is different from traditional math programs in that it diffuses learning throughout the year in small daily increments with daily review of previously learned concepts. Research has demonstrated that students learn better over the long term with concepts presented in this manner. Daily homework is provided in the K-3 editions with home assignments routinely sent with upper grade students.

SERVICE LEARNING Service learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Each classroom teacher incorporates service learning into the curriculum by involving students in various service projects.

STEP UP TO WRITING AND SHURLEY GRAMMAR Shurley Grammar is a direct instruction method for learning proper English grammar. It is taught through jingles, poems, writing procedures and games. Shurley Grammar instruction is an oral program and will be used as part of the literacy block Step Up To Writing instruction WILL BE THE FOUNDATION OF OUR WRITING PROGRAM. In recent research grammar instruction has been shown to NOT HAVE a direct positive impact on student writing so Shurley English will be used only AS AN ORAL LANGUAGE PROGRAM to support SF and Step Up Instruction.

SPANISH Students in all grades receive Spanish instruction through songs, writing handbooks and other activities. Spanish instruction is thirty minutes each day. Bilingual teachers provide additional language instruction in their classrooms throughout the day. This year we will offer beginning and intermediate group at each grade level. The beginning level will introduce vocabulary, songs, stories etc. The intermediate group will work on conversation and higher levels of Spanish language skills.

DAILY SCHOOL SCHEDULE

First Bell	8:10 AM
Tardy Bell	8:15 AM
Breakfast Served	7:45-8:10 AM
Lunch (depending on grade)	11:15-12:30 P.M.
School dismissal	2:30 PM

Morning Kindergarten Hours	8:15 AM – 11:00 AM	<u>Early Dismissal Days</u>	8:15 AM – 10:15 AM
Afternoon Kindergarten Hours	11:45 AM – 2:30 PM	<u>Early Dismissal Days</u>	10:50 AM – 12:50 PM

Teachers will discuss daily grade level schedules at Back to School Night

DISCIPLINE Expectations

Each student is a unique individual with unique personal, social and emotional needs. As a result, each disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the situation. The research supports that when students see a connection between their behavior and resulting consequences they learn from their mistakes.

We are not only here to develop student academically, but also influence them to become caring citizens who demonstrate appropriate social behavior. We believe that a student's emotional growth and well-being also depends on the positive relationships we develop during your student's time at Wasatch Peak. With this in mind, I will cover briefly the procedure that will be used in dealing with discipline issues.

The WPA staff will dedicate itself to following a set of Core Beliefs that provide a guide for dealing with school discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences. Approximately 90% of your children are universal students. They need a School-wide system of support with: Social Skills training, positive proactive discipline, active supervision and monitoring, firm, fair and connected discipline.

A select number of students (7-10%) may need classroom and small group strategies and further interventions to be successful. Mentors, increased academic support, self-management assistance and consistent disciplinary consequences are strategies to assist.

An even smaller number of intensive students may need individual interventions with multi-agency interventions and planning. For major infractions of safe school issues, there is a list of discipline procedures listed in the chart that will be followed.

The following guidelines will be followed and we predict success for over 90% our students:

1. Teachers will handle discipline in their classrooms. Only major offenses (see chart below) will be referred to the administration. Teachers will set up their own procedures and in-class policies. Those policies must align to the school core beliefs. The Principal will act as a support to the teachers as they work with their students. If a teacher sends a student to the office, the teacher will need to set an additional meeting up with the student, parent and principal to discuss the behavior and consequences. The teacher has the authority to take disciplinary action with students who do not cooperate in class.
2. When a student first misbehaves, they are allowed an In-Place Recovery. This occurs when the teacher gives the student a choice to change the behavior. The choice may be to take a minute of time –out and think about what needs to be done.
3. If the problem behavior escalates or continues a student may be sent to another classroom to sit until the teacher can hold a conference with them. Teachers will select their cross-over partners at the beginning of the school year so they are aware that students may be coming to their classroom. If a student is sent out of class to the office or to another classroom, that student must hold a re-entry meeting with the teacher before he/she is allowed to return to class. The crucial talk is with the teacher and student who own the problem. If the principal, counselor or another staff member speaks with the student, the problem must still be solved with the classroom teacher.
4. After a student has a re-entry meeting and a written plan for change, the student may return to class. The student must take the cross-over notice home to the parent. 3 cross-overs in a week indicate the plan is not working. If the behavior continues, the teacher will inform the student that the plan is not working and that it is best if they leave and go to the office. The student may be held until the teacher's next break or sent home for the day if the principal feels the student will not correct their behavior. A conference is held with the teacher, student and principal. Parents are called and a conference set if necessary.
5. A teacher may request that a student be sent home for that day to improve the plan, discuss it with his family and schedule a re-entry meeting. The Principal will honor the teacher request unless the teacher has not followed the first four steps.
6. The consequence is for the class with that teacher. Unless the infractions are on the major offense list with a set consequence the decision rests with the teacher and Principal.

7. If the problem involves conflicts between students, they may request to work it out at the *problem-solving table*. Students will follow a problem-solving model to resolve conflicts with others. Once they agree on the problem and a consequence if a rule has been broken, they may report back to the teacher or principal. They must present an action plan on how they will work together in the future and report that the problem has been solved.
8. Continued disruptive behavior after these interventions may result in serious consequences as listed under major offenses. The principal will work with the teacher and parent if those consequences are necessary.

