



WEBER STATE UNIVERSITY  
Charter Academy

# Parent Handbook

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## Welcome

Welcome to the Weber State University Charter Academy! We are excited to begin the school year and aim to provide learning opportunities, innovation and growth for all children and their families.

## Meet the Teachers & Staff

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# **The Basics**

## Mission Statement

The mission of the WSU Charter Academy is to provide an educational learning center with an emphasis on student learning and family involvement; where WSU pre-service teachers may observe and practice cutting-edge, research-based educational practices; and where research on various aspects of education may be conducted.

## Annual Calendar, Daily Schedule and Activities

We will meet for at least 180 days. To find the calendar for the school year visit: <https://www.weber.edu/wsuiimages/charteracademy/charter/Charter-Academy-18-19-Calander.jpg>

[https://calendar.google.com/calendar/ical/weber.edu\\_olqlukpvaispps50tja1qm6ldk%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/weber.edu_olqlukpvaispps50tja1qm6ldk%40group.calendar.google.com/public/basic.ics)

WSU Charter Academy office will be open between 8:00 am and 4:00 pm on school days.

Kindergarten Morning Session : Monday – Thursday: 8:45 a.m. - 11:45 a.m.  
Friday: 8:45 a.m. -10:45 a.m.

Kindergarten Afternoon Session : Monday-Thursday: 12:30 p.m. to 3:30 p.m.  
Friday: 12:30 p.m.- 2:30 p.m.

Daily Activities include arrival and departure routines, emergent writing journaling, math and literacy centers, partner work, group instruction, music, and physical activity.

## Attendance, Checking Children In and Out of School

**Attendance.** Attendance is vital to the success of our children and funding the school receives. Our goal is that all children have an attendance rate of 95% or higher. Attendance will be tracked daily. A contact will be made to the home when a child is absent so that appropriate support may be provided for families to ensure strong attendance and children's success in school.

**Checking-in Children.** No child is allowed to be dropped off outside of the classroom or building before the classroom start time. All children are required to be checked in each day by a parent, guardian or other authorized adult inside of the classroom. WSU Charter Academy is not legally responsible for children before they arrive at school.

**Checking-out Children.** Children should be picked up promptly at the end of the class time. No child is allowed to be picked up outside of the classroom or building without making prior arrangements with Charter Academy Administration or teaching staff. Children may only be picked up by those who are authorized. The "Emergency & Release Information Form" in the Registration packet lists this information. This information will be checked by the teacher or other staff and the individual picking up will have to show an appropriate photo ID (Driver's License, Passport, Military ID, etc.). No child will be allowed to leave with any individual who has not been authorized by the parent or guardian. WSU Charter Academy is not legally responsible for children after they have left the school.

*Closure and Evacuation.* The Weber State Code Purple will notify employees, students, and parents if the campus is closing to weather or any other emergency. If the emergency is only related to the WSU Charter Academy the calling tree will be implemented. More information on the emergency plan can be found at:

[https://apps.weber.edu/wsuiimages/COE/charter/Charter%20Academy%20Emergency%20Plan-Final%2016-17%20\(1\).pdf](https://apps.weber.edu/wsuiimages/COE/charter/Charter%20Academy%20Emergency%20Plan-Final%2016-17%20(1).pdf). When evacuating the building teachers will take the sign-in sheets

from the wall to confirm who is present. Children will only be released to person's on children's emergency contact list. Parents may report to the incident command center where they will be directed to the area where their child is waiting.

### **Building Security and Access**

The classroom is located in the Education Building on the WSU Ogden campus. The is open to the public and campus entrances are accessible 24 hours a day. The Education Building is open to the public from 5:30 am – 10:30 pm on weekdays. University Police officers patrol buildings on a regular basis.

### Transportation and Parking

Parents are responsible for transporting children to and from school. You will receive a parking permit to use when checking your child in and out of school. Parents are only to park in the stalls in the A2 parking lot (east of the Education Building) and S1 parking lot (west of the Education Building) designated for the WSU Charter Academy that are labeled "Children's School" for dropping off and picking up children up from the WSU Charter Academy. An appropriate permit must be hanging from the rearview mirror and visible through the front windshield of the vehicle. This permit only allows up to thirty minutes for drop off and pick up. Any vehicle not displaying the appropriate permit or parked longer than thirty minutes will be ticketed by WSU Parking Services.

If all designated stalls are occupied, individuals may park in the A2 parking lot. Vehicles must be in a stall with their flashers on and their parking permit displayed from their rearview mirror. No parking is allowed in the Handicap stalls or the Campus Service Vehicle stalls.

When volunteering, visiting, observing, etc. for longer than thirty minutes, a separate permit must be picked up from the WSU Information Booth after being called in by WSU Charter Academy personnel. Permits must be called in 24 hours in advance, so plan accordingly. These permits allow individuals to park in the A2 parking lot for a longer period of time. Individuals must park in the regular stalls, not stalls designated as "Special Permit". Special Permit stalls include Children's School, Campus Service Vehicles, Handicap, etc.

The WSU Charter Academy is not responsible for paying any type of parking ticket; it is to be paid by the individual who received it.

