



**Wasatch Peak Academy  
Parent and Student Handbook  
2017-18**

**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 formally welcome you 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.

**Amy Pilkington**  
Principal

**Megan Triplett**  
School Board President

**Wendy Tibbitts**  
School Board Member

**Juan ArceLarretta**  
School Board Member

**Mark Clifford**  
School Board Member

**Lani Rounds**  
School Board Member

## How to Use This Handbook

This is your Parent/Student Handbook. This handbook is designed to be used 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 30 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 7:55 a.m.** Class will begin promptly at 8:00 a.m. We recognize the dedication our parents and students exhibit by having students here on time, except when excused absences are necessary. Due to a change from the state, **students must stop at their homeroom class for roll by 7:55.**

### 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. The new call out system will notify parents when students are absent. The attendance secretary will make one attempt to call parents if they have not called into the school by 9:00 a.m.
6. 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.
7. Students who become ill during the school day may ask their classroom teacher for a hall pass to call their parent at the office. Becky will try and remedy the problem, allow the child to lie down on the sick bed, or call home for a parent to come and get them. If your child does not feel well, we ask that you PLEASE keep him or her home from school.
8. 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. Parents or guardians must walk into the school to check out their child at the office.**

## 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.

**Leaving school for FIELD TRIPS.** If parents want to drive their child to or from a field trip, they MUST sign their student out of school beforehand. Students who ride on a bus to a field trip are required to ride the bus back to school.

## TARDINESS

Tardy is defined as not being in the correct class when it is time for class to begin, **for any reason**. 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 more than an hour late to school. There are trains that often back up traffic. Please leave home in plenty of time to arrive at school on time.

The teacher of the class will handle tardiness. Six tardies or more in one term will automatically result in a citizenship mark of U. If it becomes habitual, the student will meet with the principal. Continual tardiness requires a parent-teacher-administrator conference. Detention for excessive tardiness may be a consequence. Parents of students who have **excessive tardiness** (more than 10 in a quarter) will be asked to meet with the CMT committee.

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

This Council (CMT) will take referrals from teachers and the principal. The Council will be held when a student is habitually tardy and missing instructional time on a continual basis as a truancy issue.

**Procedures:**

1. The Attendance Council will consist of:
 

Classroom Teacher	Principal
Attendance Secretary	Parent Representative – by request of parent
Social Services Representative*	Special Education Representative *
- \* Those who work with the specific student coming to the council as needed
2. The Council will meet quarterly or as needed. 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. Principal 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. PLEASE DO NOT BRING DONUTS OR UNHEALTHY FOOD ITEMS FOR BIRTHDAYS.** Parents may purchase a library book to be read in their homeroom class and then donate the book to the library, bring a book from home, or check out a book from the library to have read in their class. There are other classroom parties scheduled throughout the school year.

## CALENDAR

The WPA yearly calendar is available online. Parents may subscribe to receive a monthly calendar on the school's website. When changes to the monthly calendar are updated, an email will automatically be sent to subscribers. WPA generally follows the Davis School District's yearly school calendar to accommodate parents with secondary students attending Davis District.

## CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are responsible for letting the office know of any change of address or telephone numbers during the school year. This will help keep our records current and make it much easier to reach you should any emergency occur. Please update your personal information on ASPIRE whenever there are changes.

## COMMUNICATION

The BEST way for parents to stay informed is to **subscribe to receive information on our website**. Parents may choose how much information they want from the school: your child's teachers' information about their classes, homework, and projects, the school's monthly calendar of events, the lunch menu calendar (monthly), PTO information and upcoming events, etc. SIS/Aspire is the student information system and all parents may access the SIS/Aspire Portal from the website. It is very important for parents to keep their contact information up to date on SIS/Aspire. Teachers and staff will provide website and ASPIRE information at Back to School Night.

Parent Teacher Conferences are held two times a year: October and February. Check the monthly calendar for those dates. The school uses a One-Call System for attendance and important messages for parents.

## 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 are also four portable labs available. All staff working with children using computers carefully monitors 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 required to read, understand, and to sign an acknowledgement of agreement of the **Internet Use Policy** 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. Please check the **Internet Use Policy** on the website for further information.

## CONFLICT RESOLUTION

Many times, parents have concerns about how difficulties 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 for conflict resolution. Please schedule an appointment with your teacher to discuss your concerns. Teachers are at school until 3:30 p.m. Monday through Thursday and until 3:00 on Fridays.

