



Omar D. Blair Charter School
4905 Cathay Way
Denver, CO 80249
(303) 371-9570
FAX (303) 371-8348

Welcome to Omar D. Blair Elementary Academy!

Dear K-5 Families:

Welcome to the 2014-2015 school year! I am extremely honored and excited to be the new K-5 Principal at Omar D. Blair! We have so much to look forward to in this upcoming school year as transformative thinking is being celebrated at Omar D Blair Charter School. As educators we are committed to providing rigorous instruction that highly engages scholars in learning. This year we will demand of ourselves, and of each other, work that deeply engrosses the scholar. We will frame the purpose of education in their lives and how it will lend to them *being the change* in their school, homes and broader community. We will work to deepen scholar relationships to create an increasingly safe, empathic, and welcoming school environment. And we will reach out to the parent body and community members for collaboration in ensuring that everyone is involved in our effort to help scholars grow.

The administrative team has been working hard to ensure a seamless transition for a successful 2014-2015 school year at Omar D. Blair. I am a true believer that change is good, and although this year is bringing a lot of change for Omar D. Blair, which often causes uncertainty, we are confident the changes can help take Omar D. Blair to the next level of success. Changes that I'm excited for you all to be a part of! The administrative team and the teachers will have an even stronger focus on educating the whole child; starting with even stronger instruction, driven by data, to meet every individual scholar's needs. In addition to academics, a renewed focus of building respectful and responsible young people. Another goal is to strengthen the connection between the school, parents, and the community, as it does truly take a village to raise a child. We plan, with parent and community support, to rebuild Omar D. Blair's PTO. I encourage you to reach out and get involved at some level with Omar D. Blair, even if it's volunteering from home to help your child's teacher. Children love seeing their parents at school, and it shows them how much you value their education.

In order to promote a safe learning environment and to ensure the educational rights of all scholars, it is critical to have respect for people and property. Scholars are to take responsibility for their behavior at all times and to model our Core Values: *Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility and Integrity*. Your encouragement and support in this area is important and greatly appreciated. Our school-wide behavior support program is called: "*Be An Eagle*." This program is embraced by our staff and is implemented in every grade level. The "*Be an Eagle*" code of conduct clearly spells out the behavior expectations for scholars as well as staff.

As parents, you play a key role in your child's education. Parent involvement and support are critical to the academic achievement of all scholars. We need and welcome your support. Schools with high levels of family support show higher achievement gains for their scholars. It is very important for families, schools, and communities to support each other, working as partners for the growth and development of each child. You are welcomed and encouraged to become involved in our journey to "*Build a School of Excellence*."

We look forward to working with you and your child to build a school community that values individual differences and supports academic achievement with high expectations for all scholars. Please feel free to contact me with questions, comments or concerns at any time throughout the school year at 303-371-9570, ext. 1109.

Sincerely,
Cameo DeDominces, K-5 Principal
Cameo.dedominces@omardblairk8.com

OUR SCHOOL

Omar D. Blair is a public, tuition-free, charter school in the Denver public school system. It is our belief that every scholar deserves to have a quality education. The Elementary Academy serves scholars, Kindergarten through 5th grade. We strongly believe that everyone, including staff, parents and the community are responsible for helping our school grow so that we provide a world-class education for all scholars. Omar D. Blair Charter School uses the EdisonLearning 5-Strand Design, focusing on *Raising Scholar Achievement, Pedagogy and Curriculum, Assessment for Learning, Learning Environment, Family and Scholar Support, and Leadership.*

CORE VALUES:

Omar D. Blair is committed to educating the whole child. Focusing attention on each scholar's social and personal development is an instrumental part of their academic development. Our community is shaped by our shared core values: wisdom, justice, courage, compassion, hope, respect, responsibility and integrity.

Wisdom

A wise person makes good choices; waits for negative emotions, like anger, fear, or resentment, to pass before taking action; and considers the concerns of others, as well as his or her own.

Justice

A just person treats others as he or she would like to be treated; shows self-discipline in the face of his or her desires; and is concerned with the well-being of others.

Courage

A courageous person is not reckless but willing to take necessary risks when fear, embarrassment, or the opinion of others might otherwise discourage him or her from doing what is right and proper.

Compassion

A compassionate person helps those who need help, not just those he or she likes; is forgiving of others who have, through weakness or meanness behaved badly; and shows care and concern for all.

Hope

A hopeful person believes in him or herself; knows that hard work and good intentions can make a difference; and looks to the future with positive expectations and a plan for realizing those expectations.

Respect

A respectful person is kind to others, and polite and gracious in social situations; demonstrates not just tolerance for others but true regard for people of all faiths, cultures and backgrounds; and honors the achievements and qualities of others.

Responsibility

A responsible person keeps his or her word; takes care of work, projects, or duties assigned to or voluntarily accepted by him or her; and accept his or her mistakes without excuses or finger pointing and with a willingness to correct his or her behavior.

Integrity

A person of integrity behaves with consistency and reliability; lives up to his or her principles; takes pride in doing right without being boastful or self-promotional; and is true to himself or herself in matters of conscience

CHARTER BOARD/GOVERNING BODY:

Omar D. Blair is governed by a Board of Directors in cooperation with the Denver Public Schools and the Office of School Reform and Innovation (OSRI). Omar D. Blair Charter Board serves to oversee Omar D. Blair Charter School as it serves well the scholars of our community; helping scholars to develop a hunger for and the joy of learning so that they are prepared for success throughout their lives.

The Board of Directors is comprised of volunteer representatives from the Omar D. Blair community and the surrounding metro area who meet on a monthly basis to provide governance for the school by:

- Determining the school's mission, vision, and values
- Selecting, coaching, and evaluating the school leaders
- Providing financial oversight and stewardship of resources

- Ensuring adequate resources
- Ensuring legal and ethical integrity
- Ongoing accountability for achievement
- Effective organizational planning
- Positively representing the school to the public
- Determining, monitoring, and strengthening the school's programs and provided services

Charter Board meetings are open to all members of the community. Meetings are held at the school at 6:30 PM on the 2nd Tuesday (unless otherwise noted) of the month in the Library. Dates for meetings will be posted on the marquee, website, and in the school office. If you would like to contact the Charter Board, please leave a message at 303.371.9570, press Option 4 or send an email to: Vernon.Jones@omardblairk8.com

POLICIES AND PROCEDURES

ATTENDANCE:

It is the obligation of parents/guardians to ensure that scholars attend school daily, on time and comply with school attendance rules in order to maximize learning. School begins promptly at 8:00 AM with Morning Meeting and Homebase. Any scholar who arrives after 8:00 AM is considered tardy. Scholars who are tardy must check in with the office to obtain a tardy slip before proceeding to class. Please note that tardies will be considered unexcused unless a parent informs the office otherwise.

