



HALLETT ACADEMY

where learning begins

2024-2025
FAMILY HANDBOOK

Table of Contents

I. General Information	3
A. Mission and Vision of Hallett Academy	
B. Core Values of Hallett Academy	
II. Community Contract	4
III. School Policies	5
A. Absences	
B. Abuse	
C. Addressing Staff	
D. Appointments	
E. Birthdays	
F. Copies of Student Records	
G. Discipline	
H. Dismissal	
I. Dress Code	6
J. Drop Off	
K. Entering Classrooms	
L. Family Educational Rights and Privacy Act (FERPA)	
M. Field Trips	7
N. Food	
O. Grievances and Appeals	7
P. Holidays	
Q. Homework	
R. Illness and Medication	
S. Late Arrivals and Late Pick-Ups During Dismissal	
T. Lost and Found	8
U. Promotion Criteria for Each Grade	
V. School Calendar	8
W. School Closings	
X. Special Education	9
Y. Standards Based Report Cards	
Z. Telephone Use	
AA. Visitors	

GENERAL INFORMATION

A. HALLETT ACADEMY's Mission and Vision

Hallett Academy provides a balanced education of academic and social-emotional competencies in a safe, positive, and inclusive learning environment. We believe that every student deserves learning experiences that promote a sense of wonder, joy and success.

B. HALLETT ACADEMY's Core Values

Success in life is more than performing well academically. Social emotional intelligence and the capacity to connect with others are also important. As we work to help students form excellent academic habits and understandings, we also focus our teaching on the values that will guide our students towards leading balanced lives. HALLETT ACADEMY's Core Values serve as a guide to the way we show up at our school, with the intent to consistently demonstrate these values beyond the classroom. HALLETT ACADEMY's core values form the acronym HAWKS and are defined as follows:

Honor: At HALLETT ACADEMY, we seek to know and be in relationship with each other. We make others feel welcome and respected and take care of each other physically and emotionally. We have a deep sense of belonging together in our school community

Accountability: At HALLETT ACADEMY, we stand up for our own ideas without hurting others or negating their ideas. We think for ourselves, even in the face of peer pressure. We understand that our individual choices affect the entire school community. We accept the consequences that come from our choices, and learn from mistakes so we do not repeat them.

Wonder: At HALLETT ACADEMY, we are compelled to explore new ideas, concepts and situations, without expecting an external reward.

Knowledge: At HALLETT ACADEMY, we make a constant and earnest effort to work in harmony to achieve common goals. We are comfortable raising questions and testing our thoughts through brainstorming and discussion.

Self-control: At HALLETT ACADEMY, we choose our words carefully and make appropriate decisions about our actions. We do what is necessary and reasonable without being told to do so and even when we want to make a different choice.

COMMUNITY CONTRACT

HALLETT ACADEMY provides a balanced education of academic and social-emotional competencies in a safe, positive and inclusive learning environment. We believe that every student deserves learning experiences that promote a sense of wonder, joy and success.

As a team member of HALLETT ACADEMY, I commit to:

- Providing students with a safe, positive, and inclusive learning environment.
- Holding high expectations for students and believing that all students are capable of success.
- Sharing information and resources with families that will support student learning.
- Being a lead learner and implementing best instructional practices.
- Being direct and respectful in communication with all members of the HALLETT ACADEMY community.

Team Member Signature _____

As a family member/caring adult at HALLETT ACADEMY, I commit to:

- Working with HALLETT ACADEMY team members (teachers, paraprofessionals, support partners) to support my child's learning and development.
- Being direct and respectful in communication with all members of the HALLETT ACADEMY community.
- Attending all essential school meetings.
- Supporting HALLETT ACADEMY's behavioral policy.
- Ensuring that my child maintains a minimum of 95% attendance and is on time each day.
- Ensuring that a responsible adult picks up my child from school at the end of each day.

Parent/Caring Adult Signature _____

As a student at HALLETT ACADEMY, I promise to:

- Participate in class.
- Arrive at school on time.
- Complete all my assignments.
- Respect other peoples' bodies and feelings.
- Not interrupt other students' learning.
- Take advantage of extended learning opportunities made available.
- Follow directions given by HALLETT ACADEMY team members.
- Accept responsibility for my choices and actions.

Student Signature _____

SCHOOL POLICIES

A. Absences

A family member/caring adult should alert the school if your child will be absent. Absences may be excused (with a doctor's note or similar document) or unexcused. Four unexcused absences in one month or ten in a year can cause a student to be considered truant.

B. Abuse

HALLETT ACADEMY team members are mandated reporters and as such, are required to report any "reasonable suspicion" of child abuse or neglect.

C. Addressing Team Members

Team members at HALLETT ACADEMY will share with you what they preferred to be called.