I operate with the following principles as my guide and expect all staff members to do so:

- *I will react without anger or haste when problems arise*
- *I will provide consequences that are not punitive, but allow students to experience the results of poor choices.*
- *I will allow choices where possible. Students must be the directors of their own behavior plans.*
- *I will guide students toward personal responsibility*
- *I will arrange consequences in such a way that a student will not be humiliated or demeaned in front of others*
- *Equal is not always fair. I will work with the student, parent and teacher to find a fair consequence. It may not be equal to another student's consequence because of the individual student's needs*
- *I will make every effort to help the student understand the teacher's consequences*
- *If I react in any way that a student feels is unjust, that student needs to tell me they believe it is not fair and I will arrange a meeting with the parent and student to discuss their feelings. I may or may not make a change in the consequence depending on the outcome of that meeting.*
- *I will support my staff as they deal with disciplinary issues as a mentor. They are the responsible person for discipline in the classroom. Staff may not expect other staff members to deal with students they are working with or disciplining. It is their responsibility to work with that student.*

Teachers may choose the discipline plan for their classroom. Champs is one program with positive reinforcement that has been approved by the Board. There are numerous, research based strategies for behavior intervention and the teaching of social skills.

DISCIPLINE PROCEDURES

MAJOR OFFENSES

Major Offenses

- Arson/Reckless Burning
 - Bodily Harm to Self and/or Others
 - Bomb Threat
 - Endangering Self and/or Others
 - Extortion
 - Fire Alarm
 - Forgery
 - Illegal Substance- Any possession or use of drugs, alcohol or tobacco on campus or at school sponsored events
 - Physical Assault of Staff and/or Students
 - Possession of Illegal Substances or Items
 - Provoking/Promoting/Instigating a Fight
 - Serious bullying
 - Sexual Harassment and/or Sexual Misconduct
 - Theft of School Property
 - Threat/Verbal Abuse of Staff or Student
 - Vandalism/Obscenity
 - Other as deemed major offenses by administration
- Students may be suspended or expelled if a history of continued offenses exists.

Actions to be Taken

1. Parent/Guardian called to take student home for the rest of that school day
 - Minimum of One Day—Depending on Severity Of Offense
- 3-Mandatory Parent/Guardian Conference
 - Parent/Guardian will bring student to school for conference the day following the completion of the Home-Based Counseling
 - Behavior Plan Developed
 - Police and/or Department of Family Services
- 6-Options:
 - Appropriate options as developed by parents, Teacher and principal
 - Restitution when applicable
 - Behavior Contract

Possible suspension or expulsion may be a consequence for offenses on this list depending on severity and prior offenses of the student

All students have a right to appeal. Appeals for disciplinary actions Must be in writing to the principal or Board president within three days of the event.

Expulsion

Recommendation to School Board:

- Explosive Devices
- Fire Causing Injury or Damage
- Physical Assault of Staff and/or Students
- **Repeat of Major Offense**
- Three Major Offenses
- Weapons/Look Alike Weapons

BULLYING

The definition of “bullying” is deliberate hurtful behavior, repeated for some time, where it is difficult for those being bullied to defend themselves. Three main types of bullying are:

1. Physical (e.g. hitting, kicking, theft)
2. Verbal (e.g. name calling, racist and/or other prejudice remarks)
3. Indirect (e.g. spreading rumors, excluding someone from social groups)

Emotional distress caused by bullying in whatever form can prejudice school achievement. It can lead to lateness or unauthorized absence, and in extreme cases, end with severe emotional trauma for the victim. To provide some perspective, a third of all girls and a quarter of all boys are at some time afraid of going to school because of bullying. **We are instituting The RAD Kids curriculum at WPA to train our students on safety. Students in 3rd and 5th grade will receive The Rad Kids training. Information about RAD Kids may be obtained at registration or Back To School Night.**

DRESS CODE

Wasatch Peak Academy believes a strict dress code promotes equality, discipline, and school pride. Students attending Wasatch Peak Academy must comply with the dress code policy as stated below.

GIRLS

- Shirts must be long or short-sleeved with collars. Shirts must be a solid color, white, navy or red. Except for Wasatch Peak's school logo, no logos or lettering of any kind will be allowed. Sweaters, sweater vests, or sweatshirts may be worn over acceptable collared shirts and must be red, white or blue.
- Jumpers, skirts, skorts, shorts, capris or pants are allowed. Leggings and sweat pants are not permitted. Color choices are limited to navy, khaki or school plaid. Skirts, shorts and skorts must be an appropriate length. All items must fit properly. Items should be stitched in the same color as the fabric. Emblems or characters are not allowed.
- Socks or tights are required and should be in good repair. Colors worn must be white, khaki, navy or black and must coordinate with other clothing. Nylons are not allowed. Belts are optional. If worn, belts must be brown, navy or black. Shoes with open toes, open heels, or characters are not allowed. Lighted shoes are not allowed. Shoe colors must compliment school uniform.

BOYS

- Shirts must be long or short-sleeved with collars. Shirts must be a solid color, white, navy or red. Except for Wasatch Peak's school logo, no logos or lettering of any kind will be allowed. Sweaters, sweater vests, or sweatshirts may be worn over acceptable collared shirts and must be red, white or blue.
- Pants or shorts are allowed but sweat pants and leggings will not be permitted. Color choices are limited to navy or khaki. Shorts must be an appropriate length. All items must fit properly. Items should be stitched in the same color as the fabric. Emblems or characters are not allowed.
- Socks are required. Colors worn must be white, khaki, black or navy and must coordinate with other clothing. Belts are optional. If worn, belts must be brown, navy or black. Shoes with open toes, open heels or characters are not allowed. Lighted shoes are not allowed. Shoe color should compliment uniform. Ties are optional. If worn, ties must be navy, red or school plaid. Ties must not have any logos or characters.

Additional Guidelines

- Dress code is required Monday through Friday
- Clothing must be modest, neat and clean. Rips or tears are not acceptable. Clothes must be the appropriate size and worn properly. No underwear should be showing. Shirts must be tucked in.

- Hats are not allowed.
- White, blue or red undershirts may be worn under tops
- Jewelry should be minimal. Girls may have one pair of small earrings. Boys are not allowed to wear earrings. Other body piercing is not allowed.
- Hair must be combed, neat, and should not be distracting. Hair accessories should not be distracting.
- Make-up should be minimal and conservative.
- Khaki is tan.
- Occasionally, the principal or teacher may designate a "dress day." On "dress day", the boys are required to wear navy bottoms and a white shirt. The girls are required to wear either navy or school plaid bottoms or school plaid jumper and a white shirt.
- Periodically, the principal will have special reward days (casual dress) when students may dress in clothing other than the required dress code. Some of these dates have been placed on the school calendar. You will be notified at least one week prior if additional casual dress days are added.
- The principal will resolve all issues regarding the dress code.