2. If a parent and teacher cannot resolve the concern, please speak with the principal.

All students have the right to due process. Matters that cannot be resolved in the first three steps are usually matters that involve school policy. Please refer to **The Grievance Policy** for parents on the website for further information.

## COVENANT OF TEACHING AND LEARNING

Wasatch Peak Academy provides current research-based instruction to all learners. We are committed to providing whole class, small group, and individual instruction in all classrooms. Our goal is to provide the classroom instructional practices that yield the greatest impact on student learning. Student learning will be visible to teachers, parents, and learners. Parents will be able to see their child's progress throughout each term and over the course of the year. We believe this vision will happen if:

1. Students are actively engaged in learning as individuals and as group members.
2. Students have opportunities to learn through a wide range of modalities.
3. Student learning and engagement are connected 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. We welcome and invite you to spend time with your child(ren) at school events and use volunteer time to become involved in our school community and programs. You may sign up with your child's Room Captain for volunteer activities and help the classroom teacher needs. There are also opportunities to volunteer and help at night and on weekends if the daytime hours are inconvenient for you.

## CURRICULUM & INSTRUCTION

Wasatch Peak Academy has selected an academically rigorous curriculum to enable all students to excel. The Utah State Core Standards will serve as the **minimum basis** for academic requirements for advancement and 6<sup>th</sup> grade promotion. The school's curriculum and student expectations will exceed standards of the Utah State Core Standards.

State SAGE Assessments for students in grades 3, 4, 5, and 6 will occur in the spring of each year. Students in grades 3—6 will be assessed in literacy and math. Students in grades 4—6 will also be assessed in Science. Additional end-of-year benchmark literacy and math assessments of all existing students will occur yearly in the spring.

### CLASS PLACEMENT PROCESS

**Careful consideration always occurs with each child's classroom placement in literacy and math classes.** Students are tested in a variety of subjects and in multiple ways. Several data points are used at the end of each year to make decisions about classroom placements. Classroom placements are based on student data and teacher recommendations for success, not on friendship groups, parent requests, or previous year's placement. Teachers incorporate data from "End-of-Level" assessments and curriculum benchmark testing in leveling decisions. Throughout the year, teachers will continue to assess proficiency in each of these subject areas and adjust instruction based on test results. Assessments for **new students** will occur during the week before school begins to determine appropriate placement in language arts and mathematics classes. Students in grades 1-6 are leveled in Literacy and Math. Fourth through Sixth grade students are also leveled for Spanish instruction. Placement decisions are based on the following criteria: **Math:** *My Math* end of level and placement tests, teacher recommendation, SAGE Math results, and MobyMax levels of knowledge. **Literacy** (Scott Foresman (SF): Scott Foresman end-of-level placement tests, writing sample, SAGE Literacy results, and DIBELS scores in grades K-5.

## CURRICULUM

**READING STREET -Scott Foresman Reading Program.** This is a research-based, Reading/Language Arts program and the foundation of the literacy block for grades K-2 scheduled for guided reading, spelling and word work, comprehension and vocabulary skills. Reading Street is also used in grades 3-5 using a number of instructional teaching strategies and materials. Teachers in all grade levels are augmenting *Reading Street* with additional research-based comprehension and decoding strategy instruction, word-study, fluency practice, phonemic awareness, phonics, and vocabulary instruction to maximize student learning and engagement in developmentally appropriate ways. The use of a variety of genres of literature and informational texts is strongly encouraged at all grade levels. 75% of what students should be reading is informational text, so we are augmenting Reading Street with more informational text reading. We strongly encourage novels (or connected text) to engage students in learning to love reading. Novels allow students to practice their strategic knowledge and apply it to real reading. Novel study also encourages deeper thinking, rich discussions of texts and authors, and builds fluency and strong vocabulary, which all lead to more lifelong reading. A list of novels read in each literacy class outside of the reading series and reading library will be available to parents.