If your scholar will be absent from school, please call the attendance line prior to 8:00 AM at 303.371.9570, press Option 2 and leave a message, which clearly states the name of the scholar, parent name, a contact number, grade level and reason for absence.

An excused absence is an absence with permission from the parent/guardian. When absences and tardies become chronic or excessive, medical documentation may be requested or required. Unexcused absences are all other absences, including truancy from class.

Colorado attendance laws states, *“Every child who has attained the age of seven years and is under the age of 16 is required to attend public school with such exceptions as provided by law. Every parent of a child between the ages of seven and 16 shall insure that the child attends public school unless the child is enrolled in an independent or parochial school or a non-public home-based educational program.”* The law requires that after 30 days total unexcused/unverified absences/tardies, a truancy court action in Denver Juvenile Court must be filed. For any scholar who has excessive tardies/absences the following process will be followed:

Step 1: The school will contact the family after 3 consecutive unexcused/unverified absences or tardies.

Step 2: After 5 cumulative unexcused/unverified absences an attendance or tardy concern letter will be sent home.

Step 3: After 10 cumulative unexcused/unverified absences/tardies, the scholar will be referred to the Scholar Support Manager/Attendance Officer and the family will be asked to schedule a time to develop an attendance plan. At this point the school will develop a scholar intervention plan.

Step 4: If attendance does not improve, a 5-day warning letter will be sent and the truancy filing may occur.

When a scholar has an unexcused or unverified absence, the auto dialer or the attendance clerk will contact you that same day. Scholars who are habitually tardy or absent are missing valuable instruction time that may be affecting their academic performance. Those scholars, in addition to the above process, may receive additional actions that may include but are not limited to, counseling with the school social worker or SSM, lunch detention, after school detention, etc.

ARRIVAL:

Our school day begins promptly at 8:00AM. For the safety of our scholars and in order to ensure proper supervision, scholars are not admitted into the building prior to 7:45 AM unless they are participating in an organized program or activity with adult supervision (i.e. breakfast program). There is no supervision provided on the playground equipment prior to the start of school. Breakfast is served beginning at 7:10 AM and ends at 7:45 AM. Scholars who participate in the breakfast program should enter and exit the building after breakfast at the Blair Cafe doors only. Scholars should have ample time to be on time to class by 8:00 AM.

PICK UP & DROP OFF:

It is important each day that scholars are welcomed and safe at Omar D. Blair. Parents/Guardians may drop off scholars beginning at 7:45 AM. To drop off a scholar, follow the entrance cones, staying in the inside lane, and dropping off at the appropriate academy doors, before pulling to the outside lane to ensure the steady flow of traffic. Cars should not be parked and left in the drop off or pick up zones. Children should not be left unaccompanied in cars. Once your scholar(s) is dropped off, merge slowly into the left lane to turn left leaving the lot or continue in the right lane to exit the lot by going straight or making a right turn. Scholars who are

habitually dropped off at school prior to the beginning of the school day without having appropriate supervision may be subject to a referral being made to the proper authorities (Denver Human Services or Denver Police Department).

NOTE: Once scholars arrive on the school grounds, they are NOT permitted to leave for any reason unless a parent contacts the main office to give permission. Scholars will be considered truant if they leave to shop at King Soopers, visit other vendors in the Green Valley Ranch Town Center or to go to the Skate Park (north of the school) during regular school hours.

DISMISSAL:

On regular school days classes are dismissed at **3:30 PM**, on half days classes are dismissed at **12:00 noon**. Scholars are escorted by teachers/staff to designated areas outside of the school building. Older scholars who are meeting with younger siblings after school should exit the building with their class and then go pick up their sibling(s) at the pre-arranged location designated by the family. In case of inclement weather at dismissal, an **ORANGE** flag will be flown to signal an inside dismissal. Scholars will be dismissed from their classrooms in grades K-5 and will be released to their parents or guardians.

Please be prompt in picking up your scholar(s). Any scholar who is not picked up will be escorted to the main office to begin making phone calls to parents/guardians and/or emergency contact persons listed on the enrollment forms. To alleviate any confusion about scholar pick up and contacts, please be prepared to show a valid picture ID to the office staff when requested. Also, please provide the office with the most current documentation regarding custody arrangements, if necessary. Scholars who are habitually left at school after 3:30 PM will be referred to the proper authorities (Denver Human Services or Denver Police Department).

Early Dismissal Requests:

Please make every effort to adhere to regular dismissal times. Requests for scholars to be regularly dismissed at an earlier time WILL NOT be honored. Scholars who consistently leave school before the end of the day miss instruction which cannot be made up. In the event that your scholar needs to leave school before the regular dismissal time on a specific day, the child must be signed out in the main office before she/he will be released from class; only an authorized adult (at least 18 years old) will be permitted to remove the scholar from school. Your child will not be released to anyone who does not have your written permission to take him or her from school. Please help us extend this protection to your child by providing the school with names and telephone numbers of the persons who have (or do not have) your permission to take your child from school.

PARKING:

Parking is allowed in designated areas around the school and in the parking lot. Be aware of postings where parking is not allowed, where one may be ticketed. Parking is not permitted in the oval outside the front of the building for any reason. **NOTE:** The Denver Police Department will issue \$70.00 tickets for parking in any of the no parking zones around the school. Please do not park within 20 feet of the driveway entrances to the school or in front of any signs reading: "No Parking at Any Time, Tow Away Zone."

DPS (Denver Public Schools) BREAKFAST/LUNCH PROGRAM:

DPS provides our breakfast and lunch programs. Breakfast and lunch meals are prepared daily, including half days. Scholars who participate in the breakfast program should enter the building at the Cafeteria beginning at 7:15 AM. Scholars will not be permitted to enter before 7:10 AM. Once scholars are in the Cafeteria, they are not allowed to leave without permission from a staff member. Scholars who participate in the breakfast program will be dismissed through the cafeteria doors at 7:45 AM. Scholars must be responsible for being on time to class.

Denver Public Schools and the Department of Food and Nutrition Services are sponsoring a **FREE** breakfast program for all scholars K-12. Scholars may eat breakfast each morning at **NO COST**. Scholars will still need to enter their six-digit pin number to receive a meal. Scholars coming to breakfast must drop their backpacks by the stage before entering the breakfast line to avoid congestion. A reminder to all scholars and parents: Scholars are not permitted to take any food items from the Blair Café due to health and safety concerns. Please provide your child with healthy lunch options. Fast food, soda, family size bags of chips and candy are not healthy food choices which support scholar achievement. We appreciate your cooperation.