Children use the playground near the parking lot. To ensure outdoor air quality vehicles (buses as well as families' automobiles) should not idle in the parking areas.

### Dress Code

The WSU Charter Academy recognizes that standards of proper dress affect the learning and

behavior of children. Children's clothing shall adhere to the following standards and children may need to call their parents to have appropriate clothing brought to the school if it is inappropriate.

The WSU Charter Academy dress standards are good hygiene and appropriate dress for seasonal weather and active play and sensory experiences (e.g. water, sand, outdoors, paint, etc.)

- Clothing containing references to or pictures of violence and aggression, obscene or suggestive words or pictures, including references to tobacco, drugs, or alcohol may not be worn.
- Clothing that displays images with a commercial tie are strongly discouraged.
- Clothing attachments which could be considered as weapons, i.e., spikes, chains, wristbands, etc. will not be allowed.
- Skirts, dresses, shorts must be mid-thigh.
  - Hats, bandanas, or other headgear may not be worn inside the building unless during designated times as noted by the school administration.

-Appropriate shoes that the children are able to run in should be worn when participating in physical education activities and at recess. Flip-flops or open-toed sandals are not recommended.

### Personal Property

Personal property brought to school is discouraged with the exception transitional objects that bring children comfort when they are anxious and backpacks and outerwear that is applicable to the weather. Any personal property brought to school should be labeled with the child's first and last name in permanent ink.

### Lost and Found

In order to help the school return lost items to children, coats, backpacks and other items should be labeled with the child's name. All items presumed to be lost or misplaced by children will be placed in the WSU Charter Academy's Lost and Found box.

### Extended Care Options

Extended Day (before and after care) will be available onsite for WSU Charter Academy children through the Melba S. Lehner Children's School in the McKay Education Building on WSU campus. For more information and cost, contact the secretary at 801-626-6277 or visit [.https://www.weber.edu/childrenschool/default.html](https://www.weber.edu/childrenschool/default.html).

Customized referrals to state regulated childcare will connect you with facilities that offer options for part time care and provide transportation to and from schools. While the referral service is free, it is your responsibility to arrange and pay for any necessary out of school care.

Families in need of before and after school child care are encouraged to contact Care About Children at <https://programs.weber.edu/cac/> .

# **Learn About the Curriculum**

## Philosophy and Curriculum

Our Brain-Based whole child curriculum is grounded in contemporary educational theory and research. Learn more at the links below:

- *12 Brain/Mind Natural Learning Principles* (Caine & Caine; <http://www.nlri.org/>)
- *Developmentally Appropriate Practice* (<https://www.naeyc.org/resources/topics/dap>)
- *Utah State Board of Education core standards* (<http://www.uen.org/core/>)

Curriculum is organized by study topics or “big idea” questions children are interested in exploring. Study topics often focus on science, social studies, and creative arts topics.

Guided discovery and exploratory play experiences including field trips, guest speakers, and art experiences are planned to help children answer the questions and support the development of learning skills such as patterning, attention regulation, and memory. Daily experiences that focus on fundamental math and literacy skills are embedded within the study topics.

The culminating annual project presented in May is an opera with lyrics, music and stage artwork designed by the children with the support of Utah Opera.

Social emotional learning and social studies. Second Step is a social-emotional learning curriculum embedded throughout daily activities with the goal of teaching children specific strategies for emotional literacy and regulation, establishing and building friendships, and resolving conflicts.

*Social Studies.* The main purpose of a social studies curriculum is to expand a child’s world view beyond their family and immediate community. All topics of inquiry relate back to the individual child and/or the group as a whole. Topics for discussion and exploration can stem from family trips, family culture, family ethnicity, etc. Introduction of topics might be through, but not limited to, a parent or community visitor, participation in parts of a cultural celebration, books, videos, and field trips.

*Anti-bias curriculum and celebrations.* Our goal is that all children experience a variety of cultures, languages, family structures, and ways of life in a positive, affirming environment. We strive to provide materials, activities, and environments that reflect awareness, respect for, and celebration of diversity in race, ethnicity, ability, gender expression, and family structure and lifestyle. Our anti-bias curriculum is based on the work of Derman-Sparks and Edwards (2010) and includes the following goals.

- Each child will demonstrate, confidence, family pride, and positive social identities.
- Each child will express comfort and joy with human diversity; accurate language for human differences; and deep caring human connections.
- Each child will increasingly recognize unfairness, have language to describe unfairness, and understand that unfairness hurts.
- Each child will demonstrate empowerment and the skills to act, with others or alone, against prejudice and/or discriminatory actions.

*Celebrations.* Traditions are a valuable part of children’s experiences that acquaint them with their family’s history, cultural background, and our community. *Celebration* is defined as actively participating in one’s cultural traditions as an expression of cultural values, heritage, and enjoyment. Requiring very young children to “celebrate” cultural traditions that are not their own may interfere with the development of their own cultural identity, while providing children with authentic opportunities for children to *learn about* the cultural traditions of other members of their class and surrounding community and share their own cultural traditions may strengthen the development of their own identities and expand their appreciation for the diversity of others.