**MY MATH-GLENCOE MATH** (Glenco is for 6<sup>th</sup> grade). My Math is the math curriculum we use. Teachers are teaching concepts deeply for mastery at each grade level. We believe it is crucial for students to understand number sense, place value, addition and subtraction facts fluently, multiplication facts fluently, to prepare them for older grades. We require that ALL students master their addition and subtraction facts by the end of 2<sup>nd</sup> grade and master their multiplication facts through 12s by the end of 4<sup>th</sup> grade. Students who do not master their times tables by the end of 4<sup>th</sup> grade, they will struggle severely in 5<sup>th</sup> grade and beyond. We also use MobyMax in all grade levels. This computer-based program is excellent for remediating gaps in student knowledge. Teachers use MobyMax weekly (and parents may use it at home with their child any day) to make sure students are mastering important math concepts at each grade level.

**CONCEPT-ORIENTED READING INSTRUCTION (CORI)**, a research-based literacy framework will be used for Science instruction incorporating the FOSS kits and a variety of engaging, informational and narrative texts. CORI has been shown to increase reading engagement, increased time spent reading which directly increases students' conceptual knowledge in science and/or social studies. CORI's emphasis is on teaching student how to *learn how to learn* by integrating lifelong literacy skills in content areas such as science and social studies. The focus for engaged learning increases students' *intrinsic* motivations to learn, such as developing students' curiosity, challenge, social collaboration, real-world and hands-on experiences, relevance, determination, autonomy, mastery goals, expert reading strategy instruction and research skills, informational writing and mostly learning by reading a wide variety of interesting and relevant texts on the science or social studies topics. Students will have multiple opportunities to set their own goals for learning within the teachers' content concepts, based on Utah Core Standards. Students will thrive, at all grade levels, when they practice these principles of engagement by integrating lifelong literacy skills into their content courses. All teachers and paraprofessionals will receive CORI training.

**WRITING.** Writing is a key component in literacy and content classes. Students will learn the mechanics of writing as well as mastery in expressing their thoughts through written communication. Writing will be integrated into all subjects. CORI is a writing-intensive framework. Students will be writing both narrative and informational pieces, as well as opinion and persuasion pieces.

**CHARACTER DEVELOPMENT.** Every month, we teach and focus on one character trait. Our daily announcements focus on quotes about this trait (except Fridays are Patriotic quotes). We are teaching traits that are part of our school wide rules PEAKS (P=Prepared to Learn; E= Engage with Effort; A= Attitude of Gratitude; and K= Kindness) along with 7 *Predictive Traits*. At the end of each month, teachers choose the student who has made the most progress in demonstrating this trait. Their picture goes up on the Patriot Board and they receive a root beer float. Every month, the names of students who received recognition go into a pool. At the end of the year, 2 students from each grade level are chosen to go to lunch with the Director.

**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. Parent volunteers and staff continue to work together to keep updated equipment and information current in our school. Students meet all state technology, grade level standards through our technology and classroom programs. All students will be able to integrate computer technology as they work in their science and social studies classrooms by researching topics of interest within the content concept taught in class. This will provide real-world application and use of technology within science, history, and literacy content for deeper learning.

**SPANISH** WPA implements the **HOLA** language program. Students in all grades receive Spanish instruction through songs, writing handbooks, oral practice and cultural r activities. Spanish instruction is thirty minutes in grades 1-6 each day, and 20 minutes in kindergarten. Bilingual teachers provide additional language instruction in their classrooms throughout the day. We level beginning and intermediate grouping in grades four through six.. The beginning level will introduce vocabulary, songs, stories etc. The intermediate group will work on conversation, reading, and writing skills at an advanced level. Our music program will be integrated into Spanish in all grade levels.

**PHYSICAL EDUCATION** Curriculum for physical education classes follows Utah Core Standards for P.E.

**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 learning experiences. CORI will be a strong vehicle for creating organic and authentic service learning opportunities for students as they deepen their knowledge about science and social studies concepts.

**MUSIC and ART** Students will receive Music instruction weekly that meet standards for music instruction. Core Art lessons that will also be taught one week per month. In addition, we will have two musical programs per year: December's Christmas Sign-Around, and in May for Patriot Night, where we will have a Patriotic program involving all grade levels. We also integrate music into Spanish and many teachers incorporate music into other content areas. Art is also incorporated into service learning, content area classes for special projects and classroom instruction, and other times during the year.