Scholars are not permitted to charge more than two days of lunch at a time. When a scholar's balance reaches \$3.00 or below, the cashier is notified of the 'Low Balance' and will give a REMINDER notice to the scholar. Junior Academy scholars are **NOT ALLOWED** to charge meals at any time. The cost for lunch is \$1.50 for Elementary scholars and \$1.75 for Junior Academy scholars. The price of the meal includes milk. Milk purchased without a meal is \$.40 each. **NOTE:** Lunch prices are subject to change, please contact the Café Manager if you have questions.

There are two ways to make payments to a scholar account. You may pay the Cafeteria Manager directly in the Blair Café or go to www.mylunchmoney.com. If you opt to pay via check, please make the checks payable to DPS Food Services and include the scholar(s) name and scholar ID clearly identified in the memo section of the check. If you believe that your scholar qualifies for free or reduced lunch, please obtain a current DPS food service application form. **NOTE:** If your scholar is already receiving Free & Reduced Lunch at school, you MUST REAPPLY every school year. Scholars who transfer from non-DPS schools and were eligible for

free or reduced meals will need to complete an application for the breakfast/lunch program in DPS immediately upon admission. Meals must be paid for until the application decision is made and processed by DPS.

For those scholars who do not participate in the lunch program, sack lunches may be brought to school; however, no glass containers are allowed for safety reasons and meals must be ready to eat (i.e. no meals will be warmed in the microwave). Parents/Guardians are invited at any time to have breakfast/lunch at our school; however, adults may not charge a meal on a scholar account. Please check with the Cafeteria Manager for adult prices for breakfast or lunch and with your child's teacher regarding his/her specific lunchtime. Parents may bring lunch (fast food) for their child, however, parents are NOT allowed to bring lunch for other children, please follow this guideline.

Lunchroom support staff monitors the Cafeteria. Scholars are expected to follow the Cafeteria rules and are not allowed to take food/beverages out of the Cafeteria. If you need additional information about the DPS lunch program, please contact DPS Food Services at 720-423-5600.

FOOD IN THE CLASSROOM:

No food is permitted in the classroom. On occasion teachers may provide healthy treats as incentives or rewards. In class, scholars will be permitted to have non-flavored/non-colored water in transparent bottles with a cap. No other beverages or food items are allowed. This includes energy drinks, carbonated beverages, and gum, candy or sunflower seeds.

UNIFORM POLICY:

Scholars at Omar D. Blair are required to wear uniforms to school every day. The uniform policy will be strictly enforced and is designed to be advantageous for scholars, families and the overall learning community. We encourage your scholar(s) to dress neatly and take pride in his/her appearance. *Our school uniform consists of navy blue or burgundy shirts with Khaki (tan) pants, skirts, or khaki/navy jumpers. NO other colors are permitted as part of the school uniform, RED is not one of our uniform colors.*

Primary & Elementary Academy Uniform:

- Solid navy blue or burgundy t-shirts, polo-shirts, blouses, shirts or turtlenecks either short or long sleeved with no logos, stitching or artwork. Solid navy blue or burgundy sweaters or sweatshirts (**without hoods**) are also permitted. Any **Omar D. Blair** clothing sold by the school is also permitted.
- **Tennis shoes are required for all students. "Heelies" tennis shoes are NOT permitted because of safety concerns. NO Slippers, Crocs, Clogs, Flip Flops, High Heels, Wedges, Flats or Sandals are permitted at school.** Shoes must be completely closed in front and back and have non-skid soles.
- Undershirts should be solid white, black, navy blue or burgundy and should not extend beyond outerwear.
- **Khaki (tan) colored pants with a brown or black belt, shorts, skirts, skorts, capri pants, or jumpers. Please note that jumpers should be Khaki (tan) in color NOT Navy.**
- NO sweatpants are to be worn as part of the school uniform.

General Uniform Guidelines for all Scholars:

- Navy blue, black or white tights, leggings, or socks must be worn at all times.
- All shirts must be tucked in at all times.
- All clothing must fit properly. Sagging pants and oversized clothing is not permitted
- Denim blue jeans, short-shorts, sweatpants, stirrup pants, bicycling shorts, leggings and sleeveless tops, spaghetti strapped tops, midriffs, tank tops or halter tops are not acceptable uniform attire.
- Gym shorts are not to be worn under or over regular uniforms.
- Purses or handbags are not permitted because they become a security issue.
- Hats or other head coverings, scarves, visors, "do rags", or skullcaps may not be worn unless for medical or religious/cultural reasons. All headwear that is not for medical/religious/cultural reasons must be removed upon entering the school grounds.
- Shorts and skirts must meet the fingertips of a scholar when his/her arms are down to his/her side.
- School policy is that coats or jackets must be removed if the scholar enters the hallway. Sweatshirts with zippers are considered jackets and scholars will be asked to remove them, the exception will be made for any *Omar D. Blair* clothing sold by the school.
- During the winter season, scholars are encouraged to wear boots when walking to school, however, once in the building scholars need to change into tennis shoes.
- Jewelry should be at the discretion of the parent (please check type of earrings, adornment, length, colors, etc.) If jewelry worn becomes questionable, the principal has the authority to ask a scholar to remove it. The school is not liable for lost or stolen jewelry items.

It is imperative that all scholars abide by the uniform policy. Scholars who are habitually not in uniform will be asked to call home/work of parent(s)/guardians so that the appropriate uniform can be brought to the school. Scholars who are violating the uniform policy will have the opportunity to change into the appropriate uniform. . If the violations become a consistent issue, the

scholar and/or his/her parent/guardian will have a conference with the Dean or Principal to create a plan to address the issue. Scholars who do not conform to the uniform policy will have consequences such as, but not limited to, loss of recess, time after school, parent phone calls, referrals or loss of specials privileges/classes. NOTE: "Dress down days" will be announced by the school and the classroom teacher before the "dress down day" is scheduled.

HEALTH CLINIC/MEDICATION:

A full time clinic aide who has received training by DPS staffs our health clinic. Our school also has a nurse who visits the clinic one day per week. The health clinic is available for scholars who become ill or injured at school. If a child becomes ill at school or arrives to school ill, a parent/guardian or emergency contact person will be notified and expected to pick up the ill child. Medication may be given at school only if times cannot be arranged for all doses to be given outside of school hours.

If your child must take medications during school hours, please follow these procedures:

- For the school to dispense ANY medications, prescribed (by a doctor) OR over the counter (Tylenol, Advil, cough drops, etc.) a medication authorization form must be completed and on file in the office. Medical release forms must be updated each year; this includes a parent release and a Physician's written order.
- All medications must be brought by the parent or guardian to the main office in a pharmacy-labeled container. This must be labeled with the name of the scholar, name of drug, strength, dosage, frequency, name of physician, and date of original prescription. If the medication is liquid, please enclose a measured dispensing tool.
- Medications must be left at school. They will not be returned to the scholar. When a medication needs to go home, a parent or guardian must sign out the medication. Scholars MAY NOT carry or take any pill, inhaler, cough drop, etc. in class. The School Nurse or Health Aide must administer all medications.

