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# FAMILY HANDBOOK

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**Athlos Academy**  
UTAH

**Governing Board**

**Role – view website for contact information**

**Leadership & Support**

**Role – view website for contact information**

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# **WELCOME**

## **Mission**

Athlos Academy will provide high quality educational opportunities for the whole student built on the three foundational pillars of Prepared Mind, Healthy Body, and Performance Character.

## **Vision**

Athlos Academy produces students who are well-prepared to face the challenges of life, and who have developed critical-thinking skills, a broad knowledge base, and healthy lifestyle habits. Families engage regularly in promoting the development of the whole student, including mind, body, and character. The daily educational experience includes not only a rich and engaging academic curriculum but incorporates a healthy lifestyle and development of strong Performance Character.

It is our ultimate goal that Athlos Academy students become lifelong learners. Our Prepared Mind, Performance Character, and Healthy Body Pillars all contribute to promote a growth-mindset and an engaging school culture. Our vision is that all students who graduate from the school mature into courageous, persevering, humble leaders who contribute to a better society and daily inspire others in their careers and communities to live fulfilling, responsible, and successful lives.

## **Educational Philosophy**

Athlos is a Greek word meaning “feat”, an act of skill, endurance, imagination, or strength. We believe children are capable of achieving great feats in all areas of their lives. Athlos Academy asserts that learning and wellness and strong Performance Character are inextricably connected. The school’s educational philosophy is based on three pillars of whole student education:

- Performance Character,
- Prepared Mind and
- Healthy Body.

We believe that each pillar is dependent on the strength of the other two and that together they prepare students to achieve success in college, career, and life.

## School Culture

Athlos Academy's Prepared Mind Pillar works with the Performance Character and Healthy Body Pillars to create a safe, engaging culture that fosters curiosity and promotes a growth-mindset in the student. Students are encouraged to take risks with ideas and participation, to respect one another, and strive for quality work each and every day.

## Family/Community Involvement

Family and community engagement are crucial to attaching relevance to the work students do in the classroom. Athlos Academy hosts Parent Teacher Conferences and Student Work Exhibitions where students can proudly display their hard work to their families and community. The use of community experts in the classroom is a unique feature of the Prepared Mind Pillar and ties in with the Performance Character Pillar. Athlos Academy also appreciates family volunteers in its classrooms and for school events in order to enhance the school-parent relationship for the benefit of the students.

## Homework Expectations

Guardians are asked to help their student develop a study schedule, provide a quiet work atmosphere, ensure that homework is an after-school priority, verify that homework is finished completely. Teachers will communicate homework clearly in instructions and will update their websites at least weekly with assignments, announcements, and due dates. Homework Help Resources can be found on the school website. Students are expected to talk with the teacher regarding any work missed due to an excused absence.

The average length of time a student is expected to spend on homework is stated in the table. At times, students may have slightly more than the stated amount of time. If students are consistently spending extensive amounts of time or is particularly frustrated with homework, please contact the teacher.

Grade	Minutes
K	0 -10
1 - 2	20
3	30
4	45
5 - 6	60
7 - 8	90

# PERFORMANCE CHARACTER PILLAR

## Performance Character Philosophy

The research-based Performance Character curriculum is designed to build social intelligence and a sense of community throughout the school while engaging whole families in the learning process in collaboration with the Prepared Mind and Healthy Body Pillars. The program promotes 12 key character traits each of which is delivered through the curriculum, instructional strategies, assessments, family/community engagement, and the school culture. Each of the 12 traits is introduced through a Kickoff lesson delivered by homeroom teachers with the objective of activating students' prior knowledge and supporting development of background knowledge around the trait.

## The 12 Performance Character Traits

- **Grit:** Rising-up to meet challenges and persevering in spite of failure
- **Leadership:** Making responsible decisions and motivating others to action
- **Social Intelligence:** Navigating relationships and interactions with respect and confidence
- **Focus / Self-Control:** Focusing our minds and bodies by resisting distractions and actively concentrating
- **Optimism:** Believing that effort today improves tomorrow
- **Curiosity:** Finding wonder and passion in the experience of learning
- **Energy / Zest:** Engaging in life with enthusiasm and excitement each day
- **Courage:** Taking risks and standing up for what is right
- **Initiative:** Taking action to help ourselves and others without being asked
- **Humility:** Allowing accomplishments to speak for themselves
- **Integrity:** Striving to do the right thing all the time

## **Morning Huddles**

Huddles are a hallmark of the pillar. Examples of performance character can be found in many classrooms, but rarely are they the focus. Huddles are designed to shine a spotlight on the traits and allow teachers to explicitly teach performance character through activities and tasks that provide opportunities for students to build a classroom community, actively apply the traits and reflect on their role in their lives in and outside of school.

## **Performance Character Throughout the Day**

Huddles begin each day, yet Performance character is embedded throughout them. On the turf and in the classroom, students practice the traits and connect them to learning through strategies that foster collaboration, problem solving, and a growth mindset. Students come to understand the importance of the traits in their success as students and can demonstrate them in a variety of situations.

# **PREPARED MIND PILLAR**

## **Prepared Mind Philosophy**

Athlos Academy refers to its academic program as the Prepared Mind Pillar. The program is aligned with the Utah State Academic Standards and incorporates research-based curriculum resources designed by Athlos Academies and other outside sources to facilitate high quality teaching and learning in the school. The program also offers professional development material and opportunities for teachers. Implementation of the Prepared Mind Pillar consists of three components: Curriculum, Instruction, and Assessment.

## **Curriculum**

Athlos Academy's curriculum relies on research and standards-based core content in alignment with state standards and encourages relevant connections to Athlos Academy's Performance Character and Healthy Body Pillars. Students will actively learn through inquiry and performance tasks which promote students' depth of knowledge.

## **Instruction**

Athlos Academy teachers encourage active, student-centered strategies for learning which effectively support students while simultaneously inspiring them to develop the autonomy necessary to be successful as self-motivated learners. The instruction methods allow for differentiation in teaching strategies and promote collaboration and cooperation among the students. Instruction time is also another opportunity to foster Performance Character development in students and encourage students to take movement breaks in alignment with the Healthy Body Pillar.

## **Instructional Materials**

Each student is issued a set of books and other materials at the beginning of the school year in compliance with Utah Admin R277-469. Students are expected to care for the books (including covering books) and materials and return them in a similar condition at the end of the year. Students may be required to replace materials which are lost, damaged, or wasted by students through irresponsible behavior. Certain grade levels may make periodic requests for additional materials to be brought in from home.

### Selection of Instructional Materials (See Educational Programs Policy 6203)

The responsibility for content and appropriateness of materials is delegated to the Lead School Administrator.

### Outside Literature

Literature that students select themselves from school library media centers, classroom libraries, public libraries, home libraries, or other sources shall not come under the guidelines of this policy.

### Donated Reading Materials

Any donated reading material will be distributed to the teachers in an age-appropriate manner. It is the responsibility of the Lead School Administrator to review all donated instructional materials and accept or reject the material.

### Concerns Regarding Assigned Literature

If guardians have concerns about materials, the first step is to speak to the teacher. If the guardian's concerns cannot be resolved, school administration will intervene and make a determination. If concerns are still not resolved, they will be taken to the Lead School Administrator

## **Assessment**

Athlos Academy's assessment system uses learning targets and purposeful formative and summative assessments to inform school wide goals, instructional practices, and the development of intervention programs for struggling and excelling students. Like the instructional strategies, the assessment methods are standards-based yet allow for differentiation. Athlos Academy encourages frequent students' self-assessment and reflection as well as teachers' constructive and timely feedback.