This is why we focus on *learning* about seasonal holidays celebrated by a variety of cultures as represented by children’s families, and cultures found in the immediate community. Children experience authentic unique planned celebrations that include shared food experiences, guest speakers, art and performances. Our classroom will have unique celebrations that emerge from the cultures of families.

For young children, it is appropriate to learn about the holiday traditions and families in the classroom, cultures in their immediate community, and National Holidays that occur during the school year include Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, New Year’s Day, Martin Luther King Jr. Day, President’s Day, and Memorial Day. Children’s birthday may also be celebrated, upon the request of parents.

*Holiday Celebrations.* Holiday celebrations will be determined by the teacher and based on family preferences as noted on enrollment forms. School celebrations will focus on National holidays and/or holidays shared by all children in the classroom and be planned around curriculum and learning objective.

*Children’s Birthday Celebrations.* Family members may arrange to have a brief celebration for their child’s birthday with the teacher. Families may bring in a treat for snack time to celebrate a child’s birthday or a special family event. It is often fun for children to think about what special treat they would like to bring! All children should have opportunities to celebrate their birthday regardless of when their actual birth date is. Children with summer birthdays when school is not in session may have a celebration for their half birthday, or select another day. In accordance with NAEYC Accreditation standards please follow the following guidelines when choosing a special snack to share:

- Foods with high nutritional value that can be consumed by all children in the class are strongly encouraged (e.g., fresh fruit, vegetables, whole grain foods). Please check with the classroom teacher for a list of foods to avoid due to allergies of children in the class;
- No nuts of any kind;
- No balloons or candles;
- Foods must be pre-packaged (sealed fruit cups, sealed pudding cups, individually wrapped crackers or cookies, etc.); or
- Parents may prepare food at home if they have obtained a food handler’s permit for Weber County. Information for obtaining a food handler’s permit can be found on this website: [http://www3.co.weber.ut.us/health/food\\_handlers.php](http://www3.co.weber.ut.us/health/food_handlers.php)

- We encourage health-conscious foods that can be consumed by all children in the class. Allergies and food limitations of the children must be identified at the beginning of the school year.

Emergent Reading & Writing. Words their Way is a curriculum approach that includes a take home library. The take-home library allows each child to take home a book to be read with/to an adult each day. These books are aligned to each child's guided reading ability. That is, the level at which a child can read with some adult support. The purpose of these books is not proficiency for each book, but that repeated exposure to sight words and spelling rules creates reading proficiency over time. Includes implementation of our reading achievement plan which includes formative and summative assessments.

Mathematics and problem solving. The math curriculum draws largely from Singapore Math. This curriculum introduces concepts through manipulatives, then drawings, and finally as an algorithm. The goal of this teaching method is to firmly ground children in number theory, so they can truly understand how numbers work.

Science Technology Engineering Mathematics (STEM). Science experiences are offered through the Core Curriculum and through the wonderings of the children. Opportunities are provided to use the Scientific Method while discussing and investigating concepts. Technology in the classroom can take the form of audio, visual, and electronics. Children are encouraged to engage with, and use, all manner of technology. Beginning coding is offered in the form of games. A variety of building materials are available in the classroom to encourage children to experiment with building and engineering techniques. Teachers are available to provide vocabulary and ask higher level thinking questions.

Field Trips. Field trips are significant and essential activities designed to offer additional learning experiences. Written parental approval must be secured prior to off campus field trips. Alternate arrangements for children not attending the field trip will be made. The Ogden Nature Center, Treehouse Museum, Discovery Gateway, Loveland Living Planet Aquarium are some examples. Occasionally spontaneous on campus walking distance field trips may occur to enhance children's learning. Construction activities, migrating geese or ducks, helicopter landings are some examples.

Physical Activity & Outdoor Play. Young children have the capacity to comprehend more effectively when involved in experiences that naturally engage their senses and bodies. Our half-day kindergarten classrooms provide 30 minutes of physical activity each day of the recommended 60 minutes a day (Shape America, <https://portal.shapeamerica.org/standards/guidelines/pa-children-5-12.aspx>). This may include in classroom physical activity brain breaks and energizers, and integrated curriculum movement and dance activities. Child-directed outside recess. Teacher-guided physical education. Parents are encouraged to engage in family physical activity routines such as taking walks, hiking, playing outside, and going to the park. Parents may log time spent doing physical activities with their children, as volunteer hours for the school.

All children go outside daily for at least 20 minutes as the weather, air quality, and environmental safety conditions permit. Typically, all children will go outside if the temperature is above 40 degrees Fahrenheit, wind chill is mild, and air quality is green (<http://www.gcsc.k12.in.us/wp->

<content/uploads/2012/10/Recess-and-Cold-Weather-Protocols.pdf>). Please ensure that your child is has appropriate outdoor gear (e. g. snow clothes) for the weather each day.

To protect against cold, heat, sun injury, and insect-borne disease, poor air quality we ensure that:

- Children wear clothing that is dry and layered for warmth in cold weather.
- Children have the opportunity to play in the shade. When in the sun, they wear sun-protective clothing, applied skin protection, or both. Applied skin protection will be either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin (only with written parental permission to do so).
- When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children older than two months. Staff apply insect repellent no more than once a day and only with written parental permission.
- Staff checks resources for daily air quality to be sure that it is safe for children to play outdoors.
- Staff are aware of and have a fully equipped First Aid Kit available.