## DAILY SCHOOL SCHEDULE

<b>First Bell</b>	<b>7:55 AM</b>
<b>School Begins</b>	<b>8:00 AM</b>
<b>Breakfast Served</b>	<b>7:30-7:50 AM</b>
<b>Lunch (depending on grade)</b>	<b>11:00-12:20 P.M.</b>
<b>School dismissal</b>	<b>2:30 PM</b>
<b>Morning Kindergarten Hours</b>	<b>8:00 AM – 11:00 AM</b>
<b>Afternoon Kindergarten Hours</b>	<b>11:30 AM – 2:30 PM</b>
<b>Early Dismissal Days</b>	<b>8:00 AM – 10:00 AM</b>
<b>Early Dismissal Days</b>	<b>10:45 AM – 12:45 PM</b>

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 a Love & Logic school. We want students to work to solve their own problems, make choices that result in their own success, and realize that while students may make their own choices, they may not be able to choose the consequences to those choices. Some consequences may hurt others unexpectedly.

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 child's time at Wasatch Peak. With this in mind, I will cover briefly the procedure that will be used in dealing with discipline issues.

**PEAKS**—School wide Rules are being implemented this year to provide more consistency for students in all grade levels.

P= Prepared to Learn  
E= Engage with Effort  
A= Attitude of Gratitude



K= Kindness to everyone  
S= Silent transitions

We believe if students have consistent rules in every class, there will be more consistency in improving respectful behavior to maximize learning.

### Discipline Problems

Classroom Teachers handle the majority of discipline infractions, including dress-code violations. Recess duty handles recess problems. For more serious problems with students that interrupt classroom learning, cause distractions to students and teachers, create a problem where students do not feel safe at school, or other problematic behaviors that hurt or cause pain to others, the principal will handle these infractions.

A small number of intensive students may need individual interventions with multi-agency interventions and planning. Major infractions of safe school issues will be dealt with according to discipline procedures listed in the discipline chart.

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 given an in-class consequence. 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. The teacher will treat the student with respect, so he/she will know how to treat others
4. If a student causes a problem, they will be asked to solve it.
5. If they cannot solve the problem, or choose not to, the teacher will do something.
6. What the teacher does depends on the student they are dealing with and the situation.
7. If the student thinks the teacher is unfair, the student may whisper to the teacher, "I am not sure that is fair," and the teacher and student will talk about it.
8. 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 **crossover** 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.
9. 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 crossover notice home to the parent. Three crossovers 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 is not ready to solve the problem.. A conference is held with the teacher, student and principal. Parents are called and a conference set if necessary.
10. 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.
11. 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.
12. 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 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.
13. 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.

### The following principles guide the principal and staff members:

- We will react without anger or haste when problems arise. Remaining calm is important to us.
- We will guide students toward personal responsibility. They will have opportunities to reflect on their choice.
- We will allow choices where possible. Students must be the directors of their own behavior plans.
- We will make every effort to help the student understand the teacher's consequences.
- Equal is not always fair. We 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.
- We will arrange consequences in such a way that a student will not be humiliated or demeaned in front of others.
- We will provide consequences that are logical, fair, and, allow students to experience the results of poor choices.
- If we react in any way that a student feels is unjust, that student needs to tell us they believe it is not fair and we will arrange a meeting with the parent and student to discuss their feelings. We may or may not make a change in the consequence depending on the outcome of that meeting.
- As the mentor, the Director will support her staff as they deal with disciplinary issues. 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 the teachers' primary 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. The Principal employs **Love and Logic** principles.

## DISCIPLINE PROCEDURES

### PLEASE REFER To The WPA Safe School Policy on the Website for complete information on Safe School Violations

### 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

Serious bullying

## Sexual Harassment and/or Sexual Misconduct

Theft of School Property

Threat/Verbal Abuse of Staff or Student

Vandalism

Weapon – Possession or Use

Other as deemed major offenses by administration

Students may be suspended or expelled if a history of continued offenses exists.

<b>Expulsion Recommendation to School Board:</b>
<ul style="list-style-type: none"> <li>• Explosive Devices</li> <li>• Possession or Use of a Weapon</li> <li>• Fire Causing Injury or Damage</li> <li>• Physical Assault of Staff and/or Students</li> <li>• <b>Repeat of Major Offense</b></li> <li>• Three Major Offenses</li> <li>• Weapons/Look Alike Weapons</li> </ul>

**BULLYING (See Bullying and Hazing Policy on the website)**

We take bullying very seriously at Wasatch Peak Academy. We find that the word *bullying* gets used often as a synonym for teasing, joking, playing, etc.