### Standards Based Report Card

Athlos Academy uses a Standards Based Report Card (SBRC). This report card assists our work towards ensuring that all students are successful at meeting grade-level standards. Standards describe what a student should know and be able to do at each grade level in all subjects. On the report card, guardians will learn whether or not their child is (see table on next page)

<b>Athlos Academies Grading Scale</b>	
<b>4</b>	<b>Consistently exceeding grade level expectations</b>
<b>3+</b>	<b>Meeting grade level expectations at a consistently high level</b>
<b>3</b>	<b>Meeting grade level expectations</b>
<b>2+</b>	<b>Approaching grade level expectations</b>
<b>2</b>	<b>Progressing toward grade level expectations</b>
<b>1+</b>	<b>Beginning to make progress toward grade level expectations</b>
<b>1</b>	<b>Not yet meeting grade level expectations</b>

Significant emphasis is placed on the teacher comments, as the report card is intended to identify areas in which the student needs support and to encourage the student to greater achievement.

#### Benefits of SBRC

A standards-based report card is helpful in multiple ways. First, it will ensure that there is more consistency of expectations from teacher to teacher. Second, it will help teachers and students focus on the standards from the very beginning of the year, giving students a chance to receive help sooner if they are not making adequate progress. Finally, guardians will learn exactly how their students are doing based on the standards - they'll learn which big ideas and concepts their students have learned and what they need to work on to ensure they are ready for the next grade.

# **HEALTHY BODY PILLAR**

## **Healthy Body Philosophy**

The Healthy Body program engages students in becoming more active learners by developing their confidence, competence, and motivation to move. The Healthy Body pillar consists of three main components: Physical activity (including Athlos Academies athletic curriculum, movement breaks, and free play), health and nutrition, and a culture of wellness. Each of these three elements is composed of specific curricula, events, and programs with the purpose of encouraging active, fit, and efficient movers.

## **Athletic Movement**

Students will spend dedicated time participating in athletic movement class led by athletic performance coaches. In this curriculum, grade-level lesson plans are designed with an evidence-based long-term athletic development approach in mind, and all lessons are scoped and sequenced and adhere to the national physical education standards. The methodology found in the Athlos athletic curriculum has been designed to develop a more physically literate student body. A physically literate student has the desire and ability to move with competence and confidence in a wide variety of activities and environments. At Athlos Academy of Utah, we measure this construct by assessing a wide range of movement and sport skills and by using physical activity disposition surveys. During athletic movement, students will participate in meaningful huddles or “last word” conversations where they will be prompted to reflect on their athletic movement experiences to help with the formation of the twelve Athlos Performance Character traits.

## **Other Movement Throughout the Day**

At Athlos Academy of Utah, students have opportunities for frequent classroom movement breaks and free play opportunities. Movement breaks are brief intervals in which students are encouraged by their teachers to get up and move within the classroom. Teachers are encouraged to consistently utilize movement as tool for learning during classroom instruction. Less structured movement opportunities such as free play support the development of gross motor skills, object control skills, self-confidence, social intelligence, and are essential to student growth. Daily movement is a key component of the Athlos Healthy Body pillar and compliments each student’s learning experience.

## **Health and Nutrition**

Students shall be exposed to health and nutrition content interwoven into regular classroom curriculum (specifically science) and a healthy approach to school meals.

## **Culture of Wellness**

Through core subject integration, culminating campus events, increased daily physical activity, and a conscious campus effort to emphasize healthy lifestyle choices, Athlos Academy of Utah will foster a culture that places a spotlight on the importance of living a healthy lifestyle. The community is engaged, students are learning from community health experts, and the staff participates in team building fitness events to create a school culture focused on wellness. Guardians are asked to consider the culture of wellness while considering bringing food to school. The lead school administrator shall develop and communicate guidelines annually for food to be brought on to campus in accordance with Nutrition Policy 7501.

# **SCHOOL OPERATIONS**

## **Daily Schedule**

Please visit the website as days are subject to change

## **Annual Schedule**

Please visit the website as days are subject to change

## **Enrollment**

### **Enrollment and Lottery Policy (See Student Policy 5102)**

Athlos Academy observes federal and state regulations, guidelines, and practices regarding enrollment of all students. Admissions, enrollment, and transfer procedures comply with Utah Code § 53A-1a-506.5. Please reference the school's *Enrollment and Lottery Policy 5102* for further details regarding the open enrollment period, enrollment preference, lottery, nondiscrimination policy, and continued enrollment of students. The enrollment form is available online.

### **Dual Enrollment (See Student Policy 5107)**

Athlos Academy does not offer dual enrollment for private or home-schooled students.

### **Continued Enrollment**

Guardians of currently enrolled students must indicate their intent to retain their student's seat for the following year annually by the designated date, in the *Student Recommitment Form*, found online and in the front office. Each year the school will send out a survey to all guardians in regards of intent to return. Unclaimed seats will be considered open and offered to new students by lot according to the school's *Enrollment and Lottery Policy 5102*.

### **Student Promotion and Retention (See Student Policy 5104)**

Students who achieve at levels deemed acceptable by local and state standards will be promoted to the next grade. Any decision concerning promotion vs. retention will be made after considering all facts related to academic achievement, physical development, maturity, and emotional factors, collected from a wide range of sources throughout the year.

Students are required to demonstrate that they have mastered grade-level expectations in order to be promoted to the next grade. Grade-level expectations are based on the following:

- Scores on achievement tests;
- Teacher evaluation of student's abilities, motivation, and effort;
- Proficiency assessments;

- Guardians assistance; and
- Good attendance.

Utah Code § 53A-15-1403 delineates parental rights to requesting the school for their student to be retained. When a student is identified as being at risk of retention, the student's guardians will be notified as early as possible.

## **Attendance**

### **Attendance Philosophy (See Student Policy 5201)**

Missing school regularly is not only detrimental to a student's learning, but can create poor learning habits. Students are expected to attend all of their classes on time and make up any work missed in the event of an absence. Guardians are expected to ensure their student is attending school and notify the front office in the event of an unavoidable absence.

#### On-Time Arrival

**The first moments of the school day, called the Morning Huddle, are critical to setting the tone for the whole day. Please be on time every day.** Students arriving more than 10 minutes late must check in at the front office. Tardiness may be excused with timely verification from the student's Guardians in the event of an excusable absence. Chronic tardiness may be escalated to a disciplinary issue. Please take tardiness seriously and ensure students are on time daily.

#### Check In/Check Out

Please try to schedule appointments during non-school hours whenever possible. If students need to be checked out during the school day, guardians must sign the student out in the office. The legal guardian may authorize, in writing, another adult (18 and older) to check a student out of school. The office administration is required to verify the identity using photo ID of any person checking a student out of school.

### **Excused Absence (See Student Policy 5201)**

All absences require appropriate documentation, i.e., a phone call by 9:00 a.m., or note from the guardians, or a doctor's note. If the absence is for personal reasons, advance written request by the guardian and approval from the Lead School Administrator or designee is necessary.

An absence shall be considered excused if one of the following explanations is verified by the student's guardians in a timely manner:

- Illness (excessive illness requires a doctor's note);
- Serious illness in the student's immediate family;
- Religious instruction, or practice, or observance of a holy day;
- Extreme family emergency;
- Medical appointments (that cannot be scheduled outside of school hours); or
- Official school field work or school-related event.

### **Unexcused Absence (See Student Policy 5201)**

An absence that is neither verified by the student's guardian, nor compliant with the school's *Attendance Policy 5201* regarding an "excused absence" shall be considered an unexcused absence.