DROP-OFF AND PICK-UP

The safety of your children is one of our top priorities. Please follow drop-off and pick-up plans prepared by the Parent Organization Safety Committee. Carpool forms and selection of pick-up areas must be completed before school starts. The driving lanes are ONE-WAY only. Please comply with the following "Parking lot rules and how-to information"

1. Pick-Up and Drop-Off from right curb lane only.
2. Absolutely NO children in the vehicle drive areas at any time.
3. No parking, stopping, waiting, loading, or unloading permitted in the exit lane.
4. Remain with your vehicle at all times. Absolutely no parking or leaving vehicle unattended allowed in the drop-off lane.
5. If your children are not at the designated pick-up area, either go to the parking area and park your car, then walk up to find them, or exit school property and cycle around the block to the back of the line.
6. Take turns with oncoming traffic on Cambridge Drive seeking to enter the school driveway.

DROP-OFF: From Redwood Road, turn onto Cambridge Drive, so you can enter the school campus using that driveway It is ONE WAY. Turn right into that driveway and drop-off your child (ren) using the pick-up/drop-off lane only. Once you have dropped off your child (ren) move to the Exit Lane and leave campus through the Cutler Drive Exit driveway.

PICK-UP: Enter the parking lot in the same manner as for drop-off. Please prepare a sign to put on your car window dashboard with your child (ren)'s first and last name(s) on it. If you are in a car pool, all of the children's names should be on the list. Please wait in your car while in the pick-up lanes. Please follow and stay in the car line. Do not park and attempt to get your child from the pick up area. We will do everything in our power to maintain quality traffic flow without compromising safety.

Students must be picked up at dismissal or immediately following an after school program. If a student is left at school for more than 15 minutes after their dismissal time, we will start a late list and parents will be asked to conference with the principal.

DRUG-FREE SCHOOLS

Students, staff, parents and visitors are prohibited from use of tobacco products and other illegal and harmful substances on school grounds, in school buildings, and in school vehicles at all times. Tobacco products refers to all

uses of tobacco for smoking or chewing and includes cigars, cigarettes, pipes, shredded tobacco, smokeless tobacco and snuff.

DUE PROCESS

YOUR RIGHTS UNDER DUE PROCESS

All students are entitled to a free and appropriate education. If students find themselves in the unfortunate position of losing that right, they are entitled to due process. This means there are certain procedures, which school officials must follow prior to taking appropriate disciplinary action. There also are procedures that students must follow if they do not agree with the school's actions.

We hope students will never be in a situation where they need protection of due process. However, if they do become involved in situations in which a suspension or expulsion may result, both students and parents should be aware of due process rights.

DUE PROCESS

Due process is a legal right of students to be informed of rules, to be informed of any charges which may be made against them, and ask for consideration of special circumstances. When students find themselves in the position of receiving disciplinary actions, they may not feel they have been treated fairly. In this case, students have the right to appeal to a higher authority.

Students may appeal a disciplinary decision in writing to the principal or designee within three days of the event. The principal is the final level of appeal for any disciplinary decision involving restriction of privileges, restitution, disqualification of tests or assignments, or short-term suspensions (less than 10 days). A second appeal may be made to the school CMT committee if agreement cannot be reached with administrative intervention on suspensions more than 10 days.

A final appeal may be made to the Board of Education if the decision of the CMT committee is not acceptable to both parties. That appeal would need to be delivered within three days of the CMT committee decision to the Board President. The Board must schedule a hearing within 20 days from the date of the final CMT committee recommendation.

PRIVACY RIGHTS

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure or property. This individual's right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all students.

School employees may conduct searches when they have reason to suspect the health, safety, or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

- General searches of school property (including personal items found in or on school property may be conducted at any time when there is reason to believe that a violation of a law or school rule has occurred on school property. This search of school property may be made without the student being present.
- Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of other, or might possibly interfere with school purposes may be seized by school employees.
- Items, which are used to disrupt or interfere with the educational process, may be removed.
- A student may be searched by school employees when there is reason to believe that the student has illegal items or other items that may interfere with school purposes.

- School employees may search motor vehicles parked on school property when there is reason to believe the health, safety or welfare of students might be in jeopardy.
- In the interest of student health, safety, and welfare the school may and will use dogs trained in detection of illegal drugs, explosives, and incendiary devises. Local law enforcement would be called to check backpacks, purses, clothing, vehicles in any school parking lot, and other items as appropriate on any school property and/or school-sponsored event where dogs may be used.

ENROLLMENT FOR NEXT SCHOOL YEAR

There will be three groups of students enrolling for the next school year. They are currently enrolled students, siblings of currently enrolled students that have not yet attended and new students. During January, you will receive an Enrollment Form for the next school year. You must complete the form by putting all of names of your currently enrolled children planning to return, any siblings not previously enrolled but that will be new in the coming year, any children that may be enrolling in the future, and any children that will not be returning to Wasatch Peak Academy. There will be a deadline date on the form. If we do not receive the form by that date, those children currently enrolled may risk losing their positions for the next school year. The criteria for enrollment follow.

CURRENTLY ENROLLED: Enrollment for the next school for students attending Wasatch Peak Academy during the current school year is confirmed. However, you will need to list their names on the Enrollment Form and return it to the office by the given deadline date. If we do not receive the form by the given date, your child (ren) may risk loosing their position(s) for the coming year.

SIBLINGS OF CURRENTLY ENROLLED STUDENTS: Generally, we guarantee enrollment of all siblings of currently enrolled students. However, if there are more siblings for a particular grade level than there is space, then there will be a lottery of all siblings for that grade level.