All of our teachers are needed for supervision on the playground. When parents/guardians feel that child is not healthy enough to be outside, they should plan to pick the child up from class before recess time. When the children cannot go outside due to weather/air conditions, opportunities for indoor activities that require a similar amount of physical energy for approximately 20 minutes throughout the day will be provided.

Supplies. Weber State University Charter Academy will provide all supplies for elementary children. A child may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the child due to careless or irresponsible behavior.

# **Support Your Child's Learning**

## Family Engagement

You are your child's most important teacher. We welcome you to our program and want to build a partnership with you by learning about your family's culture, goals, values, and concerns for your child. Our goal is that you are actively engaged with your child's teacher in decision making and planning for your child's learning. We start the year with a home visit from your child's teachers, then have parent teacher conferences in November and May. We also require parent volunteer hours and have opportunities for parents to service on school committees. Learn more below.

**Communication.** Consistent two-way communication between parent and teacher about their children's development and learning is important. We offer a variety of means of communication such as conversations, text, email, phone call, newsletters. If you would like to receive school information in a language other than English please contact the principal or teacher and we will work to secure translating services.

The primary communication platform is Bloomz. Bloomz is a Facebook-type electronic platform that gives parents the option of interacting by text, email, via the app on the computer, or via the app on their smart device. The app provides for group and private instant messaging, posting of pictures and announcements, a calendar, volunteer and material requests, and access to frequently used information. Parents are provided a tutorial on how to navigate Bloomz and/or help from one of the teaching staff. In the interest of keeping the number of communication platforms to a minimum, parents/guardians are asked to use Bloomz as their primary form of communication with the teaching staff. Email and phone calls will be used when more in-depth discussions warrant.

**Spend time in the Classroom.** We have an open door policy for all authorized family members and welcome you in spending time with your children in the classroom at any time, but the program administrators (Principal, Child and Families Studies Department Chair) has the authority to deny access to the school for any individual who has been disruptive or may disrupt or disturb the learning environment, or who lacks a valid or legal purpose for entering the school. A visitor pass needs to be picked up from the main office before entering the classroom.

**Volunteer.** All families are required to provide 30 volunteer hours per year and document the hours online. The volunteer hours documentation form can be found here: [https://docs.google.com/forms/d/e/1FAIpQLSctLfyx\\_lu8LnopRr2CB0SD0k6h3m8BZ2pJDrr-XNUxz15cJA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSctLfyx_lu8LnopRr2CB0SD0k6h3m8BZ2pJDrr-XNUxz15cJA/viewform) . Hours completed in the classroom should also be documented on the volunteer sign-in sheet located in the classroom. If you sign the sheet in the classroom, you don't need to fill out the online form.

Volunteer participation can take many forms. You can also count any activity outside the classroom that promotes your child's learning (visiting library, museums, nature center; educational hikes, reading at home, teaching self-care, and home care responsibilities such as chores, etc.). Please tell your child's teacher about talents and interests you would be willing to share with the class. Below are a few ideas:

- Field trip supervision.
- Assistant teaching (occasionally or on a routine basis).
- Leading or assisting in special projects (carpentry, sewing, music, cooking, science experiments, cultural experiences, etc.).
- Construction or collection of materials for classroom use such as paint aprons, raw materials for art projects, dress-up clothes, dramatic play props, carpentry materials, etc.

- Attending or planning parent workshops.
- Helping with classroom food experiences.
- Providing evidence-based parenting support and workshops each semester that strengthen parent-child relationships, are tailored to parent goals, strengths, and concerns for their child, and provides time for families to get to know and strengthen one another.
- Serving on the Board of Directors, Land Trust Committee, or Family Involvement Committee.

*Confidentiality.* Volunteers may observe confidential information, and shall keep said information in the strictest confidence. If a volunteer is not clear as to the confidential nature of documents or information, he/she is expected to ask the teacher or principal for clarification. Photos may be taken only if the photo includes only your child.

*Supervision.* At no time shall any volunteer be permitted to be alone in a room with a single child, other than a child over whom the volunteer has legal guardianship, even those volunteers who have been fingerprinted and had a background check.

*Dress code.* Standards of proper dress affect the learning and behavior of children. Parent volunteers shall follow the school dress code standards when volunteering with classroom activities. Clothing containing references to or pictures of violence and aggression, obscene or suggestive words or pictures, including references to tobacco, drugs, or alcohol may not be worn. Clothing attachments which could be considered as weapons, i.e., spikes, chains, wristbands, etc. are not allowed. Skirts, dresses, shorts must be mid-thigh. Hats, bandanas, or other headgear may not be worn inside the building unless during designated times as noted by the school administration.

Family Involvement Committee (FIC). We invite you to participate in the Family Involvement Committee (FIC) that will be comprised of parents and other family members and an academy representative to oversee and coordinate activities. The committee will oversee the coordination of:

- field trips
- family literacy events
- parental education activities
- volunteer activities in the school
- parent surveys sent home for parents to list their desired ways to volunteer;
- flexible parent volunteer opportunities
- Parenting workshops on child guidance, discipline, academic involvement, dialogic reading strategies, and other relevant areas.