### **Truancy (See Student Policy 5202)**

An absence on a student's record without a valid excuse is considered truancy. Athlos Academy will notify guardians by a phone call, text, or email within 24 hours of a student's unexcused absence so that the guardian may call and excuse the absence. 5 consecutive unexcused absences shall result in a *Notice of Truancy* sent home. 10 consecutive unexcused absences designate the student as habitually truant and shall result in disciplinary consequences. Truancy shall be handled according to the school's *Truancy Policy 5202*. Habitual truancy will be reported to the county as required by law.

## Arrival and Dismissal Procedures

### Arrival Procedures

1. Arrival procedures available on the school website.
2. Students who eat breakfast at school may enter through the front doors 45 minutes before school starts and must remain in the cafeteria until released for class.
3. All other students will be allowed to enter the gates on the east side of the school 15 minutes prior to the start of school and will wait in the recess area until the first bell rings. At that point student will enter the building through their grade level building doors.
4. If the temperature is below 20 degrees, non-breakfasting students may be allowed into the building by entering through the gates on the east side and onto the turf through the east doors.
5. Students who are habitually dropped off earlier than allowed is an issue that may result in a school conference with the student's guardians.

### Dismissal Procedures

1. Dismissal procedures will be available on the school website.
2. Students must be picked up within 30 minutes of the end of the student's school day.
3. Guardians are asked not to check their students out 'early' after 2:50 pm.
4. Safety is the primary concern and staff will be on hand to monitor dismissal each day through a rapid student release process called *Driveline Dispatch*.
5. Driveline is a pick up system. Guardians must display their assigned pick-up number in the car window and are asked to model patience and courtesy while waiting in the pick-up line. Staff will alert classrooms of the order of guardians driving into the school by way of *Driveline Classroom*. Students will be dressed, ready to leave, while they wait in their classrooms until their ride arrives in the pick-up line, at which point they will proceed safely to their car.
6. Student who walk home with be dismissed 5 minutes early.

7. All students whether they are a walker or picked up in Driveline, will exit out their grade level hallway doors.
8. Students who are habitually picked up late is an issue that may result in a school conference with the student's guardians.

## **Student Code of Conduct**

### **School Agreements**

Guardians agree to Athlos Academy of Utah's appropriate use of technological services and the standards of behavior expected of all students in the library, and must either permit or deny permission for the school to release student directory information (see *School Directory Information Policy 5108*) and/or release photos of students for marketing purposes by the school, when they sign the *Consent Form* at student registration, and annually for the duration of the student's enrollment at Athlos Academy of Utah. Copies of these agreements can be found online or at the front office. Annual FERPA notice will be electronically delivered to all guardians.

### **Uniform Dress Policy (See Student Policy 5404)**

Athlos Academy expects students to keep themselves well-groomed and neatly dressed while at school or at school-related events and to comply with the dress policy at all times during the regular school day. Exemptions may be made by the School Leader for "spirit wear days", for which exemptions to the uniform dress policy will be clearly communicated in advance.

Students' free exercise of religious beliefs through dress and appearance shall be protected; clothing should be clean and should fit properly; and guardians are advised to mark all removable clothing with the student's name in permanent ink.

If students are unsure as to where their clothing falls within these guidelines, they are encouraged to inquire with a school administrator before wearing them to school. Students may be required to change clothing at the discretion of school administration.

#### General Modesty Standards:

- Head: No midriff showing when student touches their head.

- Shoulders: Shoulders should be fully covered, cap sleeves, no tank tops or spaghetti straps.
- Knees: Skirts and shorts should touch the top of the knees, and skirts must be worn with a “modesty short” underneath.
- Toes: Toes and heels covered.

Tops:

- Athlos Uniform Top: Logo visible, collared, any color available from official website.
- Alternatively, a student may wear a solid white polo shirt with a sew-on patch purchased from the school.
- Second layer: Sweater, cardigan, zip-front jacket only in a solid black color (no prints or patterns on jackets worn in class). No patch needed.
- Base layer: Students may wear solid-colored, long sleeve black or white shirts under their Athlos Uniform Top for warmth.
- Athlos logo jackets are available from the website.
- Outerwear such as coats, scarves, and boots worn outside, and to/from school should be appropriate for current weather conditions and free of offensive words and graphics.

Bottoms:

- Shorts and Pants: Athlos shorts and pants are available from the official website.
- Alternatively, a student may wear solid black, non-form-fitting athletic pants and/or shorts with a sew-on patch purchased from the school.
- Skorts: Athlos skorts are available from the official website. Solid black leggings or tights may be worn with the skort with a sew-on patch purchased from the school.

Footwear:

- Athletic Shoes: Closed at toe and heel, with non-skid soles.
- Footwear should be appropriate for current weather conditions.

#### Accessories/Hair:

- Hairstyles are expected to be non-distracting and out of the student's eyes.
- Hair accessories are to be minimal and non-distracting.
- Jewelry and other accessories should be minimized so that it is not distracting or pose a safety threat.
- Hats or hoods will be worn outdoors only, and in the manner for which they were designed.

#### Backpacks:

- Any backpack may be used as long as it is free of offensive words or graphics

#### Best Dress:

- Guardians will be informed of Best Dress days as they arise.
- General modest standards apply.
- Students may dress-up according to the following guidelines or remain in the school uniform.

#### Fieldwork Dress:

- Guardians will be informed of Fieldwork Dress days as they arise.
- General modest standards apply.
- Students may stay in uniform or wear clothing specified for the activity.

#### Poor Weather Conditions:

- When weather permits, all healthy students will go outside for unstructured free play.
- Students should wear clothing and footwear appropriate for current weather conditions.
- Students will be allowed to stay in the school building on "Red Air" days, if the air quality is poor, or if there is low wind chill factor, severe rain, or snow. (*See Section 9.7 in this Handbook*)

## **Anti-Bullying Policy (See Student Policy 5401)**

Athlos Academy of Utah is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying of any kind at our school. AAU employees will closely supervise students in all areas of the school and playground.

Athlos Academy of Utah will not advocate, permit, or practice unlawful discrimination on the basis of race, creed, color, national origin, religion, age, sex, sexual orientation, disability, status with regard to public assistance, or any other protected status under federal or state law (*See Student Policy 5103*).

Students shall not intentionally commit, or conspire to commit, an act of harassment, intimidation, or bullying against another student. Students who engage in bullying or harassment behaviors will be subject to disciplinary action. Athlos Academy of Utah shall notify guardians according to the school's *Parental Notification of Certain Incidents Policy 5504*, in cases of suicide threats or bullying incidents in which their children are involved.

Bullying happens when someone regularly or repeatedly hurts, frightens, threatens, or intentionally excludes someone else. Harassment, intimidation and bullying behaviors include any intentional gesture or written, verbal, or physical act or threat by a student that causes harm or fear of harm to another student or that student's property, or that is severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student. Sexual harassment is prohibited and includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Cyberbullying, or the use of technology, like cell phones and social networking, to engage in bullying behaviors, is also prohibited.

Bullying behaviors include, but are not limited to, the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing;
- Stealing or damaging another person's things;
- Conspiring with another person to engage in bullying behavior;
- Hazing (subjecting someone to abusive or humiliating tricks or ridicule);
- Teasing someone in a hurtful way;

- Using put-downs, such as insulting someone’s race, religion, or gender;
- Spreading rumors or untruths about someone;
- Intentionally excluding someone, or trying to get other kids not to play with someone;
- Using any form of technology to engage in cyber-bullying activities; or
- Other behaviors fitting the description of bullying as defined in La. R.S. 17:416.13.
- In order to prevent bullying, students at Athlos Academy of Utah will be expected to:
  - Treat each other respectfully;
  - Refuse to bully others;
  - Refuse to let others be bullied;
  - Try to include everyone in play, especially those who are often left out; and
  - Report bullying to an adult.