FAMILY SUPPORT SERVICES:

The ODB mental health team consists of Casie Witte, LPC; school counselor and Susan McDonald, Ed.S.; school psychologist. We are here to assist you with anything that may be a barrier to your child's academic success. This includes social or emotional needs, mental health issues and family or daily living problems. This includes everything from mental health assessments to connecting families with community resources like housing or clothing as well as mental health services.

Please do not hesitate to contact us if we can support your scholar or family. Please visit the guidance page on the Omar D. Blair website under the "social" tab. There, you can learn about issues related to bullying, college and career exploration, high school requirements, community resources and special topics.

BIRTHDAY CELEBRATIONS:

Our school acknowledges each child's birthday during the school year. Scholar names are announced over the public address system and a birthday certificate is given to each scholar. Junior Academy parents who plan to acknowledge their son or daughter's birthday at school are requested to work with the classroom teachers to coordinate any celebration.

A "previous practice or rite of passage" on the part of some scholars has been to give "birthday licks" to acknowledge the age of their friends. This is **NOT** a policy that will be tolerated at Omar D. Blair. All staff members have been informed of the appropriate ways to acknowledge birthdays. Any scholars who engage in "birthday licks" are subject to disciplinary action.

PERSONAL PROPERTY AND VALUABLES:

Scholars should not bring money or valuables to school, except money to buy lunch. If money is required for other reasons such as fieldwork trips or library fines, scholars and parents will be notified. The school cannot assume responsibility for money, property or valuables either lost or stolen. This includes, but is not limited to, the following: rollerblades, skateboards, scooters, MP3 players, PSPs, cameras, cellular phones or smart phones, Nintendo DS's, handheld games, iPods, iPads, Kindles, or PSPVida etc. We recommend scholars leave these items at home. No non-approved electronics are to be visible or in use between 8:00 AM and 3:30 PM. If a scholar has an item taken from him/her, please contact the classroom teacher or administration to arrange a time for an adult to pick up the item.

Space is limited for bicycles in the front of the school building. If your scholar(s) rides his/her bicycle to school, please ensure that he/she secures the bicycle and it is registered with the local police department. Scholars are encouraged to wear helmets when riding to school. The school assumes no liability for stolen bicycles.

LOST AND FOUND:

Items of clothing should be labeled with the scholar's name to cut down on any confusion. Lost articles will be kept in the lost and found bin across from the Main Office. Small lost articles such as jewelry and glasses will be kept in the Main Office. Any unclaimed clothing items will be donated to community service or charity organizations at the end of every quarter.

MEDIA:

All scholars are required to have a media release on file (part of the registration packet). The media is often interested in what is happening in area schools. If for any reason you do not wish your scholar(s) to be viewed on television or photographed by the media, please notify the main office and your scholar(s) teacher immediately.

IDENTIFICATION REQUIRED:

Please be prepared to sign in at the office and leave a photo ID card (driver's license, work ID or Club Card (SAM's Club or Costco) when visiting the school. For your safety and the safety of our children, no adult will be permitted to visit the classroom, Blair Cafe, library or the office without providing an official photo ID Card. Your ID card will be returned upon signing out with the office staff.

VISITS TO OMAR D. BLAIR:

Omar D. Blair staff encourages visits to the school. Due to liability reasons, other children and/or relatives are not permitted to visit classrooms or the school unless supervised by a parent/guardian who has signed in all members who are visiting. If a visitor does not have a badge, he/she will be asked to stop by the front office to sign in to obtain a badge. For parents/guardians wishing to visit Kindergarten classrooms, we ask that you delay initial visits until September, thereby allowing kindergarten scholars the opportunity to make a smooth adjustment to school. Prior notice to teachers about your plan to visit would be greatly appreciated.

VOLUNTEERS:

Omar D. Blair Charter School loves parent/guardian and community involvement and encourages participation. Any person wishing to volunteer at Omar D. Blair must contact the Scholar Support Manager first and be cleared by way of CBI (background check) and application. Following clearance, volunteers should contact their scholar(s) teacher to find out how they can assist. Other volunteer opportunities are available in the main office or library media center. At no time are volunteers allowed to be in contact with scholars without a teacher or other staff member present. All volunteers must sign in at the Volunteer Log at the main office.

WITHDRAWAL OR TRANSFER:

When scholars are permanently withdrawn or transferring from Omar D. Blair, they must check out with the Attendance Secretary in the main office to complete the necessary forms. Please notify the attendance secretary of your intent to withdrawal or transfer your scholar(s) as soon as you know so that all necessary steps can be taken to properly remove the scholar(s) from the database and to ensure that there is ample time for scholars to return all textbooks or other school property. It is in the best interest of scholars not to be withdrawn or transferred during the high stakes testing window (late February-April).

PLAGIARISM:

This behavior is defined as the use of someone else's written work, idea or problem and passing off the same as their own work. Plagiarism is a violation of the Omar D. Blair core value of Integrity. Scholars who choose to plagiarize an assignment will be subject to penalties from the classroom teacher which may include loss of credit for the assignment up to and including a failing grade for the quarter depending on the assignment. The scholar and a parent will be required to meet with the classroom teacher and the Principal or Dean.

BULLYING:

All scholars have the right to attend schools that are safe and secure learning environments. It is the intent of Omar D. Blair leadership to provide all scholars with an equitable opportunity to learn. To that end, the school has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to the school environment and scholar learning, achievement and well-being. It interferes with the mission of the Omar D Blair Charter School to educate their scholars and disrupts the operations of the building. Bullying affects not only scholars who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure scholar safety and an inclusive learning environment.

"Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a scholar or scholars that:

(1) Has, or a reasonable person would expect it to have, the effect of: (a) Physically harming a scholar or damaging a scholar's property; or (b) Placing a scholar in reasonable fear of physical harm or damage to the scholar's property;

(2) Interferes with the rights of a scholar by: (a) Creating an intimidating or hostile educational environment for the scholar; or (b) Interfering with the scholar's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or

(3) Is based on a scholar's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a scholar's association with a person with one or more of these actual or perceived characteristics.

Examples of conduct that may constitute bullying include, but are not limited to:

- Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
- Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
- Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
- Threats of harm to a scholar, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
- Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- Blocking access to school property or facilities;
- Stealing or hiding books, backpacks, or other possessions;
- Stalking; and
- Physical contact or injury to another person or his/her property.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences outlined in our discipline policy.

COMMUNICATION

In order for us to serve the needs of Omar D. Blair scholars effectively, the school and families must maintain open and consistent conversation. To support this effort, the school has provided multiple avenues for two-way communication.