NEW STUDENTS: Those applying for enrollment with Wasatch Peak Academy for the first time must submit all of the appropriate paperwork. These names will go through the lottery process for selection if there are n open positions.

FIELD TRIPS

Teachers are encouraged to take their classes on educationally oriented or Service Learning field trips. Permission slips will be sent home whenever your child's teacher contemplates such a trip.

Permission from parents is needed for participation in field trips. This form is included in your registration packet. These slips must be signed by the parent and turned in to the school. If the slip is not signed and returned, your child will not go on the field trip. Teachers are asked to notify all parents about upcoming field trips l a timely manner.

A 6th grade Science and Service Learning trip is scheduled in the spring. A fee not to exceed \$500 will be charged for the trip. Trip Information and forms from The WPA Overnight Travel Policy will be given to parents in a fall meeting.

FIRE AND DISASTER DRILLS

Fire and disaster drills are conducted regularly in an effort to acquaint teachers and students with the necessary actions required to guarantee maximum safety for all students. They are guided through drills and assigned specific areas of safety where they are to go when a fire/disaster signal is given. We have designated Spectrum Academy as our Reunification Site. This means if it was necessary to evacuate the building we would take the students to Spectrum Academy. That school is located on Cutler Drive, just a few blocks north of WPA.

GRADING STANDARDS

PERCENTAGES	ACADEMIC PROGRESS	CITIZENSHIP GRADES
90 - 100	P= Proficient	O = Outstanding
80% and above	M= Mastery	S = Satisfactory
Below 70 %	Pr- progressing	N = Needs Improvement

HALL PASSES

Students will not go into any wing during class time without a hall pass issued by a teacher or the office. Each student must have his or her own class hall pass and is responsible for having the pass before going into the hall. If not, the student must accept the consequences of being without a pass.

HOMEFUN

Homefun is not necessarily required of all students at all grade levels on a daily basis. Homefun will be given at WPA. Homefun can help a student develop the habit of independent study, give practice in basic skills, and help learn the need for budgeting time. All students should read at home. Home fun work (beyond reading) should not exceed the 10 minutes per grade rule. (i.e., first grade- 10 minutes, third grade- 30 minutes, etc.)

If your child is absent for more than 1 day and homefun needs to be picked up, it would be appreciated if you called in by 9:00 a.m. We occasionally receive calls in late afternoon from parents wishing to pick up assignments at the end of the school day. Unless the teacher has a scheduled break at that time, this request is impossible to fill. Calling early gives teachers some lead-time in order to prepare books and assignments during the day. The student will pick up work for a 1-day absence when they return the next day. Students who may be gone for vacation must have prior approval from the Principal. Assignments may be collected for the trip and a plan can be written so the student receives attendance credit while traveling. If possible, notify teachers in advance so they have time to prepare materials for your student(s). Any student requesting excused leave for a vacation must have good attendance. Prior attendance will be reviewed by the Principal before the absence is excused. If a student has truancy or numerous absences, the request will be denied and the student will be marked unexcused.

LIBRARY

Our school maintains a learning center providing a large selection of books and other materials. Your student will be checking out books weekly for reading. When library books and other materials are brought home, we would very much appreciate your cooperation in seeing they are well cared for and returned promptly. All students need to learn this responsibility by caring for and returning books and materials from school.

Students may check out library books for one week and then renew books for additional time, if needed. Students who lose or damage library materials will be assessed a fine. Those students who fail to return their books on time will not be allowed to take books home until past due books have been returned. If a student damages a book and has not paid fine by the end of the school year the student will be required to pay for the book. All lost library books must be paid for prior to Field Day or the student will miss that activity.

LOST AND FOUND

All "lost and found" articles such as clothing, lunch boxes, backpacks, glasses, etc. are to be brought to the office. Every effort is made to get students to check the "lost and found" area and claim their belongings. All major items of clothing, lunch boxes, and backpacks should be marked with your child's name. If your child is missing something you sent to school with him/her, please feel free to come and look through the "lost and found" boxes. All articles not claimed by the end of each semester, will be donated to a local charity.

LUNCH and Breakfast Program

Our school lunch program offers a balanced, nutritional option for lunch and breakfast. Prices are:

Breakfast	Students	\$1.25	reduced price	\$.30	Adults	\$ 2.00
Lunch	Students	\$1.75	reduced price	\$.40	Adults	\$ 2.25

Forms are available to apply free or reduced school lunch. Lunch fees are to be paid at the office or online

Online information and payments can be made through the WPA website. We encourage monthly payments. The SIS system will have your lunch balance available online. There is no charging. Students who do not have funds in their account will be asked to call home and a minimum lunch will be provided for 1 day. It is the parents' responsibility to keep funds in their student lunch account.

Our Nutrition Policy asks that teachers and parents provide healthy treats for students whenever possible.

Students may bring a sack lunch from home. Please do not send pop, caffeinated beverages or candy in your child's sack lunch. Leaving out pop and candy will help students perform better in the afternoon.

MEDICAL INFORMATION

MEDICATION

If your child requires medication at school, there are specific guidelines that must be followed. No medication can be given without written orders from a physician. We have a special form for this in the office. If you want medication given to your child before the doctor gets the form to us, you must come to school and administer the medication to your child. It is your responsibility to get the written information to us and send the medicine to school in the appropriately labeled original container. The above rules apply not only to prescription drugs, but also to aspirin, cough syrup, and all over-the-counter remedies. If you have any questions, please call the school office.

The principal has designated that the office manager will administer all student medications. The "designated" school staff person (office manager) may administer only oral and inhalant medications. Pursuant to State and Federal law, the student may keep asthma inhalers if the appropriate forms are on file in the office. Teachers will not keep medicine in the classrooms or give students medications. Please do not ask them.

A student's parent must provide the school with a current signed request that medication be administered to the student during regular school hours along with a signed statement from the physician indicating:

- Child's name
- Name of the medication
- Purpose of the medication
- Dosage including time schedule
- Possible side effects

The practitioner's statement must also include that it is medically necessary that this be given during school hours. (Forms are available in the office.)