Any student who feels that they are being bullied should immediately contact their teacher or the Lead School Administrator. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. Students who engage in bullying behaviors will be subject to disciplinary action, not limited to revocation of technology privileges, in-school suspension, out of school suspension, or expulsion in severe cases.

### **Cheating and Plagiarism**

Cheating and plagiarism are defined as:

- Directly copying someone else’s work without giving proper credit; and/or
- Paraphrasing the ideas of another person without giving proper credit.

All students are expected to demonstrate academic honesty in their work. Students will be taught self-advocacy and integrity skills in order to prepare them for high school and to seek appropriate support when needed. Each teacher will communicate consequences for academic dishonesty.

## **Freedom of Speech and Religion (See Student Policy 5403)**

Athlos Academy recognizes that a student's right to freedom of speech and religion is guaranteed protected under the First Amendment and as a result, ensures that religion is neither promoted nor inhibited.

Athlos Academy shall neither promote nor disparage any religious belief or non-belief. Instead, we encourage all students and employees to have appreciation for and tolerance of each other's views. Athlos Academy recognizes that one of our educational objectives is to increase our students' knowledge and appreciation of music, art, drama, and literature which may have a religious basis or origin as well as a secular importance, but fundamentally is intrinsic to the overall learning experience of its students.

Guardians may request a waiver of participation in any portion of the curriculum or school activity which the requesting party believes to be an infringement upon a right of conscience or the exercise of religious freedom.

Times when free exercise of religious practices may be prohibited:

- The conduct/speech unreasonably interferes with the ability of school officials to maintain order,
- Violates school rules,
- Impinges on the rights of others,
- Unreasonably endangers persons/property, and/or
- Creates a coercive atmosphere.

Times when free exercise of religious practices may NOT be prohibited, unless it violates the standards above, includes, but is not limited to the following:

- Reading the Bible or other religious texts or scripture,
- Saying grace before meals,
- Praying with friends in cafeterias, hallways, around flagpoles, or at extracurricular activities,

- Discussing religious views with other students, as long as there is no harassment, and/or
- In homework/classroom discussions, presentations, or assignments as long as the topic remains objective and informative and does not put other beliefs down.

### **Electronic Devices Policy (See Student Policy 5402)**

Athlos Academy acknowledges that electronic devices in the classroom can serve both to enhance and disrupt a student’s learning opportunities and has put the following policy in place to properly govern the permitted uses of electronic devices at Athlos Academy.

- Students may possess electronic devices at school subject to the following conditions:
- Students may carry and possess electronic devices to and from school.
- Personal electronic devices must be turned off and kept in backpacks during school hours except if otherwise allowed by a school teacher or administrator for educational purposes.
- Students shall be personally and solely responsible for the security of personal electronic devices brought to school.
- Athlos Academy shall not assume responsibility for theft, loss, damage, or unauthorized calls made with a student’s personal electronic device.
- Students may use their personal electric device if the use is established by the appropriate administrator to be necessary for other special circumstances, health-related reasons, or emergency.

Students may **not** use electronic devices pursuant to the following:

- For gaming, personal social media, watching videos, listening to music, or during lunch, between classes or before or after school on school premises without adult supervision;
- For taking photographs in restrooms, locker rooms or dressing rooms;
- Posting photographs of another person to social media or online without their permission;
- For accessing inappropriate content or for disallowed behaviors as outlined in the *Acceptable Use of Technology Policy 7401*;

- In ways that bully, humiliate, harass, or intimidate students or school employees consistent with the school's *Anti-Bullying Policy 5401*; and/or
- During standardized assessments unless specifically permitted by statute, the student's IEP, or assessment directions.

If a student violates this policy, their electronic device may be confiscated by any Athlos Academy teacher or school administrator.

- After the first confiscation, the device will be returned to the student at the end of the school day.
- On subsequent confiscations, the device will be released only to the student's guardians, after the student has complied with the disciplinary consequences.
- The school may examine a student's personal device and search its contents if there is a reason to believe that school policies or state laws have been violated.
- In extreme cases, law enforcement may be alerted if the student has misused an electronic device in violation of the law.
- Additionally, students may be subject to disciplinary action in accordance with the school's *Discipline Policy 5502*.

### **Acceptable Use of Technology Policy (See Technology Policy 7401)**

Students are personally responsible for devices assigned or provided to them by the LEA, both for loss or damage and for use of the devices consistent with this policy and the *Acceptable Use of Technology Policy 7401*.

Athlos Academy of Utah is committed to providing equal access to technology as an educational resource, and students will be taught appropriate use of computers and general uses of the internet.

#### Technology Access in the Classroom:

- Athlos Academy of Utah will provide its students and school personnel with access to local, state, and worldwide instructional resources databases.

- Instructional technological resources shall be available to help students successfully achieve education excellence and meet state standards.
- Educational databases shall be accessible in the appropriate classes.
- The technology shall promote teacher and student curriculum and learning collaboration.
- This access is a privilege, not a right.
- The system may suspend or revoke a system user's access upon violation of this policy and/or administrative rules regarding acceptable use or upon written parental request to the Lead School Administrator.

Acceptable Use of Technology:

- The primary purpose of the internet at Athlos Academy of Utah is educational.
- All connected to the network provided by Athlos Academy of Utah shall refrain from attempting to subvert the technology that blocks access to obscene or otherwise blocked websites.
- No user of Athlos Academy of Utah's devices or network shall attempt to gain unauthorized access to any website or engage in hacking or other unlawful activities
- All electronic communications will be compliant with the Family Educational Rights and Privacy Act, 34 CFR, Part 99
- Teachers will take an active role in ensuring that students and their guardians are aware of the individual student's responsibility to use the computer and internet in an ethical and education-oriented manner.
- Students and guardians agree to Athlos Academy's appropriate use of technological services when they sign the *Library, Technology, and Directory Release Form* initially at student registration, and annually for the duration of the student's enrollment at Athlos Academy.

Internet Safety Procedures:

- To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- The provisions of this policy shall not prohibit any authorized student from having unfiltered or unrestricted access to the Internet or online services of a newspaper with a daily circulation of at least one thousand.
- To the extent practical, steps shall be taken to promote the safety and security of users of the Athlos Academy of Utah online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications as required by the Children’s Internet Protection Act.

Education of Students:

- It is the responsibility of all members of the Athlos Academy of Utah staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.
- Students will receive age and grade appropriate classroom instruction regarding Internet and cell phone safety, including:
  - Safe use of the internet,
  - The safe and responsible use of social networking websites, chat rooms, electronic mail, bulletin boards, instant messaging, and other means of electronic communication, and
  - Recognizing and reporting harassment and cyberbullying.
  - Following receipt of this training, the student will acknowledge that they received the training, understood it, and will follow the provisions of the Athlos Academy of Utah’s acceptable use policies.

Any devices, whether or not it is owned by Athlos Academy of Utah, that is connected to the school’s network is covered by this policy and *Policy 5402 – Electronic Devices Policy*. Violations of this policy will be handled through the *Electronic Devices Policy 5402* and the *Discipline Policy 5502*. Grievances

regarding this policy or its implementation may be addressed through the *Communications and Grievance Policy 5501*.

### **Gang Prevention and Intervention (See Student Policy 5503)**

School personnel shall report suspected gang activities relating to Athlos Academy and its students to a school administrator and law enforcement. A student who participates in gang activities may be excluded from participation in extracurricular activities as determined by the school administration after consultation with law enforcement. Gang-related graffiti or damage to school property shall result in guardian notification and appropriate administrative and law enforcement actions.

If a serious gang-related incident, as determined by the school administrator in consultation with local law enforcement, occurs on school property or at school-related activities, an *Incident Reporting Form* shall be completed and submitted to the front office for review by the Lead School Administrator and written notification shall be provided to all guardians of students in the school:

- Informing them about the incident, but removing all personally identifiable information about students from the notice;
- Emphasizing the school's concern for safety; and
- Outlining the action taken at the school regarding the incident.