SCHOOL PLANNER/WEDNESDAY FOLDER:

Each scholar in grades 3-5 is required to have a planner. The planners will have information to bring home that should be reviewed by parents/guardians. In the planner you may find notes from the teacher, homework assignments, etc. Please be sure to check this information daily. Replacement cost of the planner is \$10.00. Additionally, each Wednesday, all scholars will have information to bring home that should be reviewed by parents/guardians. In the Wednesday folders, you will find weekly progress reports; you may also find newsletters from the teacher, information about upcoming events, schedule changes, etc. Please be sure to check this information weekly.

VOICEMAIL:

All staff members will check their voicemail daily. This is the best way to reach a teacher or other staff member. Please contact the main office for a staff directory that will have teacher extensions and email addresses. To minimize disruptions to the learning environment, all calls will be routed to voicemail. Teachers are required to check voicemail and return messages. Sometimes teachers' planning times are not scheduled until the end of the school day, so please allow sufficient time for your child's teacher to respond to your call. If you need to reach your scholar due to an emergency, please contact the main office for delivery.

EMAIL:

All staff members at Omar D. Blair have email addresses. Please feel free to contact your child's teacher or other staff member via email.

WEBSITE:

Omar D. Blair has a website with links to each staff member including their email address. Please visit the website for school related information, news, calendar updates, school closures and announcements: www.omardblaircharterschool.com

CHARTER BOARD:

Anyone may contact the Charter Board at **303.371.9570, press Option 4**. The Board may also be emailed at: omarcharterboard@hotmail.com. We encourage any complaint to be discussed with teachers and/or administration as a first step.

BLACKBOARD CONNECT:

Omar D. Blair uses this auto-dialer system to inform parents of scholar absences and school events. Please remember to inform the office when you change phone numbers, calls are made to the primary number for each scholars. If you are not using a home telephone number or land line, please be sure to office has a correct contact number of file.

PTO:

Omar D. Blair is continuing to establish an active and supportive Parent Teacher Organization. The PTO is comprised of a dedicated group of parents, volunteers and teachers that work hard to organize meaningful activities for the school and community. It is always our goal to increase membership in the PTO. General membership meetings occur on the first Thursday of the month, please

look for the red signs posted on the driveway which announce the meeting. All parents and staff are invited to hold membership; attendance at monthly meetings is strongly encouraged. The PTO also publishes newsletters on a monthly basis. Anyone may contact the PTO at **303.371.9570, press Option 5**. The PTO may also be emailed at: OmarDBlairPTO@gmail.com.

EVENT LINE:

To improve communication, parents are now able to dial the Omar D. Blair “Event Line” for updated information about upcoming events. The “Event Line” is updated weekly to provide current information to parents and scholars. Please call **303.371.9570, press Option 3** to hear the latest information about school events.

TEXTING:

To improve communication, Omar D. Blair has established a text directory to inform parents of events, meetings or important information. Text will go to the cell phone number provided to the school. Please be sure we have the correct number on file. If you do not want to receive text message please follow the directions on the text message and reply “STOP.”

PROGRESS REPORTS & SCHOLAR LEARNING CONTRACTS (SLC Conferences):

Scholar Learning Conferences are held once each quarter (dates are indicated on the school calendar included with this handbook). These conferences are part of the ongoing effort to increase communication between the school and family. During each Mid-Term Progress Report Conference, teachers will review progress to date and make recommendations for goals to be completed before the next conference time. Teachers will work to schedule conferences at times that best meet the needs of parents. If you have more than one scholar at Omar D. Blair, please notify all your children’s teachers so that conferences can be scheduled accordingly. As the dates approach, you will receive additional information.

In addition, at the conclusion of each quarter, teachers will prepare the quarterly Scholar Learning Contract (Report Card), which will be mailed home within two weeks following the end of the quarter. Parents may request a meeting with any teacher following your review of the Scholar Learning Contract. Teachers will work to schedule conferences at times that best meet the needs of parents.

TEACHER CONFERENCES:

Parents are welcome to visit your child’s classroom at any time. Conferences with teachers must be pre-arranged during the teacher’s planning period or after school to provide sufficient time to address parent needs. Parent concerns must be addressed first with the classroom teacher and then with the Principal or Dean. We welcome your partnership in the education of your child.

BLAIR MARQUEE:

The marquee is mounted outside the Primary Academy. The marquee will be updated to inform parents of upcoming school events including: school closures and holidays, report card mailing, SLC’s, PTO and Charter Board Meetings. Please check the marquee for the latest events at Omar D. Blair.

INCLEMENT WEATHER:

Scholars go outside at lunchtime for recess every day, except when it is raining, snowing, or the temperature is below 32 degrees. Please send scholars with proper clothing for outside recess. Omar D. Blair follows the DPS definition of inclement weather. In the event that school is closed early due to inclement weather, all after school programming will be cancelled. Parents are encouraged to listen to the major media outlets: KOA 850 Radio or Channels 2, 4, 7, and 9 for information concerning school closings. If Denver Public Schools closes due to bad weather or other emergencies, closures are announced by 5 a.m. on the district’s main phone line at 720-423-3200 and on the DPS website at www.dpsk12.org. Only exceptions to normal school schedules are announced.

Omar D. Blair will make emergency calls to families using BlackBoard Connect 5 to announce school closures. In case of a school closure, parents will be notified by phone, text or email based on the information in Infinite Campus. Please be certain to update your contact information with the main office.

TECHNOLOGY

Omar D. Blair Charter School is proud of its technology-rich learning environment. Our philosophy supports scholars being competent in using computers as resources for research and communication. Each classroom is equipped with document cameras, LCD projects, desk top computers and many classrooms now have SMART Board technology. We have I-Pads, three mobile computer carts and two technology labs in the school for classes to access. The benchmark computer lab is primarily used for monthly benchmark assessments and the annual scholar survey. A second computer lab is used for class projects, in addition to computers in the library. At any time we reserve the right to temporarily suspend a scholar’s computer account as a consequence of inappropriate use.

INTERNET:

All EdisonLearning managed schools are joined to the internal network (The Common) that is shielded from outside access. Access is high speed and each scholar will have his/her own access password/account. Your signature on the Internet Use Agreement form (part of the registration packet) allows your child access to instructional sites on the Internet. At school, the access is supervised and there are filters to help block inappropriate materials. We have made every attempt to safeguard what your scholar sees on the Internet and Omar D. Blair Charter School or EdisonLearning managed schools assumes no liability in this regard.

Social Media such as *Facebook, YouTube, Instagram and MySpace* are blocked sites at school. The scholar software filters disallow access to social media sites. Parents are encouraged to monitor your child's social media for appropriateness, please be aware that bullying incidents resulting from social media will have consequences at school. **NOTE:** Scholars who violate the Internet Policies of Omar D. Blair may have their privileges suspended for up to one calendar year from the date of the infraction.