IS IT BULLYING? We use the following guidelines in all of our classrooms to help students recognize what is actually happening.

- a. When someone says or does something hurtful **on accident** and they do it once, that is RUDE.
- b. When someone says or does something hurtful **on purpose** and they do it once, that is MEAN.
- c. When someone says or does something hurtful **on purpose** and they **keep doing it**- even when you tell them to stop or show them that you're upset, that is 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. persistent and malicious hitting, kicking, theft)
2. Verbal (e.g. persistent and malicious name calling, racist and/or other prejudice remarks)
3. Indirect (e.g. persistent and malicious 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. When we receive a bullying complaint, we conduct a thorough investigation by interviewing the student who has the complaint, their teachers, the school counselor, parents, and other students. Bullying is grounds for suspension and may also be grounds for expulsion.

**We teach students in third grade the RAD Kids curriculum on safety. Information about RAD Kids may be obtained Back to School Night. Rad Kids may be offered to other students as part of the Tuesday after School program.**

**DRESS CODE POLICY**

Wasatch Peak Academy believes that a strict dress code promotes equality, discipline and school pride. Students attending Wasatch Peak must conform to the dress code described herein. It is the responsibility of parents and students to comply with the dress code policy.

**COLORS:**



Red



White



Navy Blue



Red, White or Navy Blue

Navy Blue  
White,

Khaki (Tan)



School Plaid

Navy Blue or Khaki

*Collared Dress*

Solid Red,

**GIRLS: TOPS**

- Shirts must be long or short-sleeved with collars. Full turtlenecks are considered collars.
- Shirts must be a solid color red, white or navy blue.
- Except for Wasatch Peak's school logo, no logos, emblems, embroidery, embellishments, trim or lettering of any kind. Stitching must be the same color as the fabric.
- Plain sweaters, sweater vests, or sweatshirts may be worn over acceptable collared shirts and must be red, white or navy blue.

**BOTTOMS**

- Jumpers, skirts, skorts, shorts, capris or pants are allowed.
- Jeans, stretch pants or sweat pants are not permitted.
- Color choices are limited to navy blue, 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, decorations, embellishments and characters are not allowed. SOCKS / BELTS / SHOES
- Socks should be in good repair and must be white, red, gray, khaki, navy blue or black and must coordinate with other clothing.
- Tights or fitted leggings, if worn should be red, white or navy and are allowed to be worn under approved skirts, skorts or dresses. Collared dresses of appropriate length may be worn in navy and khaki.
- Belts are optional. They must be brown, navy blue or black.
- Shoes with open toes, open heels, lights or characters are not allowed. Shoes should complement the uniform and not be distracting.

**BOYS:****TOPS**

- Shirts must be long or short-sleeved with collars. Full turtlenecks are considered collars. All others are not.
- Shirts must be a plain solid red, white or navy blue. Undershirts, if worn, must be red, white or navy blue.
- Except for the WPA school logo, no logos, emblems, embellishments, embroidery, trim or lettering of any kind are allowed. Stitching must be the same color as the fabric.
- Sweaters, sweater vests, or sweatshirts may be worn over acceptable collared shirts and must be red, white or navy blue.
- **BOTTOMS**
- Pants or shorts are allowed, but sweat pants and leggings are not permitted.
- Color choices are limited to navy blue 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, decorations, embellishments or characters are not allowed. **SOCKS / BELTS / SHOES / TIES**
- Socks are required and must be white, red, gray, khaki, black or navy blue and must coordinate with other clothing.
- Belts are optional. If worn, belts must be brown, navy blue or black.
- Shoes with open toes, open heels, lights or characters are not allowed.
- Lighted shoes are not allowed.
- Ties are optional. If worn, ties must be navy blue, red or school plaid.
- Ties must not have logos, emblems, decorations, embellishments or characters.

**SPECIAL GUIDELINES:**

Patriot Days: WPA t-shirts or WPA logo shirts, dress code bottoms. Every Friday. Optional.

**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.
- Hats, bandanas or excessively large headbands are not allowed.
- 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 and must coordinate with school colors, red, white, navy blue or khaki.
- Make-up should be minimal and conservative.
- Khaki is tan.
- Occasionally, the principal may designate a special day, on occasion, not regularly, with specific dress requirements.
- The principal will resolve all issues regarding the dress code.