School personnel are trained by community gang specialists or law enforcement as part of comprehensive strategies to recognize early warning signs for youth in trouble, and help students resist serious involvement in undesirable activity, including joining gangs or mimicking gang behavior.

The policy places prohibitions on the following behavior:

- Advocating or promoting a gang or any gang-related activities;
- Marking school property, books, or school work with gang names, slogans, or signs;
- Conducting gang initiations;
- Threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity;

- Displaying or wearing common gang apparel, common dress, or identifying signs or symbols on one's clothing, person, or personal property; and
- Communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.

The gang prevention and intervention methods of Athlos Academy may include provisions that reflect the unique needs or circumstances of the school's region.

## **Discipline**

### **Discipline Philosophy (See Student Policy 5502)**

Athlos Academy of Utah uses as its discipline plan, the Positive Behavior Support Plan (PBSP), which emphasizes a philosophy of Restorative Discipline and incremental data-based efforts to support positive behavior and improve problem behaviors. Restorative disciplinary practices seek to prevent and to reduce disciplinary action by developing a school culture that supports respect, responsibility, and cooperation between all members of the school community. The PBSP seeks to motivate and provide incentives to students that directly and regularly reward or recognize appropriate behavior.

### **Discipline Procedures (See Student Policy 5507)**

Discipline procedures are in alignment with restorative disciplinary practices and the Athlos Performance Character Program. Corporal punishment is prohibited at all times in accordance with Utah Admin R277-608. For detailed discipline procedures, please reference the school's *Suspension and Expulsion Policy 5507*.

#### Minor Infractions:

Minor infractions are violations of school rules that are usually handled by teachers in the classroom. A detailed list of Minor infractions can be found in the school's *Discipline Policy 5502* and the PBSP. Minor infractions will be communicated to guardians as needed, at the discretion of the teacher or school administrator. Minor infractions that become chronic or severe may be escalated to Major infractions; in such cases a referral to school administration may be made. Consequences are as follows:

- Use of restorative practices as appropriate.

- Handled within the classroom at the discretion of the classroom teacher following the PBSP.

#### Major Infractions:

Major infractions are severe violations of school rules that are usually immediately escalated to the level of designated administration. A detailed list of Major infractions can be found in the school's *Discipline Policy 5502* and the PBSP. Serious Major infractions may involve law enforcement, at the discretion of the Lead School Administrator. Consequences are as follows:

- Documented using a *Behavior Documentation Sheet*.
- Escalated to designated school administration.
- All major infractions will be immediately escalated to the designated school administration.
- Potential for immediate removal from the classroom or playground.
- Guardians will be contacted as soon as it is safe to do so.
- Law enforcement may become involved if the incident is a crime or if the Lead School Administrator determines a need for such involvement.
- May result in in-school suspension, out-of-school suspension, or expulsion as further detailed in the school's *Student Policy 5507*.

#### **Special Considerations (See Student Policies 5502 and 5507)**

If any student involved in an incident receives special population services (IEP, 504, ELL), the employee assigned to oversee those services may be asked to collaborate with colleagues to determine if the student has a Behavior Intervention Plan (BIP). Students on a BIP may require a different set of consequences than the general student population. Incidents involving special population services students may or may not require a manifestation determination evaluation.

Consequences that may result in a Change in Placement (such as suspension or expulsion) for a student with a disability shall be handled according to *Student Policy 5507* and state and federal law.

## **Weapons (See Student Policy 5507)**

It is a felony to possess, store or keep a weapon on school property. Any student who becomes aware of a weapon being brought to school must immediately notify a staff member. Athlos Academy shall expel any student who is determined to have brought a real or look-alike weapon, explosive, or flammable material to any school or school-related event. Consequences may be reduced at the discretion of the Lead School Administrator on a case-by-case basis.

## **Search and Seizure (See Student Policy 5506)**

Athlos Academy of Utah strives to maintain a safe environment for students by prohibiting the use of drugs, alcohol, tobacco, toxic substances, controlled substances without a physician's prescription, and weapons. It is a violation of this policy for any student to use or possess any type of drugs, alcohol, tobacco, weapon, or drug paraphernalia at Athlos Academy of Utah, and any reasonable suspicion merits grounds for a search and seizure according to the school's *Search and Seizure Policy 5506*. This policy extends to all school facilities and school property, including lockers, cubbies, desks, personal possessions, and all off-campus school events.

## **Guardian Communications**

### **Communication Methods**

Communication is absolutely essential for swiftly resolving issues. School administration recognizes this and will always strive to facilitate open and frequent communication with guardians. Teachers communicate information to guardians of their students through report cards, conferences, phone calls, emails, packets of student work, as well as informational notes.

Guardians are encouraged to keep close contact with the school and student's teachers. If at question arises, guardians are encouraged to call the front office and leave a message or email teachers directly. Teachers are not allowed to answer phone calls during instructional time. The teacher will respond as soon as possible. Please allow 24 hours for a response. If concerns are urgent, please talk with the front office.

## **Communication and Grievance Procedures (See Student Policy 5501)**

Athlos Academy of Utah's goal is to provide an environment that permits all members of the school community to engage in constructive communication. Generally, such communication should take place directly between the involved individuals. Occasionally, the process may require the added presence of the Lead School Administrator or designee as mediator.

Should a difficulty or problem arise regarding a student, the following process should be implemented to solve the problem as expeditiously as possible.

1. First, request a conference with the student's teacher.
2. If resolution of the problem or concern is not reached at this conference, guardians may contact the front office to schedule a meeting with the Lead School Administrator or designee.
3. If necessary, the issue may be addressed more formally in accordance with the school's *Communication and Grievance Policy 5501*.

## **Student Records**

### **Student Records (See Student Policy 5105)**

Athlos Academy of Utah maintains educational records on all students, in accordance with state regulations, to help plan each student's educational program and to communicate student progress to guardians.

Student records include such information as standardized achievement and ability test data, grades, attendance, health and medical records, and evaluations by professional staff. The school may disclose limited student directory information subject to *Student Policy 5108* and Family Educational Rights and Privacy Act (FERPA).

With the exception of entities described in AAU's annual notice posted on its website, no one except appropriate Athlos Academy of Utah employees and guardians of student will have access to individual student records without either a subpoena or appropriate written permission of the student's guardians. Such information will not be released to an outside agency without a written request except as allowed under FERPA. Guardians have the right to examine the contents of their own student's educational records, except items made confidential by state or federal law, in accordance with the

Family Educational Rights and Privacy Act. To view or receive a copy of these records, please submit a written request to AAU in accordance with *Community Relations Policy 8008*.

### **Non-Custodial Parent/Guardians**

In accordance with Utah Code § 53A-3-402.1, upon request, noncustodial parent/guardians have the right of access to, and to receive copies of, school records and information. The school requires that custodial parent/guardians file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school in order to restrict a noncustodial parent/guardian's access to a student's education records. In the absence of that order, equal rights will be afforded to both parent/guardians.

### **Emergency Information**

The school has a file containing current emergency care information for each student. Guardians are responsible to notify the front office if student emergency information needs to be updated. Athlos Academy of Utah must be notified immediately of any change in home address, home phone number, cell phone numbers, or email address. This will facilitate the school in locating guardians in case of an emergency. If the guardian(s) cannot be reached the emergency contacts will be notified.

Guardians will be notified immediately of serious injury or sudden illnesses that may occur at school. For this reason, the front office must be notified when there is a change of persons to be contacted when guardians cannot be reached. No liability would attach to the school regarding the selection of emergency care providers in the event that the guardians cannot be reached.