TELEPHONE:

Telephones at the school are business phones; therefore, we must limit the use by scholars during the school day. For this reason, your child may use the school phone to call home only after obtaining permission from his/her teacher or other staff member. Arrangements regarding after school pickup should be made prior to the scholar arriving at school. In order not to interrupt learning in the classroom, any phone calls to teachers will be routed to voicemail, except in the event of an emergency.

Use of cellular phones is allowed in the Junior Academy for academic purposes only, and only at the direction of an Omar D. Blair staff member. If a scholar brings a cellular phone to school, he/she is expected to turn the phone off and not have it visible until dismissal time unless otherwise instructed by staff. If a scholar is caught with a cellular phone on or visible, or is caught visiting school restricted/blocked internet sites, the phone will be confiscated by staff and will be returned **ONLY** to a parent or guardian. Cell phone use contracts may be created at the Dean's discretion for scholars who continually violate the cell phone use policy. Cell phones are not required for learning; therefore, the school assumes no responsibility for lost or stolen phones.

CYBERBULLYING:

"Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

- Examples of conduct that may constitute cyberbullying include, but are not limited to:
- Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a scholar on a website or other online application;
- Posting misleading or fake photographs or digital video footage of a scholar on websites or creating fake websites or social networking profiles in the guise of posing as the target;
- Impersonating or representing another scholar through use of that other scholar's electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;
- Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
- Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other scholars.

This policy applies to any scholar, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying **or retaliation**, all of whom have the responsibility to comply with this policy.

This policy applies to bullying that:

- Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
- Takes place while scholars are being transported to or from schools or school-sponsored events;
- Takes place at any school-sponsored event, activity, function, program, instruction or training; or
- **Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the scholar at school as set forth in this policy's definition of bullying.**

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences outlined in our discipline policy regarding "bullying."

LEARNING ENVIRONMENT

Omar D. Blair Charter School is committed to creating and maintaining a positive learning environment that encourages cooperation, fosters creativity, and nurtures scholar learning. The learning environment is developed and is adjusted over time to meet the needs of the scholar and staff. Parents and the community play a large role in the shaping the culture of the school environment and are encouraged to visit, volunteer, and become active decision makers and to just be visible. The learning environment is reflective of our “Code of Conduct.” The Omar D. Blair Code of Conduct is the expectations we have set, school wide.

CODE OF CONDUCT

The Omar D. Blair Code of Conduct is a set of expectations for scholars, staff, parents, volunteers, community partners and all other stakeholders. The entire Omar D. Blair community is expected to exhibit the “Be an Eagle” standards of behavior while at school or attending school sanctioned events, that is to: **Be Safe, Be Kind and Be Responsible.**

	Be Safe	Be Kind	Be Responsible
All Areas	<ul style="list-style-type: none"> ➤ Be where you are supposed to be ➤ Watch where you are going ➤ Hands and feet to self 	<ul style="list-style-type: none"> ➤ Include and help others ➤ Be friendly and respectful ➤ “Please,” “thank you,” and “excuse me.” 	<ul style="list-style-type: none"> ➤ Meet expectations ➤ Exhibit core values ➤ Use appropriate language ➤ Clean up after yourself
Arrival & Dismissal	<ul style="list-style-type: none"> • Stay on sidewalks • Walk in crosswalks 	<ul style="list-style-type: none"> • Wait patiently for others • Respect the instruction of staff 	<ul style="list-style-type: none"> • Stay in assigned areas • Be on time
Halls	<ul style="list-style-type: none"> • Walk on right 	<ul style="list-style-type: none"> • Keep moving or step aside • Wait patiently for others 	<ul style="list-style-type: none"> • Respect walls and posters • Pick up what you drop
Classroom	<ul style="list-style-type: none"> • Stay seated when expected • Keep all four legs of chairs on the ground 	<ul style="list-style-type: none"> • Celebrate when expected • Respect the process of trial & error • Wait patiently for others 	<ul style="list-style-type: none"> • Work hard • Don’t be afraid to try • Be on time • Participate • Be prepared
Office	<ul style="list-style-type: none"> • Keep doorways clear 	<ul style="list-style-type: none"> • Wait patiently for your turn 	<ul style="list-style-type: none"> • Return to class promptly
Computer Lab & Library	<ul style="list-style-type: none"> • Practice internet safety 	<ul style="list-style-type: none"> • All others to work 	<ul style="list-style-type: none"> • Respect equipment • Think before printing
Assembly, Morning Meetings & Audience	<ul style="list-style-type: none"> • Stay seated • Enter and Exit in an orderly way 	<ul style="list-style-type: none"> • Respect the space of others • Applaud when expected 	<ul style="list-style-type: none"> • Listen to presenters • Ignore disruptions
Bathroom	<ul style="list-style-type: none"> • Keep feet on floor 	<ul style="list-style-type: none"> • Respect the privacy of others • Wait patiently 	<ul style="list-style-type: none"> • Flush, wash your hands • Throw garbage in cans
Blair Cafe	<ul style="list-style-type: none"> • Walk • Follow the flow of traffic 	<ul style="list-style-type: none"> • Make room for everyone • Respect others’ food 	<ul style="list-style-type: none"> • Pick up what you drop • Throw garbage in cans • Clear the tables from trash
Playground & Field	<ul style="list-style-type: none"> • Use equipment properly • Play safely 	<ul style="list-style-type: none"> • Share • Take turns 	<ul style="list-style-type: none"> • Dress for the weather • Stay in supervised areas • Return school equipment
Bus	<ul style="list-style-type: none"> • Stay seated • Talk quietly with friends near you 	<ul style="list-style-type: none"> • Make room for everyone • Be respectful to the driver 	<ul style="list-style-type: none"> • Follow bus rules • Respect bus property

HOMEWORK:

At Omar D. Blair we strongly believe that scholars benefit from skill reinforcement and enrichment activities, both at school and at home. Homework assignments will reflect the needs, abilities and interests of scholars. All homework assignments are specific to each house team and grade level and should include a minimum of reading twenty minutes per night.

Please check with your scholar’s teacher regarding the homework expectations and the classroom policy for make-up work for unexcused absences. If your child is spending what appears to be an unusual amount of time on homework, or if it seems to be particularly difficult for him/her, please communicate this information to your child’s teacher. Homework is a portion of your child’s grade; please ensure that they are doing it each day.

FIELDWORK TRIPS:

Classroom teachers will plan fieldwork trips for a specific educational purpose. As the teachers plan fieldwork trips, they will send information and permission slips home. In order to participate, a child must have a Field Trip Permission Form completed and signed by the parent/guardian. The teacher will also send a notice home prior to each field trip to let parents know what is planned and the cost. If for any reason you do not wish for your child to participate, arrangements can be made for the child to remain on school grounds with another class. Parents are encouraged to join fieldwork trips whenever possible. Due to insurance liability, younger siblings are not allowed on fieldwork trips.