Medications must be delivered to the school by the student's parent/guardian or by a responsible adult in a container properly labeled by a pharmacy with student's name, phone number or pharmacy, name of medication, dose and frequency of administration and expiration date.

All over-the-counter medications will require a prescribing practitioner's statement. (Over the counter medication is anything that does not require a prescription such as Tylenol, etc.)

School personnel who administer medication in compliance with this Board policy are not liable civilly or criminally, for any adverse reaction suffered by the student because of neither taking the medication nor discontinuing administration of the medication.

Individual Health Care Plans

If your child's health condition requires a Health Care Plan, please contact the office. A plan will be written with our attending nurse. It is vital that we be informed of health issues that affect your student's well being while attending WPA.

ILLNESS

We are concerned about the health of all of our students. If your child is sick, keep him or her home; otherwise, your child will be expected to participate in all activities unless we have a physician's note. Keep your child home when he/she has a fever, has been on an antibiotic for less than 24 hours, the length of time identified by your doctor, etc. Remember, sending your sick child to school only spreads the "bug" to others.

If a situation arises during the school day when a child becomes ill, or is sent to school sick, he/she will be sent home after parents have been notified and proper arrangements have been made to pick up your child. Again, we have the responsibility of providing a healthy learning environment and if a student endangers this environment, we have an obligation to send that child home.

HEAD LICE

Head lice occur often in schools. When we encounter a case, we call the child's parents to remove the child from school for treatment. We also check children in the affected child's classroom, the child's brothers or sisters, and close friends from other classrooms if other infected students are substantiated... Isolated cases of head lice are treated as such; only the affected children's parents are notified. If we have several children in a classroom infected, we will send a notice of a head lice outbreak to the parents of all children in that classroom. If we encounter outbreaks in several classrooms, we will send a general notice out to all Wasatch Peak Academy parents.

INJURIES

Students are instructed to report all accidents to their classroom teacher. Staff members are to report all accidents or injuries to the office. If the injury is an emergency 911 will be called. Parents will be notified immediately, and an ambulance summoned, if needed. It is important that parents keep contact information current with our office. In case of an emergency the school will release the student's medical information to emergency personnel.

On occasion students do not tell the teacher or office that they have had an accident. Parents who find out their child had an accident at school and know the student did not report should inform the office as soon as possible.

NUTRITION

Our school lunch program offers a balanced, nutritional option for lunch. See lunch and breakfast section for details.

MESSAGES FOR STUDENTS

In the event you have an emergency for your child, feel free to call the school office, and we will get the message to your child.

MONEY AND OTHER VALUABLES

Excessive amounts of money or other valuable items such as Game Boys, CD Players, etc. should not be brought to school. There is no place in the classroom to safeguard items of value and children can be careless with money or expensive items; We encourage students to bring only the amount of money needed for milk or lunch. Cell phones must not be on or visible during instructional time – See Electronic Device Policy online

The school will not be responsible for items brought by your child to school that become stolen or damaged.

PARENT/TEACHER ORGANIZATION (PTO) AND COMMUNITY COUNCIL

Wasatch Peak Academy is fortunate to have a very active Parent/Teacher Organization (PTO). All parents of enrolled students are members of the PTO. The mission of the PTO is:

“To enrich the educational experience of Wasatch Peak Academy students.”

Please contact the 2009-10 PTO President Jennifer Nicholson for further information

COMMITTEES: Each family with students enrolled at WPA is expected to volunteer 30 hours of service at the school. The PTO arranges committees through which the families may give service. There are several committees from which to choose. They are listed below.

Classroom Volunteers: classroom helpers, classroom tutors, office helpers

Communications and Technology: monthly newsletters, computer networking

Curriculum: helps review curriculum under the direction of the principal and the board

Health: eye screening, maturation program, substance abuse and prevention education

Special Events: assemblies, clubs, art and science fairs, teacher appreciation

Safety: ground duty, lunchroom, parking lot safety, emergency phone tree, evacuation plan

Fundraising: fundraisers, business partnerships, shirt sales, school pictures, book-fair

Library: parent helpers in the library, help organize and decorate library

Other committees as needed

Parents are encouraged to sign up for as many committees as they wish. In order to have 30 hours of volunteer service, it may be necessary to be involved with more than one committee. To sign up for a committee, or for questions about the PTO, please contact the current PTO President through the WPA web site.

COMMUNITY COUNCIL

Utah State Law 53A-1a-108 mandates that each Utah public school have a "Community Council" consisting of parents, community members and school employees. The "Community Council" has the following responsibilities.

1. To develop a yearly School-wide Improvement Plan in accordance with Section 53A-1a-108.5. This will be done beginning the second year of operation.
2. To develop the School LAND Trust Program in accordance with Section 53A-16-101.5
3. To assist in the development and implementation of a staff professional development plan as provided by Section 53A-3-701
4. To develop a child access routing plan in accordance with Section 53A-3-402.
5. To advise and make recommendations to school and school district administrators and the local school board regarding the school and its curriculum, student performance, and other programs, school district programs, and other issues relating to the community environment for students.
6. To develop a reading achievement plan in accordance with Section 53A-1-606.5.

The School Board is recognized as leaders of the WPA Community Council: Jill Frasier, is the 2009-10 Community Council President

The composition of the community council consists of:

1. An officer of the WPA Board or PTO
2. Parents (3-4)
3. The Principal
4. School Employees(2-3) (which school employees and how many, will be selected by the employees themselves-the number can not exceed the number of parents on the committee)

Community Council meetings are held four times each school year.

NEWSLETTER

The Parent/Teacher Organization will publish a weekly newsletter. This newsletter will be sent home through the parent e-mail list. A hard copy will only be provided to parents who have requested a hard copy be sent home. The Wednesday News information and calendar events will be updated on the website.

Teachers will send home at least two notes a month to parents to keep them informed about class work and activities.