### **Student Health and Safety**

#### **Health and Wellness Plan (See Student Policy 5306)**

Nutrition and physical education are essential components of the wellbeing of our students. The Health and Wellness Policy is following wellness policy guidelines established by the USDA.

The school meal program aims to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs. School meals through the NSLP and SBP programs, and other applicable Federal child nutrition

programs, will be accessible to all students, served in clean and pleasant settings, and meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. Snacks that meet Smart Snack guidelines may be provided to students during the school day, as part of a formal program, curriculum enhancement, or class celebration. Nutrition education is emphasized in each classroom through enhanced curriculum and other initiatives. More nutrition information shall be available on the school's website.

Students are provided athletic movement instruction and guided practice as well unstructured free play. Additionally, movement breaks will be incorporated into the classroom.

At least one event will be held each school year that brings the school and the local community together in celebration of health and wellness. These events will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year.

### **Medication Disbursement Procedures (See Student Policy 5303)**

All medication, including over-the-counter medication (such as Tylenol), requires a signed *Authorization to Administer Medication* form from the guardians for school personnel to administer the medicine as prescribed by the student's physician. Medication is only administered by a licensed school nurse, health service staff member, or trained employee. Two authorized personnel will administer the correct dosage and record the information on the *Authorization to Administer Medication* form.

Medication is kept in a locked cabinet. All medications must be in the original bottle. Any prescription medications must be prescribed to the student as noted on the original label and will be administered as prescribed on the label. A student may carry certain necessary medications if the school has received a signed copy of the *Self-Administration of Medication* form. All release forms may be obtained at the front office or on the school's website.

Certain exemptions to this policy are made for the emergency administration of glucagon or seizure rescue medication, in accordance with state law.

## **Allergy Procedures**

The risk of accidental exposure to foods can be reduced in the school setting if school administration works with students, guardians, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

### Family's Responsibility:

- Notify the school of the student's allergies and provide properly labeled medications.

### School's Responsibility:

- The school nurse will ensure medications are appropriately stored, that an emergency kit is available that contains a physician's standing order for epinephrine and will designate appropriate school personnel who are properly trained to administer medications.
- School administration will take threats or harassment against an allergic student seriously.

### Student's Responsibility:

- Will not eat anything with unknown ingredients or known to contain any allergen.
- Will be proactive in the care and management of their food allergies and reactions.
- Will notify an adult immediately if they eat something they believe contained allergens.

## **Head Lice Policy**

Head Lice is a recurring problem among schools. Check student's hair regularly for lice. To control an outbreak of head lice, please report cases to the front office. Student's should not return to school until their hair has been treated and all trace of lice/eggs are gone.

If student was diagnosed with head lice, they can come back to school as soon as the shampoo/ electric lice comb has been used, all the nits have been removed from student's hair, and personal items are cleaned and stored. Keep checking student's hair for new lice every day for at least 3 weeks and then periodically thereafter. Student must be checked by the school office personnel and have hair which is free of lice/eggs before they are allowed to come back to school.

## **Utah Immunization Law**

Utah Code § 53A-11-301 *et seq.* require that all students, prior to admission to a Utah school, must be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella, Hepatitis A, Hepatitis B, and Varicella (chickenpox) or meet one of the allowable alternatives. The law allows for conditional enrollment, in which a student has 30 days from the day of enrollment to receive one dose of each of the specified immunizations and be on track for subsequent immunizations.

The law allows for these exemptions:

- A Utah State Medical Exemption form from a licensed health care provider exempting the person from the required vaccine because of medical reasons.
- An official Utah State Personal Exemption form obtained at the local health department where the student resides indicating that the person has a personal belief opposed to immunizations.
- An official Utah State Religious Exemption form obtained at the local health department where the student resides indicating that the person is a bona fide member of a specified, recognized religious organization whose teachings are contrary to immunizations.

The law states that school administration will exclude any student from school attendance who fails to present a signed document indicating that the student is in compliance with the law.

## **Head Injury Policy (See Student Policy 5301)**

It is the policy of Athlos Academy that all injuries to the face and head will be reported to the office and that administrative staff will write up an incident report. The office will call home and notify the guardians of the student. In the event that a head injury is suspected, the student shall:

- Be directly removed from the physical activity,
- Evaluated according to state law, and
- Will not be allowed to resume the sport or recreation activity on the same day the injury occurred, and furthermore, will be barred from returning to the activity until all of the symptoms are gone and written medical clearance has been provided, in accordance with state law.

Any injury that requires medical assistance, such as, but not limited to, the student needing to go to the doctor or hospital, will be brought to the Lead School Administrator's attention. All Physical Education teachers and coaches will be qualified to appropriately respond to sports injuries according to state law.

### **School Closure Due to Weather**

Athlos Academy will follow the lead of the local school districts in making the decision to close for a full or partial day due to weather. In such cases, information will be posted on the school's website, [www.athlosutah.org](http://www.athlosutah.org), and social media pages. Athlos will notify guardians as soon as possible. Guardians should also tune into KSL Radio or a local TV station for emergency information regarding school closures.

### **Accommodations for Air Quality**

On "Red Air Days" as designated by the Utah Department of Air Quality, all students will stay in the school building during unstructured free play. On "Orange Air Days," students who are sensitive to poor air quality (as indicated through written parental notice), will be allowed to stay in the building during unstructured free play. Guardians must reach out to the student's teacher to inform them of students that have sensitivities so that arrangements can be made during unstructured free play times.

## **General School Policies**

### **Lunch (See Business Operations Policy 7502)**

Student lunches are available in the cafeteria. Applications for free and reduced-priced meals are available in the front office and online. They will be processed in a timely manner; however, until an eligibility determination is made, and a letter is sent to the guardians, the student is required to pay the full price. Students participating in the National School Lunch Program will not be overtly identified by the use of any special means.

All students have a lunch account. Lunches are served on a pre-paid basis, and guardians may purchase any number of lunches in advance at Athlos Academy of Utah's front office or online. Guardians will be notified when a student's balance becomes overdrawn. Students are allowed to charge up to a negative \$15 balance on their school meal accounts. Any student whose lunch debt exceeds \$15 may be offered an alternative meal. Those who bring lunches from home may purchase milk. Other fruit drinks are available. New monthly menus are posted to our website.

Guardians who wish to eat in the cafeteria may do so by notifying AAU's front office at the beginning of the school day.

### **Fieldtrip Policy (See Student Policy 5604)**

On occasion, students will attend educational fieldwork with their classroom. Fieldwork will be properly supervised, and the classroom teacher will notify and request permission from guardians prior to any fieldwork that students will attend. If a student cannot attend a planned fieldwork experience due to behavior or lack of a proper permission slip, alternate curriculum that addresses the purposes of the trip will be assigned.

Permission slips may indicate an "appreciated donation." Students will be allowed to participate in all fieldwork experiences that are offered as part of the regular school curriculum; however, as fieldwork is costly, donations to help support opportunities for students are appreciated. The school's *Student Transportation Safety Policy 7201* provides more detail on fieldwork transportation safety expectations.

### **Extracurricular Activities (See Student Policy 5601)**

Extracurricular activities are activities for students recognized or sanctioned by Athlos Academy of Utah which may supplement or compliment, but are not part of, required curriculum. Credit and participation in a school activity may not be conditioned on a student's participation in extracurricular activities, like a workshop or a travel activity, or any activity that is not free and available for all students.

### **School Fees (See Student Policy 5605)**

Athlos Academy of Utah is free, and no student is denied an education because of financial difficulty to furnish instructional materials necessary to be successful in school. No fee is charged in grades K-5 for materials, textbooks, supplied, or for any class or school activity, including assemblies and field trips.