**Notification.** School committee meetings including the Board of Directors, FIC, and Land Trust Committee will be available via e-mail, on the school's website, on the annual calendar, and through agendas posted at the school building. A parent representative is also on the Board of Directors and may be contacted with comments and concerns. Contact information for all Board of Director members is on the school website.

**Concerns.** Parents/guardians may occasionally have a concern in regard to curriculum or other issues. Open and honest communication between parents and WSU Charter Academy is welcome and encouraged. In order for the staff of WSU Charter Academy to best meet the needs of the child

and the school, parents are asked to adhere to the following procedure when addressing concerns:

For concerns about curriculum we recommend parents should first make every attempt to familiarize themselves with the outline of the Utah State Core Curriculum, Developmentally Appropriate Practices and any other curricular materials used by the School (see curriculum and philosophy information above).

For concerns with curriculum or classroom practices, we ask you to address the concern with the teacher or individual with whom the concern is directly related, or person most able to address the concern, and no one else. Often, a comfortable accommodation can be reached at this step.

If the concern is not able to be resolved then we recommend seeking the assistance of the Principal, WSU Charter Academy Board Chair, or Chair of the Department of Child and Family Studies. Names and contact information of the WSU Charter Academy Administrators can be found in the Parent Handbook, as well as on the school's website.

If the appropriate Administrator cannot resolve the issue satisfactorily, the concerns should then be addressed with the Dean of the Moyes College of Education, Weber State University. If a parent/guardian does not feel their concern has been resolved after taking the above steps, they may bring their concern to the Provost of Weber State University.

If a parent/guardian does not feel their concern has been resolved after taking the above steps, they may bring their concern to the President of Weber State University. If the concern still persists beyond these steps, the parent/guardian may submit a formal request for a confidential review of the concern to the Chair of the Weber State University Board of Trustees. Parents may choose to either present their case directly to the Board of Trustees or have the case presented on their behalf by the Chair of the Board of Trustees. The Board of Trustees will respond as quickly as circumstances dictate.

Exceptions to Procedural Steps, may include circumstances where it would be inappropriate to resolve a problem as prescribed above such as the following instances where some of the steps above may be bypassed to seek a resolution by the next higher authority: (1) The complaint or problem involves a known or suspected violation of the law; (2) The complaint or problem is clearly not within the authority of the staff member's supervisor to resolve; or (3) The complaint falls under the scope of IDEA, Utah Code Ann. §53A-15-301 through 53A-15-305, or other rules or regulations protecting disabled individuals.

### Fundraising, Donations and Gifts

Financial contributions or other forms of donation are always welcome so that the school may continually grow and strengthen for the children of the future and as permissible by law, WSU Charter Academy may make donation requests to supplement the school's limited funds.

In an effort to minimize ongoing fundraising efforts within the school, the Family Involvement Committee (FIC) will organize and sponsor a minimum of two major special events annually to raise money which it will designate toward the enrichment of the school.

All fundraising and donation requests will follow Weber State University PPM 1.2 and 2.2. All donation requests are strictly voluntary and must be worded as such. Children may not be excluded from activities or penalized in any way because they did not make donations. At no time will the names of those who did not make donations be revealed, although those who make major donations may be honored. All donations are tax-deductible.

All fundraising will remain in harmony with the standards and values of the school, as well as in compliance with state and federal law. Please direct questions about fundraising, donations and gifts to the principal of the WSU Charter Academy, Cami Bearden at [cbearden@weber.edu](mailto:cbearden@weber.edu)

**Keeping  
Your  
Child  
Healthy &  
Safe**

## Prevention

**Immunizations.** Prior to the start of school, every child must have the following immunizations:

- 5 DTP/DTPaP/DT - 4 doses if 4th dose was given on/after the 4th birthday
- 4 Polio - 3 doses if 3rd dose was given on/after the 4th birthday
- 2 Measles, Mumps, Rubella (MMR)
- 3 Hepatitis B
- 2 Hepatitis A
- 2 Varicella (Chickenpox)

Parents/legal guardians will be asked to provide a Utah Certificate of Immunization form or equivalent, signed by the physician with registration. The school reviews all immunization forms and will notify parents of missing immunizations. It is the parent's responsibility to ensure all requirements for the child are met or that the child is on track to receive all scheduled doses.

A child with incomplete immunizations may be admitted if the child's parent/legal guardian A provides a form for Religious Exemption or Personal Exemption that is provided by the Department of Health and submits a statement that the person has a personal belief opposed to immunizations, which is signed by a parent and witnessed by the local health officer or his designee; or a statement that the person is a bona fide member of a specified, recognized religious organization whose teachings are contrary to immunizations, signed by a parent.

**Hand-Washing.** Frequent hand washing is critical to preventing the spread of infectious diseases. Teachers, children and parent volunteers should use the five steps to washing hands that are as follows:

1. Wet hands under warm running water.
2. Add soap to help kill germs.
3. Scrub for at least 20 seconds:
  - a. The front and back
  - b. Between your fingers
  - c. Wrists
4. Rinse well under warm running water. Rinsing well is important to prevent chapped skin.
5. Dry hands with a clean towel and use towel to turn off the faucet.