Safe School

Regularly scheduled drills will occur at WPA to assure procedures are followed in case of emergencies. Staff trainings will assure safety procedures are followed. Parent and staff phone trees will be established. If there is a need to evacuate the building, Spectrum Academy is our reunification site. It is one block north of our school on Cutler. Mrs. Shepard holds responsibility for the release of students to parents in case of emergencies. Fire drills occur monthly. Lockdown procedures are in place. This will be discussed at our Back to School Night each year.

SHARED DECISION-MAKING PROCESS

Open communication within the democratic process leading to shared decision-making will better meet instructional needs of the entire community of learners at Wasatch Peak Academy. If there is an issue to bring up to the Community Council, there is a form in order to do so. The form is available in the front office. The Community Council will apprise all persons raising an issue with a letter stating the status of the inquiry.

The Community Council will review all "Issues" and refer those requiring further study to the appropriate committee. If none exists, a task force will be formed to deal with the issue. Committees will provide recommendations to the Community Council who will review action research and information leading to each recommendation. During the process, if all parties agree to dismiss an issue, it may be considered resolved by the Community Council for the remainder of the school year.

For approval, recommendations will require a 2/3 majority vote by the Community Council. Once approved, if necessary, the School Board will review an issue for their voice and vote.

In the event that more information is required in order for the Community Council to vote or if the recommendation does not receive approval, (1) the recommendation will be sent back to the committee, or (2) a special task force may be formed for in-depth study of the issue. Recommendations resulting from these additional committee deliberations will be brought back to the Community Council for another vote. If the majority vote is not reached at this time, the issue will be suspended, but can be resubmitted the following school year.

PARENT/TEACHER CONFERENCES

Teachers will write and conduct Student Education Plans (SEP). Teachers will meet two times a year with parents and students to review report cards and student progress, celebrate accomplishments and plan for the next term. Besides academic reporting, conference discussions should include the social and emotional growth of the student. Yearly goals should be set in the fall conference and reviewed in the spring.

These conferences are held in an effort to keep parents aware of their child's progress and activities. You are encouraged to take advantage of the opportunity to meet with teachers. Attending a parent/teacher conference is a great way to show your child you care. When you show strong interest in your child's school life, he or she is likely to have a positive attitude, feel proud, and enjoy school more.

PARTIES

There may be up to four classroom parties during the school year, each occurring during one of the four terms. These parties are identified as the fall party, winter party, Valentine's party, and spring party. They will be planned collaboratively between the PTO classroom volunteers and the classroom teachers. All classes will have their parties on the same day during the last hour of the school day.

PLAYGROUND SUPERVISION

School staff and parent volunteers will provide supervision on the playground at recess and lunch. Wasatch Peak Academy does not provide student supervision on the playground before or after school. All students are expected to leave school or be picked up by a parent/guardian immediately following the dismissal bell.

PHYSICAL EDUCATION

Students are provided physical education instruction twice each week and they are expected to participate unless they have an injury or severe misbehavior, which prevents them from doing so. An injury or illness requiring loss of more than three (3) days of gym class requires a doctor's written permit.

Physical conditioning is stressed in physical education along with cleanliness, safety and having an enjoyable time. Incorporation of a wide range of interests along with activities that will carry over in future years is the basis of the physical education program.

PROGRESS REPORTS

Midway during each nine-week period, a progress report will be sent home. The purpose of this report is to indicate those areas where a student is working on, above or below grade level. The progress report allows students a sufficient period-of-time to concentrate on these areas before permanent grades are issued on the report cards.

Teachers will also send home progress reports during each term. Teachers are expected to notify a parent if their student begins to fail. A report card should never be a parent's first indicator that their student is having difficulty.

PROMOTION AND RETENTION

State law allows retention of those students who have not demonstrated mastery where possible of grade level skills. Retention should not be thought of as failure—rather, as an opportunity to succeed. The parents of all students being considered for retention will be notified by the end of the second quarter.

At elementary level, forty-five (45) or more days of absences per year may be cause for retention. For this purpose, "absences" include all absences, whether or not they are excused. The one exception is if there is a doctor's statement identifying the need for the absence(s). All periods of out of school suspension and family vacations are also included in the 45 days. The School Board upon recommendation of the Principal may review loss of credit or retention.

The decision to promote a student to the next grade level will be based on successful completion of the curriculum, attendance, and performance on achievement tests. Promotion decisions regarding students receiving special education services, 504 accommodations, or who have other recognized learning problems will be based on Individual Educational Plans (IEP) or approved modifications in curriculum through the CMT committee.

REGULAR EDUCATION STUDENTS

- WPA is dedicated to continuous development of each student.
- Promotion from year to year is based upon standards for each basic subject area as identified in the course of study.
- WPA standards which students must achieve are essential skills in reading, written communication, mathematics, science, and social studies.
- In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotions.
- The retention of students occurs when professional staff, in consultation with parent(s), determines it to be in the best interest of the student.
- When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made after a review of student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. The decision to retain a student is based on sufficient data, collected over a period of time and motivated by desire to place students in school programs where they will be most successful.

ACADEMIC RETENTION PROCEDURES FOR NOTIFICATION

- The classroom teacher will notify parent(s) in writing, by phone or in person by the beginning of the second semester of the school year.
- There will be a parent/teacher conference to develop an academic plan to help the student gain satisfactory academic progress.
- The implementation of this academic plan by the teacher and parents/guardians will be reviewed during periodic conferences.
- If satisfactory progress is not made by May 1, the student will be retained.