Fees **may** be charged in connection with any extracurricular activity where participation is voluntary. A student's grade or ability to use textbooks, or ability participate fully in any academic course is not affected because of an inability to pay a fee All fees for school-related activities, including extracurricular activities, shall be waived for eligible students in accordance with Utah Code § 53A-12-103 and *Student Policy 5606 – Fee Waivers*.

More information can be found in Athlos Academy's *School Fees Policy 5605* and *Fee Waivers Policy 5606*.

### **School Pictures**

School pictures are offered annually. Dates and procedures shall be provided in a timely manner. Guardians have the opportunity but are not obliged to purchase these pictures.

### **Yearbook**

Athlos Academy will publish a yearbook each academic year. Individual or classroom pictures will be featured, as well as other photographs portraying the many activities and events that take place. This is an additional fee if you wish to purchase a yearbook.

### **Lost and Found**

Guardians are strongly encouraged to label jackets, sweaters and lunch boxes with their student's name. "Found" items will be kept in the "Lost and Found" box. Unclaimed items will eventually be donated to a charitable organization.

### **Celebration of Holidays**

Reasonable observance and recognition of traditional holidays will be permitted as recommended by school administration. Such celebrations will be observed and recognized with respect for religious freedom and in accordance with school policies.

### **Student Surveys**

Athlos Academy of Utah may from time to time conduct surveys of students in order to monitor progress and to evaluate measures of school culture. Where appropriate, survey responses will be kept anonymous. If student results may be identified, the results of the survey will be treated as student data as described elsewhere in this handbook. Surveys shall not be discriminatory with regards to age, race, color, sex, disability, religion, or national origin.

## **School Safety**

### **General Safety (See Student Policies 5401 and 5502)**

We believe students work best in a safe, supportive, and positive learning environment. Students are expected to abide by the behavior standards posted in the classroom, cafeteria, and on the playground. Safety is Athlos Academy of Utah's top priority. Students will be aware of the school's *Anti-Bullying Policy* and the *Discipline Policy* at all times

### **School Safety Plan**

Athlos Academy of Utah participates in a School Safety Plan. This plan covers such events as fire drills, school evacuations and school lockdowns. A summary of this plan is available on the School Website. Fire drills will be held monthly. School facility safety evaluations occur annually. Students will also participate in lockdown and natural disaster drills on an annual basis.

### **Required Screening of all Volunteers (See Personnel Policy 4002)**

For the safety of the students, all volunteers are required to pass a background check prior to gaining access to the instructional areas of the building. Additionally, AAU requires criminal background checks on any volunteer who accompanies students off campus (i.e., chaperones for field trips), and any volunteer who may have unsupervised time with students.

## **Parent-Teacher Organization**

### **Parent Volunteer Service**

Athlos Academy appreciates thirty (30) hours of volunteer service per family per year. Volunteer hours can be completed in a number of ways, such as helping teachers set up classrooms, beginning to work on the parent, student, teacher organization, and establishing a database of volunteer opportunities and offerings that will later serve as a tool for matching teacher needs to volunteers.

### **Athlos Academy's Parent Teacher Organization (PTO) (See Community Relations Policy 8006)**

The general goal of the PTO shall be to assist the school in matters pertaining to the school and its education program through parent participation. The PTO is an important vehicle for parents to support

Athlos Academy of Utah and share their ideas. The PTO conducts fundraisers to support AAU's special and ongoing projects/programs that are approved by the PTO board.

### **Guardian's Role in Education (See Educational Programs Policy 6205)**

Athlos Academy firmly believes that a parent-school partnership is vital to student success. As the primary educators of your children in partnership with the school, parents agree to support their student's education at home. This involves, but is not limited to, ensuring homework is complete, supporting and enforcing the policies of Athlos Academy, attending Back to School Night, attending Student Led Conferences, and openly communicating with school staff.

It is the guardians right and duty to become the primary role models for the development of your child's life - intellectually, morally, emotionally, socially, and physically. Your choice of Athlos Academy involves a commitment and exhibits a concern for helping your student succeed.

Once you have chosen to enter into partnership with Athlos Academy, we trust you will be loyal to this commitment. During these formative years (K-8), your student needs constant support from both faculty and guardians in order to develop intellectual, emotional, social, and physical endowment. Neither guardians nor teachers can afford to doubt the sincerity of the efforts of one another in the quest of challenging, yet nourishing, the student to reach their potential. If there is an incident at school, as guardians, your first step must be to make a concerted effort to determine the facts of this incident. Evidence of mutual respect between guardians and teachers will model positive relationships.

As partners in the educational process at Athlos Academy, we ask guardians:

- To set rules, times, and limits so your student goes to bed early on school nights; arrives at school on time and is picked up on time at the end of the day; completes class assignments on time; and eats a nutritious breakfast and lunch each day (no soda or candy).
- To actively participate in school activities, fundraisers, Student Led conferences, Back-to-School Night, and Open House.
- To attend and keep your students with you during school events.
- To see that the student cares for school property and takes ownership of any damage to school books or property due to carelessness or neglect by paying for that damage.

- To notify the school with a phone call by 9:00 a.m. when a student is absent.
- To inform the school of any special situation regarding the student's well-being, safety and health.
- To complete and return to school any requested information promptly.

**Visitors (See Community Relations Policy 8003)**

Athlos Academy welcomes visits by guardians and community members provided the visits are non-disruptive and/or by invitation from a teacher for a class event.

All visitors are required, by state law, to check in at Athlos Academy's front office, and wear a visitor badge while on campus. It is important that school administration is aware of who is on campus at all times. If bringing lunches or materials during the day for students, please bring them to the office to avoid disruption of instruction in the classroom.

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**END**

*Please note:*

*Policies are subject to change pending Athlos Academy Governing Board decision. For most recent revisions, please visit our website.*

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## **APPENDIX A - ARRIVAL PROCEDURES**

### Rules to Follow:

- Students must be dropped off only in the designated Loading Zone.
- Follow the driving route mapped by Athlos Academy.
- Follow directions of the attendant present to direct traffic and help students cross the Loading Zone.
- Please patiently wait your turn in line.
- Remain in your vehicle at all times.
- Be efficient in dropping off/picking up your student.
- Only park in designated areas of the parking lot.
- Never park in the fire lane segment of the drop-off zone.

### Walking to/from School:

- Walk on the sidewalk.
- Cross streets using the crosswalks.
- Walk facing the traffic whenever possible.

### Bicycles, Scooter and Skateboards:

- Bicycles must be walked at all times while on the school campus.
- Walk your bicycle across the crosswalks.
- Lock your bicycle, scooter and or skateboard using the racks out front of the school.
- Stay out of the bicycle rack area after you park your bike.
- No bicycle riding on the school grounds before, during, or after school.

### Skateboards, Scooters, Rollerblades, other wheeled objects etc.:

- Students must carry and/or walk all wheeled transportation on school grounds.
- Wheeled transportation may be kept in classrooms at the discretion of the teacher and must be taken home each day.
- Heely shoes are not allowed.

## **APPENDIX B - DISMISSAL PROCEDURES**

### Student's Role:

- Students are to gather their materials at their teacher's instruction at the end of the school day and wait in the classroom.
- When your ride home arrives, your name will show up on the display room in the classroom.
- When dismissed, move quickly to the Loading Zone leaving out your classroom doors. Waiting for the crossing guard's instructions if you need to cross the Loading Zone.

### Guardian's Role:

- Your family will be assigned a Driveline number linked to each of your students, which will be associated with a tag you can hang on your rearview mirror for pick-up.
- When you arrive, follow the driving route outlined on the map provided by Athlos Academy.
- As you enter the drive, an attendant will dismiss your students based on the number on your tag; your student(s) will meet you on the other side of the building.
- Please be expedient when loading and be patient of others.
- Avoid temptation to work around the system that has been put in place; while it may be slow at first, it will get faster if all work together.