*Children and adults wash their hands:*

- upon arrival for the day;
- after diapering or using the toilet;
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water, playdough, etc. that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals;
- when moving from one group to another (e.g. visiting) that involves contact with infants and toddlers/twos
- after coming in from outside.

## **Homemade Food**

Utah State Law prohibits children from consuming “homemade” food in the classroom setting. All foods must be store bought and packaged. Children should not bring treats, candy, or other foods to class at any time unless specifically approved by the teacher. Teachers should encourage parents/guardians to provide health-conscious foods that can be consumed by all children in the class. Allergies and food limitations of the children must be identified at the beginning of the school year. Teachers are responsible to know of these food limitations. Medical forms and Doctor Verification forms must be filed with the school. (Healthy Hunger Free Kids Act of 2010)

## **Sanitization**

To keep children healthy we strive to maintain clean and sanitary conditions. When a spill occurs, the area will be made inaccessible to children, and the area will be cleaned immediately. Ventilation and sanitation rather than sprays, air freshening chemicals, or deodorizers will be used to control odors.

Staff will maintain sanitary conditions and work to prevent the spread of illness by cleaning and sanitizing toilet seats, toilet handles, toilet bowls, doorknobs, handles, and floors either daily or immediately if visibly soiled. Toys contaminated by bodily secretion or excretion will be removed immediately, cleaned with soap and water, then sanitized and left to air dry. This also applies to other surfaces in the classroom.

## Injuries or Illnesses

Minor injuries such as scratches, abrasions and bruises are be cleaned with soap and water and a Band-Aid if necessary. All injuries are noted on the accident report and initialed by teachers, shared with parents, and initiated by parents. Potentially serious illnesses and injuries requiring immediate care by you and by a physician are handled according to current American Red Cross practices.

**Sick Children.** We are unable to care for sick children. We do go outside every day (weather and air quality permitting). If your child is too ill to go outside, then they should be considered too ill to come to school. Please make other arrangements for them, since we cannot let them attend. If your child becomes ill during school, we will make every effort to contact you or the persons listed on your emergency cards and it will be your responsibility to take your child elsewhere. The following are guidelines for excluding children from our school and reasons you should keep a child home or find other arrangements:

- A temperature of 100.4 or above.
- Vomiting, diarrhea, nausea or severe abdominal pain (must have not had an episode for 24 hours before returning to school).
- Unusual lethargic behavior.
- Mouth sores associated with an inability to control saliva.
- Rash with fever or behavior change.
- Infected eyes with discharge (must be on medication 24 hours before returning to school).
- Infestation (e.g. scabies, head lice, pinworm)
- Impetigo

- Strep throat (must be on medication 24 hours before returning to school).
- Ringworm
- Chicken Pox, Whooping Cough, Red Measles, German Measles, Mumps, Meningitis, Influenza and other communicable diseases.

Parents must inform WSUAC immediately IF THEIR CHILD HAS A COMMUNICABLE DISEASE OR INFESTATION. This will allow us to NOTIFY OTHER PARENTS AND THE HEALTH DEPARTMENT, IF NECESSARY.

The day a communicable illness or parasite is discovered in our facility, we will inform the parents. An individual notification will be placed in the mailbox of each child who has been exposed. The name of the ill child or staff person will remain confidential.

The best advice for parents determining if a child should come to school (after following the guidelines above) is to use common sense. Parents generally know the symptoms their own child exhibits when ill or when their child's behavior is unusual. Children will be sent home once a fever is detected, after the second episode of vomiting or diarrhea or when any of the items listed above are present.

In the event that any of the previous symptoms appear in school, the following procedures will be followed:

- If a child becomes ill at school, he/she will be taken to the Principal's office to be isolated from other children.
- The child's parents will be notified that their child is ill and must be picked up from school. Children are to be picked up within one hour of notification.
- If a parent cannot be reached, the emergency contact person will be called.
- In case of a serious or life-threatening injury or illness, the school will call 9-1-1 for medical assistance. All efforts will be made to notify the parents immediately. Emergency personnel will decide if the child needs to be transported to a hospital. WSUAC is not responsible for any bills incurred by calling for emergency personnel.

### Medical Information

**Medication.** School personnel are able to dispense only maintenance medications (e.g. inhaler, mood suppressants) and emergency medications for allergies, seizure and/ or breathing. Parents must administer non-maintenance medication (e.g., antibiotics, pain and fever reducers). Personnel may only administer maintenance medication with a consent form and a prescribing health professional's authorization form for each prescription medication being administered. The consent form must include the child's name, name of medication, date (s) and times the medication is to be given, dose of medication to be given, how the medication is to be administered, and period of time the consent form is valid which may not exceed the length of time the medication is prescribed for, the expiration date of the medication or one year, whichever is less.

All medications are kept in locked containers, readily available and stored in a safe manner that is inaccessible to children, while allowing for quick access by staff. Medications are stored, prepared and distributed in a quiet area completely out of access to children in a place that ensures confidentiality.