**HELPFUL TIPS:**

- Start early and buy clearance sale items.
- Stain-resistant clothing is worth the cost.
- Heavy-duty pants last a long time.

## 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. Drive all the way up to the Kindergarten door.
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 given. 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.

**NOTE: Your child(ren) MUST be picked up daily no later than 2:45 p.m. After school programs end at 3:30 p.m. Students must be picked up at 3:30 p.m. A fine of \$5 will be assessed after 2:45 and an additional \$5 for every 10 minutes your child is being "tended" by the front office.**

## 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). The Principal may refer an appeal to the school's Case Management Team for assistance. Further appeals should follow the **Grievance Policy** under The Grievance Policy for Parents available on the website.

## 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.
- School employees may search a student when there is reason to believe that the student has illegal items or other items that may interfere with school purposes, or may be harmful to self or others.
- 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 devices. 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 include: (1) currently enrolled students, (2) siblings of currently enrolled students that have not yet attended, and (3) new students. During January, you will receive an Enrollment Form for the next school year. You must complete the form by putting all 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 year 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 losing their position(s) for the coming year.

**SIBLINGS OF CURRENTLY ENROLLED STUDENTS:** Generally, we guarantee enrollment of 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 no open positions.

**REGISTRATION:** Registration is completed online. It is the parent's responsibility to request a paper/pencil copy of the registration forms if they do not have internet access. The office is happy to provide those copies to you.

## FIELD TRIPS

Teachers are encouraged to take their classes on educationally oriented or Service Learning field trips. Permission from parents is needed for participation in field trips. This form is included in your registration packet. The form 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. Permission slips forms for field trips may be signed at Back to School Night that will cover field trips for the year. Teachers are asked to notify all parents about upcoming field trips in a timely manner.

A 6<sup>th</sup> grade Science and Service Learning trip is scheduled in the spring. A donation not to exceed \$500 for each child is encouraged for the success of this trip. Trip Information and forms from The WPA Overnight Travel Policy will be provided to parents. For parents who are unable to donate, scholarships may be available.

**NOTE:** If a parent does not want their child to ride the school bus to/from any field trip, they must check their child out of school and transport them to and from the field trip. Parents who chaperone field trips are not allowed to drive their child home if they rode the bus to the field trip.

## 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 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. Parents would pick their children up at that location if we needed to evacuate WPA. An Emergency Phone tree is revised each year with a designated The One- call System is set up to call parents in case of school closure or emergencies. Make sure you have your phone information correctly listed with the school and in SIS/Aspire. Our call out phone system is capable of contacting all parents in emergencies within minutes. Classroom Safety kits are available in each classroom. Students are trained in evacuation, earthquake response, and intruder protocols.

## GRADING STANDARDS

PERCENTAGES	ACADEMIC PROGRESS	CITIZENSHIP MARKS
<b>90 – 100%</b>	<b>M (Mastery)</b> - Student has mastered the concepts and is ready to move to new objectives.	<b>H = Honors.</b> Student action is continually outstanding: actively engaged, respectful, always prepared for class, responsible, shows consideration to others, and demonstrates leadership, etc.
<b>80% and above</b>	<b>P (Proficient)</b> - Student has learned the concepts, but may still need some practice while moving to new objectives	<b>S = Satisfactory.</b> Students conduct themselves in accordance with the rights and privileges of students in that classroom. Student demonstrates appropriate participatory skills by interacting in classroom activities and following classroom rules and teacher directions.
<b>Below 70 %</b>	<b>R (Review)</b> The student needs to continue reviewing the concepts. The student has not mastered the skills.	<b>U= Unsatisfactory.</b> A <b>U</b> may be given for excessive absences or behavior that is inconsistent with school rules. More than 5 tardies automatically results in a <b>U</b>



		citizenship mark.
	<b>PA (Participation).</b> The specialists give participation marks rather than a letter grade.	

## HALL PASSES

Students will obtain a hall pass to leave the classroom during class time. Students will sign their name on the class list as they leave and check off their name when they return. Students are encouraged to stay OUT of the office area, unless invited by office staff. Students may communicate with office staff and use the telephone for necessary phone calls from behind the front counter.