Teachers sometimes take children to the amphitheater, GVR Library or neighborhood sites that are within walking distance. Sufficient adult supervision will always be present. If you have any concerns about such outings, please contact your child’s homeroom teacher.

If a scholar does not have a permission slip on file and the scholar would like to attend a field trip, a parent/guardian will need to complete the form prior to the outing. If the scholar has special medical needs and will need to take medication while on the field trip, an updated medication form must be on file in the health clinic.

AFTER SCHOOL PROGRAMMING:

Omar D. Blair prides itself on being a state-of-the-art, shared use facility, a partnership with Oakwood Homes and Denver Parks and Recreation. The Green Valley Recreation Center offers before and after school programs and is staffed by qualified employees of Denver Parks and Recreation. Omar D. Blair offers after school athletics for middle school scholars and a variety of clubs for scholars at all grade levels. Additionally, we have developed partnership with community groups and organizations that will provide various learning and enrichment opportunities for ODB scholars throughout the year.

SPECIAL EDISON:

Special Edison also known as Special Education is an integral part of our school. All teachers will differentiate instruction for all learning types. The classroom teacher will work in partnership with Special Edison Support (SES) teachers. The support involves the full inclusion model. Omar D. Blair has a center based program for multi-intensive K-2 children. Denver Public Schools provides professional support to teachers and families who have scholars with special needs.

MULTI-TIERED SYSTEM OF SUPPORTS/MTSS (Formerly Response to Intervention):

At Omar D. Blair we are committed to facilitating the success of all scholars, to that end, we use a Multi-tiered System of Supports. MTSS integrates assessment and intervention within a multi-level prevention system to maximize scholar achievement and reduce behavior problems. With MTSS, our school uses data to identify scholars at risk for poor learning outcomes, monitor scholar progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a scholar's responsiveness, and identify scholars with learning disabilities or other disabilities. The four essential components of an RTI framework are screening, progress monitoring, multi-level or multi-tier prevention system, and data-based decision making.

SCHOOL CULTURE

At Omar D. Blair Charter School, we have the responsibility to maintain a school environment that is safe, conducive to the learning process, and free from unnecessary disruptions, so that scholars can learn. At Omar D. Blair Charter School, we promote scholar self-discipline and implement school wide rules consistently throughout the building with each classroom having specific expectations. Scholars are held accountable for their actions and prevention is emphasized. Scholars who violate school or district policies/rules are subject to appropriate disciplinary actions, including suspension, expulsion, as well as referral to the proper law enforcement authority. All members of the Omar D. Blair Charter School community have three firm rights:

- The right to be safe
- The right to learn and the right to teach
- The right to be treated with respect

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS/PBIS

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all scholars in our school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all scholars by making targeted misbehavior less effective, efficient, and relevant, while encouraging and celebrating positive behaviors. Our Code of Conduct and "Be an Eagle" step sheet are the foundational expectations for the Omar D. Blair school-wide PBIS system. Individual scholars needing additional behavior supports will receive intervention through the school's Multi-tiered System of Supports.

BULLY PREVENTION: Bullying is not acceptable behavior at Omar D. Blair. The school has invested in and has implemented a prevention program that is designed to confront the issues of bullying. All scholars and staff will assist in creating and maintaining the culture of safety at Omar D. Blair. We encourage the community and parents to become active supporters of this intervention program. In addition, each year we partner with Denver Public School department of Safety and Security and the Denver Police Department to inform scholars of our expectations for school-wide behavior. Please encourage your child to speak to their classroom or homebase teacher or a trusted adult at any time. Scholars and parents may also use "Safe 2 Tell," a national hotline used by our school which is focused on school safety and bullying. This is 24-hour anonymous hotline: **877-542-SAFE** or www.safe2tell.org.

CLASSROOM EXPECTATIONS/CONSEQUENCES:

Each classroom and academy has developed behavior expectations based upon our school-wide expectations. The majority of behavior infractions are handled by the classroom teacher. Each teacher will use a variety of effective methods and procedures to

uphold the school discipline policy. Consequences are designed to help scholars identify and correct behaviors that are unsafe or detrimental to the learning environment.

INFRACTIONS:

Most infractions are best handled in the classroom, which is why we strongly believe in the importance of relationship building between teachers, scholars and families. Scholars are given the opportunity to think about their actions and make better choices by completing the "Be an Eagle" step sheet-]. The "Be an Eagle" step sheet provide the scholar the opportunity to think and refocus their attention back to academics. Your child's teacher will be happy to review the "Be an Eagle" form with you and your scholar(s).

The classroom steps taken for infractions are:

Step 1: The teacher handles the infraction in the classroom using a variety of effective methods and procedures. If the scholar corrects the behavior, he/she continues to participate in class.

Step 2: The scholar completes a "Be an Eagle" step sheet. The "Be an Eagle" sheet can be completed in the scholar's classroom, or in a Buddy Teacher's classroom. If the scholar corrects his/her behavior, he/she continues to participate and/or can return to class.

Step 3: The Scholar is referred to the Dean with the "Be an Eagle" sheet and a referral form. The Dean then determines the appropriate action. If the offense warrants additional consequences, the Dean will notify referring teacher, grade level team, and parents or guardians.

GROUNDS FOR SUSPENSION OR EXPULSION:

Scholars may be suspended, expelled, or denied admission for any conduct that is prohibited by law. Conduct while on school grounds, during a school-sponsored activity, during a school-related activity or any time or place, which interferes with or obstructs the mission of the school or the safety/welfare of scholars or employees is prohibited.

According to Colorado Revised Statutes 22-33-106, the following shall be grounds for suspension or expulsion from a public school:

Expulsion proceedings are mandatory for reasons F, G, I and J, and an "Extension of Suspension Request" must be made by the school administration.

- A. Behavior that is detrimental to the welfare or safety of pupils or school personnel including intentional or reckless behavior, which creates a threat of physical harm to any other persons;
- B. Repeated interference with the school's ability to provide educational opportunities to other scholars;
- C. Continued willful disobedience or open and persistent defiance of proper authority;
- D. Willful destruction or defacing of school property;
- E. Participation in gang-related activity;
- F. Carrying, bringing, using, or possessing a dangerous weapon (firearm, pellet or BB gun, a fixed blade knife longer than three inches, a spring loaded knife, a pocket knife with a blade longer than three and one-half inches, any object, device, instrument, material, or substance used or intended to be used to inflict death or serious bodily injury);
- G. The sale of a drug or other controlled substance;
- H. Distribution, possession, use, or being under the influence of alcohol, drugs; etc.;
- I. Commission of first or second-degree assault and sexual assault;
- J. Commission of robbery;
- K. Assault, disorderly conduct, harassment, or false accusations against staff.