Medications that require refrigeration are left in the original container and placed in the school refrigerator inside a container that is marked “medication.” Expired medications will be disposed of.

At least one or more school personnel shall receive training from a qualified individual regarding the storage and emergency use of an epinephrine auto-injector, as well as all follow-up procedures such as calling 9-1-1 and notifying parents if possible.

Upon receiving a signed statement from a parent/guardian of a child with diabetes certifying that glucagon has been prescribed for the child, the school will appropriately train required personnel in the administration of glucagon, as well as adhere to all related requirements as outlined in Utah State Code Section 53A-11-603.

**Health Records.** Children who have particular health concerns will be flagged with a Red Health Alert Folder which is kept in the administration office. This folder will have detailed instructions on the procedures to follow in case of an emergency, as well as any parental permission required.

Teachers will receive a copy of these instructions as well. The health concerns of any child who has a Red Health Alert Folder will be discussed with the teachers, office staff, and administration to ensure the child's needs are met.

A medical portfolio will be kept on each child enrolled in the Weber State University Charter Academy. The portfolio will contain:

- Physical Examination Report
- Family History Form

NO INFORMATION WILL BE RELEASED TO A THIRD PARTY WITHOUT WRITTEN PARENT PERMISSION. 63G-2-107. Disclosure of records subject to federal law.

Notwithstanding the provisions of Subsections 63G-2-201(6)(a) and (b), this chapter does not apply to a record containing protected health information as defined in 45 C.F.R., Part 164, Standards for Privacy of Individually Identifiable Health Information, if the record is:

- (1) controlled or maintained by a governmental entity; and
- (2) governed by 45 C.F.R., Parts 160 and 164, Standards for Privacy of Individually Identifiable Health Information.

### Confidentiality and Social Media

Confidentiality is important to us, as a Laboratory school that includes students of our higher education programs and parent volunteers providing assistance in the classroom. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of child education records. <https://www.utah.gov/pmn/files/219099.pdf>. Information concerning this Act was given to the parent/guardian of each child with a signature form with enrollment information.

WSU Charter Academy staff are required by federal law (FERPA) to ensure children’s information is kept confidential. This includes academic records, classroom behaviors, disabilities, etc. When discussing classroom experiences, families are expected to refrain from using specifics (i.e. names) to ensure the privacy of all individuals and families.

Parents/guardians of children who are enrolled in WSU Charter Academy who do not wish to have directory information disclosed from their children's educational record without prior written consent must notify the school in writing by August 25 of each school year. WSU Charter Academy has designated the following information as directory information: Child name, address, telephone listing, e-mail address, photograph, date and place of birth, date of school attendance, grade level, participation in recognized school activities or sports, honors or rewards received, and the most recent educational agency or institution attended.

In order to protect the privacy of all children and families, family members, parents/guardians must have advanced permission to photo, video, or record laboratory school activities during the observation and/or visitation and must turn off mobile phones. Only pictures or video of your own child may be shared through personal social media. Families may share pictures and video through the online classroom communication system.

WSU Charter Academy will use Weber State University PPM 10.2 as defined in the Acceptable Use & Social Media Policy. [https://www.weber.edu/ppm/Policies/10-2\\_AcceptableUse.html](https://www.weber.edu/ppm/Policies/10-2_AcceptableUse.html)

### Child Abuse/Neglect Reporting

Utah law requires that whenever any person, including any school employee, has reason to believe a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, he/she shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Family Services.

If there is reason to believe that a child may have been subjected to abuse or neglect, an oral report shall be made immediately, by the school employee reporting the abuse/neglect, with a written report to follow within twenty-four (24) hours. To learn and protect the children in our lives, Prevent Child Abuse Utah provides a free online course that can be found here: <https://pcautah.org/>. The Utah Child Abuse Reporting Hotline telephone number is 855-323-3237.

### **Investigation of Staff Accused of Child Abuse or Neglect**

Any staff member or student working in the school who is accused of abusing a child will be excluded from work with children immediately. The accuser will be provided with information about Utah State Law for reporting abuse. WSU Charter Academy staff will work openly with child protective services. The case will be reviewed by the Principal, the Department of Child and Family Studies Chair, the Dean of the College of Education, and other appropriate Weber State personnel. Weber State University Policies and Procedures (PPM) will be followed for the case review. The person will not resume work with children until cleared of the charges.

# **Code of Conduct**

## Code of Conduct

A safe and orderly environment is important for learning. In order to achieve an optimal learning environment, children shall conduct themselves in a developmentally appropriate manner. General Limits:

- A. No child will be allowed to hurt another child or adult.
- B. No child will be allowed to hurt himself or place himself in unsafe circumstances.
- C. No child will be allowed to destroy property.
- D. No child may infringe upon the rights of others - this includes but is not limited to bullying.

All children and staff will keep hands and feet to oneself respect school facilities. Friendly and helpful interactions are expected. Horseplay or other physical demonstrations are inappropriate.

Language and communication should build, support, encourage, and be respectful without shouting or yelling. Conduct that is positive will be taught, modeled, and fostered through noticing positive behaviors and commend one another for the efforts.