## HOMEWORK

Wasatch Peak Academy will not have homework as a requirement. Individual classroom teachers will decide what their homework requirement is, if any. Teacher may assign some math problems for practice, or a project that may need to be finished at home. Homework in elementary school has been shown through vigorous research analysis to have an effect size of only .10 (Frey, Fisher, & Hattie 2016). Reading for 30 minutes a day is a powerful way to increase your child's love of reading, increase vocabulary size, and increase student achievement.

Homework may not count more than 10% of a grade given to a student in any subject. Homework is practice or application of skills learned in class and should not need constant direct instruction from parents. Frey, Fisher, & Hattie (2016) also found that home environment has an effect size of .52, reading books over and over has an effect size of .67, and parental involvement has an effect size of .49. So reading with, discussing books, and being involved in your child's education have a far greater impact than homework.

**WARNING:** CORI classrooms encourage outside learning and research. Don't be surprised if your child(ren) ask you to take them to the library more often, use the internet to do research, or want to create their own experiments. CORI classrooms engage students in exciting and self-directed learning. CORI students tend to LOVE extra learning outside of class. Please support this!

## LIBRARY

Our school maintains a learning center providing a large selection of books and other materials. Your student will be checking out books weekly. When library books and other materials are brought home, we would 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 to the 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 the 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

EVERY SINGLE ITEM NEEDS TO BE LABELED WITH YOUR CHILD'S FIRST AND LAST NAME. 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 first and last name and homeroom teacher'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. We donate bags and bags of clothing and personal items every term.

## **LUNCH (and BREAKFAST) PROGRAM**

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

**Breakfast**      Students    \$1.50      reduced price    \$.30                      Adults    \$ 2.00

**Lunch**            Students    \$1.90      reduced price    \$.40                      Adults    \$ 3.50

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 may 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 parent's responsibility to keep funds in their student lunch account.

Our Nutrition Policy asks that teachers and parents provide healthy treats for students whenever possible. We allow no birthday treats in classrooms.

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 first and last 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 and /or principal. 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 physicians 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 may 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 personal.

On occasion students do not tell the teacher or office that they have had an accident. Parents, who know their child had an accident at school and realize the student did not report the incident, 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. Students may carry cell phones with them, but must call at the office if they are sick and need to go home.

## **MONEY AND OTHER VALUABLES**

Excessive amounts of money or other valuable items such as ipods, phones, DS 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), COMMUNITY COUNCIL, AND SCHOOL LAND TRUST COMMITTEE**

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 PTO President for further information**

**VOLUNTEER COMMITMENT:** 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.

### **COMMITTEES:**

**Classroom Volunteers:** Room captains, classroom helpers, classroom tutors, office helpers, field trips

**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, literacy night, class parties, Art Night, Science fair, school play, teacher appreciation week, Field Day

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

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

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

Other committees as needed - Volunteer opportunities are available at registration.

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.

### **NEWSLETTER**

The Parent/Teacher Organization will publish a weekly newsletter. This newsletter will be sent home through the parent e-mail list and will be on the school website. 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 weekly.

**PLEASE SUBSCRIBE TO THE TEACHER WEBSITES FOR CURRENT SCHOOL AND CLASS INFORMATION**

## 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 Board of Directors serves as Wasatch Peak Academy's Community Council.

## SCHOOL LAND TRUST COMMITTEE

The School Land Trust Committee is a way to have a voice in how the school's Land Trust money gets spent each year. Land Trust money must be spent on core curriculum-related items, support school improvement goals, and must be approved by the Board of Directors each year.

The composition of the School Land Trust Committee consists of:

1. School Land Trust Chair.
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 MAY NOT exceed the number of parents on the committee)

School Land Trust meetings are held two times each school year.

## PARENT/TEACHER/STUDENT CONFERENCES

Teachers meet three 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. As always, parents may make an appointment anytime to meet with a teacher for any reason.

**You are strongly 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. Parental involvement has an effect size of .49. This is a powerful impact on student success.

## PARTIES

There are classroom parties schedule during the school year for Halloween, Christmas, and Valentine's Day. They will be planned collaboratively between the PTO, Room Captains, and the classroom teachers. All classes will have their parties on the same day during the last hour of the school day. NOTE: Toddlers are not allowed to participate in class parties. Please leave them with a babysitter or trade with another parent. Babysitting counts as volunteer hours.

## 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 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. Students must wear rubber-soled shoes on P.E. days. Students who do not wear appropriate gym shoes may be asked to sit out for some activities.