SPECIAL EDUCATION STUDENTS

- In addition to the above, such decisions, when applied to students enrolled in Special Education, shall be on a case-by case basis, consistent with the individualized education plan and in accordance with Utah law.
- Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of Utah law. Individual Education Plans (IEP) programs for such students may need modifications, which may include but are not limited to:
 - Course substitution
 - Curricular, method, evaluation, or materials modification
 - Additional time to complete requirements
- Any student unable to meet regular academic requirements for promotion must meet requirements of an alternative curriculum derived from regular curriculum, which will be developed by a multidisciplinary team on an individual basis.
- Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs.
- Course work will be presented at a level commensurate with the student's ability.
- Retention of these students will only be considered by the IEP team, who will make recommendations to the Principal

SCHOOL CLOSING – INCLEMENT WEATHER OR EMERGENCY DISMISSAL

Occasionally there are days when weather or other conditions necessitate the closing of school. Wasatch Peak Academy will close according to Davis School closure announcements please listen to the radio station KSL 1160 and/or watch Channel 5 morning news for school closure announcements. PLEASE DO NOT ATTEMPT TO CALL WASATCH PEAK ACADEMY. If the weather is bad, there will be no one here to answer the phone.

Should the occasion arise when weather or other conditions necessitate sending children home earlier than the scheduled dismissal time, announcements will be made on local radio and television stations. Make emergency arrangements for your children in case this should occur and make sure your children know what these arrangements are. In the event of such closings, the parent organization will attempt to call all parents through their phone-tree. The school office will remain open for parent contact and students will be permitted to use the phone during these emergencies.

SCHOOL DAY ARRIVAL AND DEPARTURE

Students should generally arrive at school between 8:00 and 8:10 each day. **Students having breakfast at WPA should arrive no earlier than 7:45 a.m. This year students will be asked to wait in the lunchroom if they arrive before 8:00 a.m. Early morning is preparation time for teachers. Students will remain at school until 2:30 p.m. unless:**

1. A parent or legal guardian comes to the office and checks their child (ren) out for the day.
2. The parent notifies us that a person listed on the emergency list form will pick them up
3. When pursuing an approved schedule of school activities that requires the student to leave to school (example: field trips).

4. Permission granted by the parent/guardian to go home for lunch.

Students will be instructed to go home, or elsewhere as directed by the parent or guardian, immediately following the close of the school day unless attending a regularly organized program of instruction, recreation, or school activities, which follow the dismissal of school. Students will be required to remain on the school grounds following dismissal while waiting for parents or guardians. We will attempt to notify parents in the event dismissal times established on the officially adopted school calendar should change due to emergency. Parents may waive their rights to be notified of emergency dismissals. Children who are not taken home at emergency dismissal must be picked up at school by parents or a designated representative.

Teachers may on occasion request that a student stay after school. That must be arranged with the parent prior to the student staying after.

SCHOOL FEES

Elementary schools do not charge school fees. Fees may only be assessed for after school or extra-curricular activities. The WPO board has approved three fees for the 08-09 school year.

After School Choir	\$30 per semester
After School Violin	\$50 per semester
6 th grade Science and Service trip Deposit required at registration	not to exceed \$500
Summer School / After School Tutoring	\$30 per class /or term

SCHOOL PICTURES

School pictures will be taken September 16th
 Picture Make-Up Day October 14th
 Family pictures will be offered the evening of November 18th & 19th
 Spring pictures are scheduled for March 10th – Casual Dress Day
 Please send your children dressed and prepared for their pictures

SCHOOL RULES of CONDUCT

See attachment

SCHOOL PRIDE

SCHOOL PRIDE AND SERVICE: It is the philosophy of Wasatch Peak Academy to provide all students opportunities to learn benefits of service. As part of the school curriculum, students will have opportunity to participate in school-sponsored projects such as school grounds beautification, peer/cross grade tutoring, community service learning experiences.

SCHOOL MASCOT: Our school mascot is the "Patriot".

SPIRIT DAYS: Students and staff are encouraged to wear School Polo Shirts with the school emblem to demonstrate pride in their school. Spirit Days have been scheduled on the school calendar.

SCHOOL SUPPLIES

Utah law requires that schools furnish students with necessary daily school supplies, such as pencils, crayons, paper, and rulers. However, you may desire providing your child (ren) with a pencil box and other kinds of supplies. In addition, periodically there may be specific supplies needed from home for special projects. Classroom teachers will notify parents when this occurs. Check the website for teacher requested donations.

SELLING ITEMS AT SCHOOL

Students are requested not to bring items to school to be sold, either to teachers or to other students. This includes selling items for organizations such as Boy Scouts, Girl Scouts, and Brownies, as well as sponsoring students in outside fund-raising activities.

SPECIAL EDUCATION

STUDENT COUNCIL

The Wasatch Peak Academy Student Council is composed of officers and representatives elected by the student body. Officers are from the sixth grade, but student council members may be from grades 3 – 6. The student council meets regularly in an effort to achieve major goals established by their constitution. The key element to the success of any democratic form of government is widespread participation on the part of all citizens. Total support is essential for a good student council.

STUDENT RECORDS

All student records are open to parental inspection. Parents wishing to review their child's records will contact the school to arrange completion of the necessary form. The principal, after reviewing the completed form will schedule an opportune time for review. The principal or other designated school personnel will then explain and interpret the student's records to parents.

SUPERSTAR BREAKFAST

Each month the principal sponsors a breakfast or activity for two to four students from each class. These students are recommended as Superstars by their teachers based on good attendance, behavior, cooperation and/or academic excellence. Certificates are awarded

TEACHERS QUALIFICATIONS

Teacher Quality

Wasatch Peak Academy works diligently to employ highly qualified teachers. Besides experienced educators and newly graduated elementary education teachers, professionals may also enter the profession through The Alternate Route to licensure Program. Below is information, which will assist you in understanding our teacher qualifications.

Utah Teacher qualifications to be highly qualified

A. For a teacher assignment to be designated as NCLB highly qualified, the teacher's qualifications shall match the NCLB requirements of content expertise for the assignment. A special educator assigned in an elementary

school as the classroom teacher of record shall meet the NCLB requirements for the assignment. The teacher shall have:

- (1) A bachelor's degree; and
- (2) An educator license with an elementary area of concentration; and
- (3) At least one of the following:
 - (a) A passing score at the level designated by the USOE on a Board-approved subject area test; or
 - (b) A Level 2 license with documentation of satisfaction of veteran teacher requirements for the assignment as described in R277-510-8.