Suspension for any of the above reasons (A-K) may be considered as grounds for declaring a scholar to be *habitually disruptive*. A scholar with three or more out-of-school suspensions for any of these reasons is subject to expulsion proceedings.

OUT OF SCHOOL SUSPENSION AND REINSTATEMENT TO CLASS:

If a scholar is suspended for any of the reasons listed above or for persistent misbehavior, there must be a reinstatement meeting before the child can return to class. The re-entry meetings will be determined by the Dean or Principal on the day the scholar is supposed to return from the suspension unless otherwise scheduled. Generally these meetings will be held at 7:30 AM. **Parents/Guardians and the scholar must be present for the meeting.** This meeting may also include teachers and other staff. If a scholar's parent/guardian does not attend the reinstatement meeting, the scholar will not be allowed to re-enter class. In some circumstances, a behavior plan may be formed to ensure scholar success.

EXPECTATIONS & CONSEQUENCES:

In some cases, the school's administrative personnel may deem community service a necessary component of the disciplinary action. Community service may include, but is not limited to: repairing or cleaning property damaged as a result of the offense(s); participating in landscaping, gardening and/or other projects aimed at beautifying the school or community property. These hours will be conducted during school, after school and/or on Saturday per agreement between parents and administration.

SUSPENSION MAKE-UP WORK POLICY:

Upon suspension, make-up work will be ordered to the offending scholar by administration. Each teacher will allow two days from the scholar's return date to school for make-up work to be completed. Teachers may give partial credit or no credit for assignments given during the suspension period. Scholars are held accountable for the content presented during the suspension period because it has implication for future learning. **Suspension is considered an unexcused absence. Scholars may not come back to campus while suspended unless accompanied by a parent or guardian. Parents or guardians will be allowed to pick up missed work.**

PARENT SHADOWING GUIDELINES:

After a scholar has had three (3) In-School Suspensions, administration may impose an Out-of-School Suspension or one or more days of Parent Shadowing.

Parent Shadowing Guidelines are:

- the parent must be with the scholar at all times
- the parent is not allowed to use electronics from 7:55 AM to 3:30 PM
- the parent may eat lunch with the scholar in the Blair Café, lunch may be purchased
- if the parent takes the scholar off campus for lunch, they must return ON TIME for the class after lunch
- the parent should not try to conference with teachers during the time they are shadowing

STRATEGIES TO PROMOTE POSITIVE LEARNING ENVIRONMENTS:

- Teachers will refer to the Omar D. Blair/Emergency Plan for information on procedures to be followed in the event of a safety or emergency situation.
- Information on school rules, expectations, and consequences are made available to parents.
- Scholars are expected to wear the school uniform appropriately, sagging is not permitted
- Expectations are posted throughout the school, in each classroom, in the bathrooms, and in the Blair Café.
- During the first weeks of school and following extended vacations, scholars will be instructed on how to interact appropriately in the hallways, restrooms, Blair Café, etc.
- Classroom teachers will strongly model and practice school expectations throughout the school year.

NOTICE OF USE OF PERSONAL HEALTH INFORMATION

This Notice Describes How Medical Information About Your Child May Be Used and Disclosed and How You Can Get Access To This Information. Please Review It Carefully.

We understand that information we collect about your child and their health is personal. Keeping health information of your child private is one our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss with the system's Privacy Officer your concerns about how their health information is shared. The law says:

1. We must keep their health information from others who do not need it.
2. You may ask us not to share certain health services information. Sometimes, we may not be able to agree to your request.

Your child may receive certain services from nurses, therapists, social workers, doctors or other health care related individuals. They may see, use and share your child's health or medical information to determine any plan of treatment, diagnosis, or outcome of information as described in an Individualized Education Program (IEP) or other plan document. This use may cover such health services your child had before now or may have later.

We review such health services information and claims to make sure that you get quality services and that all laws about providing and paying for such health services are being followed. We may also use the information to remind you about service or to tell you about treatment alternatives. We also use the information to obtain payments for such services as a result of the Medicaid program. We must submit information that identifies you and your child, your child's diagnosis and the treatment of services provided to your child for reimbursement by Medicaid.

We may share your health care information with health plans, insurance companies, or government programs to help get the benefits and so that the School System can be paid or pay for such health care or medical services.

In most cases, you may see your child's health information but the request cannot include psychotherapy notes or information gathered for judicial proceedings. There may be legal reasons or safety concerns that may limit the amount of information that you may see. You may ask in writing to receive a copy of your child's health information. We may charge a small amount for copying costs.

If you think some of the health information is wrong, you may ask in writing that we correct or add to it. You may ask that the corrected or new information be sent to others who have received your child's health information from us. You may ask us for a list of where we sent the health information.

You may ask to have the health information sent to others. You will be asked to sign a separate form, called an authorization form, permitting the health information of your child to go to them. The authorization form tells us what, where and to whom the information must be sent. You can stop or limit the amount of information sent any time by letting us know in writing.

Note: A child 18 years old or older can give consent for his or her health information to be kept private from others unless the child signs an authorization form.

We follow laws that tell us when we have to share health information of your child even if you do not sign an authorization form. We always report:

1. Contagious diseases, birth defects and cancer;
2. Firearm injuries and other trauma events;
3. Reactions to problems with medicines or defective medical equipment;
4. To the police or other governmental agencies when required by law;
5. When a court orders us to;
6. To the government to review how our programs are working;
7. To a provider or insurance company who needs to know if your child is enrolled in one of our programs;
8. To Worker's Compensation for work related injuries;
9. Birth, death and immunization information;
10. To the federal government when they are investigating something important to protect our country, the President and other government workers;
11. Abuse, neglect and domestic violence, if related to child protection or vulnerable adults; or
12. To parents and other designated by law.

We may also share health care information for permitted research purposes, for matters concerning organ donations and for serious threats to public health or safety.

This notice is yours. You may ask for a copy at any time. If there are important changes to this notice, you will get a new one within 60 days.

If you have any questions about this notice of privacy rights of your child or that such rights have been violated, you can contact:

Omar D. Blair Charter School Office
(303) 371-9570 telephone
4905 Cathay Street, Denver CO, 80249

You can also direct complaints to the federal government Secretary of Health and Human Services (HHS) or to the HHS Office of Civil Rights. Your health care services will not be affected by any complaint made to the School Board, Secretary of Health and Human Services or Office of Civil Rights.

FERPA Notification Policy

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars over 18 years of age ("eligible scholars") certain rights with respect to the scholar's education records. These rights are:

1. The right to inspect and review the scholar's education records within 45 days of the day the School receives a request for access.
Parents or eligible scholars should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.
2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA.
Parents or eligible scholars who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible scholar, the School will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or scholar serving on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or scholar of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]