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 the 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). Family vacations are also included in the 45 days.

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 students with recognized learning problems will be based on Individual Educational Plans (IEP) or approved modifications in curriculum.

## **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 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

### **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. The Director 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.

### **SCHOOL CLOSING – INCLEMENT WEATHER OR EMERGENCY DISMISSAL**

Occasionally there are days when weather or other conditions necessitate the closing of school. 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. The One Call System will be used to notify all parents of school closure .

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 and through the One Call System. Make emergency arrangements for your children in case this should occur and make sure your children know what these arrangements are. The school office will remain open for parent contact and students will be permitted to use the phone during these emergencies as needed.

## SCHOOL DAY ARRIVAL AND DEPARTURE

**Students should generally arrive at school between 7:30 and 7:55 each day.** Students having breakfast at WPA should arrive no earlier than 7:30 a.m. Students will be asked to wait in the lunchroom if they arrive before 7:45 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 in-school fees. Fees may only be assessed for after school or extra-curricular activities. The WPA board has approved these fees for the 2016-17 school year.**

<b>After School Choir</b>	<b>\$30 per term</b>
<b>After School Violin</b>	<b>\$30 per term</b>
<b>6<sup>th</sup> grade Science and Service trip</b>	<b>Donations not to exceed \$500</b> Deposit required in September
<b>Summer School / After School Tutoring</b>	<b>\$30 per class /or term</b>
<b>Additional After School Activities</b>	<b>Not to exceed \$30.00 per class/or term</b>

## SCHOOL PICTURES

School pictures will be taken in September

Picture Make-Up Day will be in November

Spring pictures are scheduled for March– Casual Dress Day. Siblings will be invited to participate in the spring. Spring photos will be casual dress. Please send your children dressed and prepared for their pictures

## SCHOOL RULES of CONDUCT

**See Discipline and Behavior Management OR See Individual Classroom Disclosure Statements**

## 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, and community service learning experiences.

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



## 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 teachers' web pages 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.

## STUDENT COUNCIL

The Wasatch Peak Academy Student Council is composed of officers and representatives elected by the student body. Officers are from the fifth or 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 a time for review. The principal or other designated school personnel will then explain and interpret the student's records to parents.

## 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 **Electronic Device Policy**. We also encourage your child to "learn responsibility" by NOT calling home for forgotten lunches, forgotten homework, etc. If your child forgets their lunch, they can have school lunch. They'll be fine. We encourage parents to allow natural consequences to follow "forgetfulness"—especially if there is not life or death health concerns involved.

## 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.

## 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/observation 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 government agencies. 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.

## WEBSITE AND TEACHERS' E-MAILS

Check out the Wasatch Peak Academy Website at [www.wasatchpeak.org](http://www.wasatchpeak.org).

Teachers' websites can be reached through the school website.

Staff members may 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. [apilkington@wasatchpeak.org](mailto:apilkington@wasatchpeak.org))

## Wasatch Peak Academy

### Parental Statement of Awareness and Support

As parents or guardians of students attending Wasatch Peak Academy (WPA), we agree to fulfill our obligation to the school as specified below. We recognize the fact that WPA is an alternative school of choice for parents, and we have voluntarily chosen to enroll our student(s).

Prior to enrolling our children, we accept our obligation to:

- Complete necessary orientation and registration procedures,
- Align our support for the philosophy, foundation principles, and direction of the school.
- Become familiar with student and parent expectations.

Upon enrollment of our children, we accept our obligation to:

- Agree to abide by the rules and standards set by the Wasatch Peak Academy School Board and the principal and review them with our student(s).
- Make sure students are at school and on time each day. School begins at 8:00 A.M.
- Support the Parent Council by completing 30 hours of service including:
  - Communicating with members of the Parent Council when needed.
  - Serving on school committees.
  - Assisting with fundraising activities.
  - Serving on at least one other committee and/or volunteering in the classroom (4 hours a month is recommended)
- Visit your student's classroom at least twice during the school year.
- Attend parent/teacher conferences
- Complete the parent surveys
- Reading the school's newsletter and other communications from the school.
- Parents are responsible to check the school's web site each week for important notices and information. School news and updates will only be available on this site.

[www.wasatchpeak.org](http://www.wasatchpeak.org)

(Print) Student Name(s) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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