D. Appointments

All HALLETT ACADEMY team members are available for meetings. We request that you make an appointment, so as not to disrupt the learning of students. You may schedule an appointment with our office team. Parents/Guardians may also request appointments to sit in and observe classroom lessons in their child's class.

School leaders and support partners are also available for meetings. If you have a pressing matter, we request that you make an appointment so that focused, uninterrupted time can be devoted to your concern. These can be scheduled with our Office Managers.

You may also contact team members via email. Email addresses are found on our website.

E. Birthdays

Student birthdays will be celebrated in a communal event each month, hosted and designed by HALLETT ACADEMY team members. We will not host individual birthday parties for students.

F. Copies of Student Records and Face to Face Letters

Student records will be copied with 72 hours advance notice on business days. Face to face letters and any other requested documentation will be printed with 72 hour notice on business days.

G. Discipline

HALLETT ACADEMY has a discipline policy that families and students should understand and follow. Our discipline policy aligns with [DPS's discipline matrix](#).

H. Dismissal

Family members/caring adults need to inform classroom teachers about how student pick-up will be handled. (i.e. babysitter picks up student; student goes home by him or herself, etc.)

- Students are expected to leave the school premises immediately following dismissal. For students who travel to and from school without adult supervision, parents are responsible for ensuring safe travel outside of the school building.
- Students will only be released to individuals listed on HALLETT ACADEMY's Release Form. Students will only be dismissed early if the school has been notified by the child's parent/guardian listed. Once notified we will only release to those individuals listed on the emergency contact sheet.

I. Dress Code

Students may wear what they please as long as the standard of dress does not pose a threat to public or personal safety or health and is not disruptive of or distracting to classroom activities or student behavior. Student dress and personal appearance should meet reasonable standards of cleanliness, safety and respect for self and others.

- Students should not wear flip-flops.
- Shirts must cover the midriff.
- Shorts and skirts must be of a length that extends to at least the student's fingertips when their hands are at their sides.
- Students should not wear head coverings (hats, scarves, etc) except for religious purposes.

HALLETT ACADEMY spirit wear can be purchased through Image We Print: t-shirts, baseball shirts, and zip up hoodies are available in a bundle for \$50. Every student who attends HALLETT ACADEMY is given a HALLETT ACADEMY t-shirt to keep.

J. Drop off

A family member/caring adult may escort children into the building. If you need to speak with the teacher to share your questions, comments or concerns, please coordinate with the office team to schedule that conversation. Family members/ caring adults who wish to pass beyond the front desk must sign in and get a visitor's pass from the main office. Please bring a physical copy of your driver's license the first time you need a visitor's pass; the office team will need to scan your license.

K. Entering Classrooms

Students must walk directly inside upon arrival and go to the cafeteria for breakfast or the classroom to unpack and settle in. All students grades K-5 will enter the auditorium and be greeted by their teacher. ECE students are escorted to the classroom by a caring adult on our team.

L. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that HALLETT ACADEMY obtain your written consent prior to the disclosure of personally identifiable directory information from your child's education records. The primary purpose of directory information is to allow HALLETT ACADEMY to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Recognition lists
- Graduation programs
- Sports activity sheets, such as for basketball, showing weight and height of team members
- Parent contact booklet for carpooling, playdates, etc.

HALLETT ACADEMY has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address

- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

M. Field Trips

Students will be taking many field trips this year. To attend trips, students must be able to follow the directions of *all* adults who work at HALLETT ACADEMY at *all* times, as any one of us may be responsible for their safety. If we have reason to believe your child may not properly follow all directions, your child will not be allowed to attend the trip.

All trip chaperones MUST complete a background check 10 days prior to the field trip per the DPS requirement. Please see Yvonne Archibeque in the front office to complete this.

If you are a trip chaperone, please understand that your child/group must meet the same behavioral/work expectations on the trip as all HALLETT ACADEMY students and should not have special privileges, including trips to gift shops, food vendors, etc. **Non-HALLETT ACADEMY minors are not permitted to attend field trips.**

N. Food

Denver Public Schools and HALLETT ACADEMY are committed to providing nutritious meals. We recognize that well-nourished students are better equipped to learn. Breakfast and lunch are provided to all DPS students for free this school year. Families, please complete a free and reduced lunch application as soon as possible. Applications must be submitted each school year. To apply, visit the [Food and Nutrition Services website](#). Students are always welcome to pack their own lunches.

O. Grievances and Appeals

Any individual or group (composed of parents, students, or employees of any of the schools) may bring complaints to the School Leaders of HALLETT ACADEMY. When complaints concern the behavior of a teacher, leader, or other employee or agent of HALLETT ACADEMY, that person should be identified, and the complaint should state whether the issue has been discussed with that person. In general, those filing a complaint are expected to first discuss their concern with the other persons involved. An exception to this rule is when the complaint concerns allegations of illegal harassment. In that case, discussing the issue with the alleged harasser is not required. Complaints should be discussed with the Principal before being brought before the Family and Community Engagement Office. Emergency issues will be dealt with on an as-needed basis. Every effort will be made to respectfully address each matter to the satisfaction of the individual or group that presented the complaint.