## Discipline

Our goal is to teach children skills for regulating their own behavior (self-discipline or self-control). This is best accomplished by ensuring that each child feels safe, secure and respected in the learning community. Therefore, it is essential for all children to acquire developmentally appropriate competencies that include the ability to (a) identify, express, and regulate emotions, (b) communicate needs and wants with others, and (c) develop deep and trusting relationships.

To foster learning, promote positive behaviors and observe the strengths of individual children, school employees use guidance techniques including establishing a trust relationship, adapting the environment, setting clear limits, providing support, being consistent fair in consequences, and teaching social emotional learning skills.

Corporal punishment is prohibited in our policies and school employees may not inflict or cause the infliction of corporal punishment upon a child.

## Bullying and Hazing Policy

Bullying, cyberbullying, harassment, and hazing of children and/or employees by children and/or employees will not be tolerated in WSU Charter Academy. School officials have the authority to discipline children for on or off-campus speech that causes or threatens a substantial disruption on campus or school activities, including violent altercations, or a significant interference with a child's educational performance and involvement in school activities. If after an investigation, a child or employee is found to be in violation of this policy, the child or employee shall be disciplined by appropriate measures

Reports should be made to the WSU Charter Academy Principal. If the reporting party prefers, a complaint may be made to the Kindergarten Teacher, the Chair of the Weber State University Child and Family Studies Department or the Charter School Board Chair. Reports may be made anonymously in writing and sent to any of the above, but the complaining party should be aware

that the ability to address an anonymous complaint may be limited and WSU Charter Academy will not take formal disciplinary action based solely on an anonymous report.

For more information about WSU Charter Academy's bullying and hazing policy, visit: [https://weber.edu/charteracademy/charter\\_documents.html](https://weber.edu/charteracademy/charter_documents.html)

### Suspension/Expulsion

Due to the potential negative influence of suspension and expulsion on children's development and learning outcomes, and discriminatory racial and gender differences in national suspension and expulsion rates, the WSU Charter Academy seeks to prevent, severely limit, and work towards eliminating suspension and expulsion; while ensuring the safety and well-being of all children in the classroom.

All children, employees, and other adults are expected to maintain school standards of behavior on school property and during school-sponsored activities. Criminal acts or disruptive behavior of any kind will not be tolerated, and any individual who engages in such activity will be subject to disciplinary action, criminal prosecution, or both. For more information about the Suspension/Expulsion policy visit: [https://weber.edu/charteracademy/charter\\_documents.html](https://weber.edu/charteracademy/charter_documents.html)

### Personal Items and Electronic Devices

Children may have Personal Electronic Devices at school that enhance learning opportunities, but not for the child's entertainment.

- An Electronic Devices Use Form must be signed yearly for each child by the parent or legal guardian.
- Devices must be put away except during times authorized by the teacher.
- Devices and their content are the sole responsibility of the child and their parents.
- The school is not responsible for content, loss or damage.
- No phone calls, texting, or emails are allowed during school hours.
- Electronic communication devices and cameras may not be possessed, activated or utilized in school situations where a reasonable expectation of personal privacy exists. These locations include but are not limited to locker rooms, restrooms, and any other areas where children or others may change clothes or be in any stage or degree of disrobing or changing clothes.
- At no time may an electronic communication device be used by any child in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed or embarrassed or intimidated.
- At no time may an electronic communication device be used by a child in any manner to access unauthorized information for assignments or tests.
- Devices are not allowed to access the internet outside of the school's filtered network or to broadcast access to other devices.

Unauthorized electronic devices, or if authorized devices that are misused, may be held by the teacher or administration until the close of the school day or until the teacher or administration makes arrangements with the parent/guardian to retrieve them. After three violations, or in cases of gross misuse as determined by academy administration, the child's electronic devices privilege will be revoked. The privilege of bringing electronic devices can only be reinstated through petitioning the administration.

# **Disabilities and Special Needs**

## Disabilities, Special Needs, and Inclusive Practices

Addressing developmental and learning concern early can prevent later learning challenging. If you have a concern or question about your child's learning and development please contact your child's teacher or the principal for help with further assessment and evaluation. We provide or coordinate services for screening, evaluation, identifying disabilities. Services for children with disabilities include an inclusive classroom setting and access to the support of specialists (e.g. speech and language, occupational and physical therapy, etc.) to ensure children receive the services needed to succeed.

We also provide a Free Appropriate Public Education (FAPE) in the least restrictive environment according to their needs, as appropriate, to all children who meet the definition of an individual with a disability, and consistent with Utah State Board of Education Special Education Rules (USBE SER) and Individuals with Disabilities Education Act (IDEA).

Parents of children with disabilities are entitled to procedural safeguards, including individual notice and an impartial hearing. If parents have a disability discrimination complaint, relevant information for the grievance procedure is available at the WSU Charter Academy office. We use the Weber State University policies including the Americans with Disabilities Act & Section 504 Request for Accommodation ([http://www.weber.edu/ppm/Policies/3-34\\_ADA.html](http://www.weber.edu/ppm/Policies/3-34_ADA.html))