Teachers may enter the teaching profession by the Alternate Route to Licensure Program

Alternative Routes to Licensure (ARL) is a teacher preparation program for individuals who currently hold a bachelor's degree or higher. Qualified candidates who elementary school must have a transcript that documents a broad background of liberal arts content in the areas of language arts, science, social studies, mathematics, the fine arts, physical education, and health. A minimum of 27 semester hours or 40 quarter hours of applicable credit are required for eligibility.

ARL allows participants to teach in an accredited Utah school on a temporary license for up to three years while they are fulfilling licensure requirements. Participants must be employed by a Utah school district, charter school, or accredited private or parochial school while earning a license and must be teaching in a licensed position at the time a license is earned and issued.

For the 2008-09 school year we have three teachers not highly qualified under The No Child Left Behind requirements. Parents have the right to request information about the professional qualifications of the classroom teachers who instruct your child. Please contact Principal Shepard for this information.

TELEPHONE USAGE BY STUDENTS

While there are telephones located in each classroom, students may use the telephone *only* at the direction of the teacher. If the phone call is one that needs to be made from the office, the student is expected to have his/her teacher's permission before coming to the office. Once in the office, the student is expected to ask the secretary before attempting to place a phone call. Students will not use the phone for personal calls or to make after school plans, etc. This is to insure that the phone line remains open for school business as much as possible. If your student is carrying a cell phone, the phone must be off and out of sight during all instructional time. Teachers may confiscate cell phones in class. See section Electrical Devices Policy

TEXTBOOKS

Students are responsible for textbooks issued to them. Textbooks should be returned to the school in the same condition in which they were issued. Please have your child (ren) cover books with book covers or paper bags to prevent damage. If a student damages or loses a textbook, he/she will be held responsible for replacement or rebinding cost of the book.

TITLE I

Parent Notification

Compliance with P.L. 107-110, Section 1111(h)(6)(A)

As a parent of a student at Wasatch Peak Academy, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact my office at 801-936-3066.

VISITING THE SCHOOL

Parents are encouraged to visit the school. On occasion, a staff member will call conferences when it is in the best interest of the student. Please make prior arrangements with the principal and/or teacher if you would like to observe a class or meet with the principal. Student guests are not permitted due to liability. Students and teachers will immediately direct visitors, strangers and vendors who enter the school building to the office. When visiting the school, we ask that you follow these guidelines:

1. Parents must give the teachers prior notice of the visit.
2. Limit time of the visit to one hour or less.
3. Arrange a babysitter for your young toddlers.
4. Remember, this is a visit not a conference time with the teacher.
5. Wear a "Visitor's Pass" provided by the office, indicating you are a visitor.
6. Sign in and out on a form located in the office.

VOLUNTEERS

All families are encouraged to volunteer 30 hours of service each school year. In accordance with State Law, volunteers who work with minors may be subject to background checks. These checks, along with fingerprinting of volunteers are performed by school staff or our management company. Volunteers who require a background check must sign a waiver. All background checks are kept confidential. If you have questions regarding background checks please contact the school office or Academics West at (801) 444-9378.

WEBSITE AND TEACHERS' E-MAIL

Check out the Wasatch Peak Academy Website at www.wasatchpeak.org

Teachers websites can be reached by entering the teachers first initial and last name.myut.ps.org

Example: teacher e-mail: jlingman@wasatchpeak.org
 teacher web site: jlingman@myut.ps.org

All the teachers at Wasatch Peak Academy can be reached by E-mail by entering their first initial followed by their last name followed by @wasatchpeak.org - lower caps, no spaces in-between. (i.e. sshepard@wasatchpeak.org)

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WASATCH PEAK ACADEMY CONTRACT Student/Parent/Teacher/Principal

Dear Parents,

Studies have shown that children of parents who are actively involved in their child's education are more successful in school. Because we want your child to do as well as possible, we ask that you and your child complete your sections of this Contract. The WPA Staff look forward to working with you and your student.

Sincerely,
Sandra Shepard
Principal

As the principal, I will:

- Support this form of parent involvement
- Create a welcoming environment for students and parents
- Communicate to students and parents the school's goals
- Ensure a safe and orderly learning environment
- Reinforce the partnership between parent, student and staff
- Provide appropriate in-services and training for teachers and parents
- Be available by email, telephone and/or parent's personal visit

Principal's Signature

Date

As a teacher, I will:

- Select/create materials to meet the academic needs of my students
- Provide learning opportunities in Spanish for my students
- Provide service learning opportunities for my students
- Be available for conferences at mutually agreeable times
- Provide co-teaching classrooms as needed
- Send home quarterly student progress reports
- Be available by phone for parent concerns or questions
- Use special activities to make learning enjoyable
- Be available by email and telephone

Classroom Teacher's Signature

Date

Classroom Teaching Assistant's Signature

Date

As a parent, I will

- See that my child is punctual and attends school regularly
- Read the weekly Wednesday news for school information
- Establish a time and place for homework
- Assist my child with homework as he/she needs support
- Stay aware of what my child is learning at school
- Listen to or read to my child at least three times each week
- Let my child see me read (e.g. books, magazines, mail, TV. Guide, etc.)
- Take my child to the library whenever possible
- Attend conferences as needed as initiated by either teacher or parent
- Participate in school activities for parents (Open House, Parent Workshops, Family Reading Night, PTO, Family Fun Events, etc.)
- Provide at least 30 hours of volunteer service for WPA during the school year
- Notice and praise my child's efforts

Parent's Signature

Date

As a student, I will

- Do my best work in class
- Follow the Rules of Conduct at Wasatch Peak Academy
- Treat others with respect
- Cooperate at home by doing my homework
- Ask questions
- Discuss with my parents what I am learning in school
- Read each night
- Tell my parents one good thing about my day every day!

Student's Signature

Date