P. Holidays

HALLETT ACADEMY classrooms will host holiday celebrations at the end of the school day. Classroom teachers will send communication regarding the time, needed supplies, and any other pertinent information.

Q. Homework

Homework at HALLETT ACADEMY is designed to support learning in the classroom and provide children with independent practice. Students and families should work together to ensure that this is completed.

R. Illness and Medication

Students who are not feeling well can notify their teacher and may be sent to the school nurse if they appear ill. Students may be allowed to rest and return to class. If they are seriously ill, parents will be called to pick the child up from school. A child may not come to school if they have an illness that reasonably appears to be contagious.

Except for students with a Treatment Plan for a severe allergy or similar life-threatening condition, students are not allowed to have medication with them in their classrooms. Students with a Treatment Plan allowing them to self-administer medication must be responsible for complying with that Plan. If a student has a prescription or other medication that needs to be administered during the day, parents/guardians need to send a note with the medication, which must be turned over to the office upon entering the building. This includes prescription inhalers and non-prescription medications such as cough drops.

S. Late Arrivals and Late Pick-Ups During Dismissal

Students must be in class at 8:55 a.m. Any student arriving after 8:55 a.m. will be marked tardy.

Parents are responsible for coordinating pick-up of students each day.

Children that are not going home on their own must have an adult waiting for them by the time of dismissal.

No students will be allowed to wait for pick up outside the school.

Parents are responsible for ensuring that after-school centers pick up on time each day.

T. Lost and Found

Due to an overwhelming amount of clothing items in lost and found that go unclaimed, we will donate all lost and found items to charity at the end of every month.

Label your child's clothing. If your child has lost an article of clothing at school, come in to check for it the same day or the next day at the latest.

U. Promotion Criteria for Each Grade

The Principal makes final decisions on all promotions and retentions, and can in specific situations make exceptions to the protocol below if she/he deems fit.

Grades K-5

Promotion will be based on meeting the following criteria:

- a. Maintains 90% or higher attendance.
- b. Meets HALLETT ACADEMY grade level standards as determined by class work, homework, and standardized test scores (in appropriate grades).
- c. Meets social development standards:
 - Follows classroom and school rules appropriately.
 - Makes age appropriate decisions.
 - Forms age appropriate relationships.

V. School Calendar

HALLETT ACADEMY's yearly school calendar is the same as the Denver Public Schools yearly calendar. Families are expected to review the calendar carefully and ensure that students attend each day. For Hallett-specific events, check the calendar on the homepage of our website.

W. School Closings and Delays

HALLETT ACADEMY will follow all Denver Public Schools decisions on school closings and delays unless otherwise notified. Please monitor local media outlets for school closings/delays information.

X. Special Education

The Individuals with Disabilities Act (IDEA) requires appropriate services to be administered in the "least restrictive environment." Students with IEPs are included in the classroom to the fullest extent possible and teachers are obligated to make accommodations and modifications to meet the needs of the child. Students with 504 Accommodation Plans that detail specific accommodations for the regular education classroom are included in this process.

The responsibilities of teachers in this regard are:

- To be aware of which students have IEPs or 504 plans
- To be familiar with the accommodations listed in IEPs and 504 plans
- To provide the appropriate modifications and accommodations
- To attend and be an active participant in IEP meetings

Students can be referred for special education testing after the team of teachers have attempted to provide intensive differentiated instruction within the regular education program. Before referring a student for special education testing, teachers must collaboratively develop an intervention plan. If the student does not show adequate growth through the intervention plan, the student may be referred for special education testing. Families will be notified in all cases of special education referral.

Y. Standards Based HALLETT ACADEMY Report Cards

Standards Based Report cards are issued three times each year, at the end of each trimester. Standards Based Report cards are designed to provide parents and guardians with a detailed picture of their child's performance in all areas taught and include HALLETT ACADEMY's Core Values.

Z. Telephone Use

Students may use the phone with teacher permission. Teachers will use their discretion when allowing students to make calls. Parents/Guardians are permitted to talk to students in emergency situations. Otherwise, a message will be taken and given to the student via the student's teacher(s).

The use of cellular phones by students during the school day without the permission of an adult is prohibited at HALLETT ACADEMY. Cell phones that are on and/or being used will be confiscated. Students that bring these items to school should ensure they are off while in the building and stored where they cannot be seen (i.e. bag, pocket, etc.). Call the office to schedule an appointment to retrieve confiscated items.

AA. Visitors

For safety reasons, all visitors must report to HALLETT ACADEMY's main office when entering the building. Office team members must issue a pass after scanning the visitor's driver's license, before visitors may go to any other part of the building.