### Carpools:

- Athlos Academy encourages families to carpool in order to make the dismissal process more efficient.
- Carpool drivers should display all of the numbers associated with students that they are picking up that day; simply write all of the numbers on a sheet of paper in dark marker and display in your front window.

## **APPENDIX C - VOLUNTEER REQUIREMENTS**

All families are requested to fulfill 30 hours of volunteer service to the school each year. All volunteers (including parents, guardians, grandparents, relatives, or family friends) who work with students are required to complete the following prior to serving as a volunteer:

- Sign a copy of the Confidentiality Agreement to the office (below).
- Pass a background check.

### **Confidentiality Statement**

At Athlos Academy of Utah (AAU), we appreciate the work that volunteers do to keep our school running smoothly. The goal of this agreement is to inform and remind volunteers of the importance of maintaining the confidentiality of student and employee records. Students and employees of AAU have the right to expect that certain information about them will be kept confidential. Additionally, the federal government enacted the Family Educational Rights and Privacy Act (FERPA) to protect the privacy of student records.

Schools that violate FERPA by disclosing student records without parental consent face serious penalties such as the loss of federal funding. As a volunteer at Athlos Academy of Utah, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

- You must not, under any circumstances, release to any person(s) information about a student unless your position specifically authorizes and requires you to do so.
- You must not acquire or collect any information from a student's record that you do not need in order to perform your duties as a volunteer.
- You must not share information about students that you may have learned while performing your role. Even a seemingly minor disclosure of information (e.g., speaking to another parent about disciplinary action, academic progress, or disabilities regarding a student other than your own student) is a violation and may result in adverse legal actions against you and the school. It is your responsibility to keep any information obtained in your involvement with AAU confidential.

For purposes of this agreement, confidential information shall include student records, both academic and disciplinary, personnel records, and any written or verbal description of events involving such records. AAU is required to prevent the disclosure of personally identifiable information of all students. Every adult working in a school setting is exposed to privileged or protected student information, such as discipline and academic records, emotional, special education, and disability status, as well as information about students' families and other private relationships. Similarly, adults working in schools often learn personal information about employees and administrators (e.g., work habits, medical records or conditions, facts about a person's personal life, or marital status). This information is to be treated with care and not disclosed except as provided below.

By volunteering with Athlos Academy of Utah, I agree to abide by the following terms of confidentiality:

- I agree to treat as confidential all particular information or special knowledge (e.g., personal or sensitive information, information that is part of an investigation or grievance) regarding any student, employee, or volunteer learned while visiting or working in the School.
- I understand that it is my permanent duty never to divulge information regarding student records except on an as-needed basis and then only to an authorized person. This includes observations made in the school, information overheard in the office or from employees or other volunteers, and information gleaned from student or employee records.
- Even when discussing a student with those who are directly involved in the student's education, such as a teacher, principal, or guidance counselor, I agree not to share otherwise confidential information with them unless it is necessary and relevant to the student's educational growth, safety, or well-being.
- I understand that I may not share information about a student, even with community members who may be genuinely interested or involved in a student's welfare, such as, social workers, scout leaders, coaches, clergy, or nurses/physicians (except in the case of true medical emergencies) unless the Lead School Administrator has given me permission to share such information.
- I agree that, instead of discussing concerns, suggestions, or complaints regarding students or employees with other employees or volunteers, I will speak to a supervisor or an administrator, such as the Lead School Administrator

I acknowledge that I have read and understand the provisions of this confidentiality agreement. Additionally, I agree to abide by all provisions outlined above and to seek guidance from the Leader School Administrator in any cases where I am unsure of what constitutes permitted disclosure of confidential information.

## **APPENDIX D - FERPA**

### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Athlos Academies, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Athlos Academies may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with Athlos Academies procedures. The primary purpose of directory information is to allow the School to include 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;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If you do not want the School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must

notify the School in writing within the first month of school. Athlos Academies has designated the following information as directory information.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education 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 student, the school will notify the parent or eligible student of the decision and 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 student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student'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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a

person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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

[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.]

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the

FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

You have read and understood the information above as well as the information in the Family Handbook. By signing the Appendices, you assure you understand and will abide by these terms.

## **APPENDIX E - ANTI BULLYING POLICY**

*Stated previously in the Family Handbook. The related policy 5401 can be found on the school's website.*

The school prohibits against bullying of a student by another student.

Students shall not intentionally commit, or conspire to commit, an act of harassment, intimidation, or bullying against another student. Students who engage in bullying or harassment behaviors will be subject to disciplinary action.

Bullying happens when someone regularly or repeatedly hurts, frightens, threatens, or intentionally excludes someone else. Harassment, intimidation and bullying behaviors include any intentional gesture or written, verbal, or physical act or threat by a student that causes harm or fear of harm to another student or that student's property, or that is severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student. Sexual harassment is prohibited and includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Cyberbullying, or the use of technology, like cell phones and social networking, to engage in bullying behaviors, is also prohibited.

You have read and understood the information above as well as the information in the Family Handbook. By signing the Appendices, you assure you understand and will abide by these terms.

## APPENDIX F - STUDENT FEES

Athlos Academy of Utah charges no required fees for its K-5 students. Below are standard costs of optional purchases and an appreciated donation for materials. Students may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student through careless or irresponsible behavior. Additionally, optional donations may be solicited to help defray the cost of activities such as fieldwork, however, payment or non-payment of this donation will not impact a student's participation in the activity. Middle school (6-8) students do have required fees, as well as optional fees, each of which may be eligible for waivers. See policies 5605 – *School Fees* and 5606 – *Fee Waivers* for more information.

<b>Elementary School Fee Schedule</b>	
Yearbook (optional)	Up to \$50.00
Extracurricular Activities – Maximum charge based on number and length of meetings of the activity (optional)	\$10.00 per hour
<b>*Note:</b> No fee may be charged in grades K-5 for materials, textbooks, supplies, or for any class or regular school day activity, including assemblies and field trips in compliance with Utah Admin R277-407.	
<b>Middle School Fee Schedule</b>	
Middle School Fee (planner, elective courses, consumable science supplies)	\$50.00 per year
Middle School Field Trips (trips in excess of this amount require board approval)	Up to \$50.00 per trip
Yearbook (optional)	Up to \$50.00
Non-Sport Extracurricular Activities – Maximum charge based on number and length of meetings of the activity (optional)	\$10.00 per hour
Sport Extracurricular Activities	Up to \$350 per season per sport
<b>*Note: Fees may be charged in 6<sup>th</sup> grade if the school serves other Middle School grades</b>	

*Approved by the Athlos Academy Governing Board on: 6/20/2017.*

You have read and understood the information above as well as the information in the Family Handbook. By signing the Appendices, you assure you understand and will abide by these terms.

## **APPENDIX G - CERTIFICATE OF IMMUNIZATION**

Unless exempted for personal, medical, or religious objections as provided in Section 53A-11-302 of Utah State code, a student may not attend a public unless parents present a recorded certificate of immunization from a licensed physician or authorized representative of the state or local health department stating that the student has received immunization against communicable diseases as required by rules adopted under Section 53A-11-303 of Utah State code.

Please provide the front office with proof of immunization for students if not completed already.

You have read and understood the information above as well as the information in the Family Handbook. By signing the Appendices, you assure you understand and will abide by these terms.

## APPENDIX H - SAFETY LETTER TO PARENTS

**Dear Athlos Academy Utah Families,**

While we never want to experience an emergency on our campus, we recognize the importance of preparation. In addition to implementing a visitor check in system, safe drop-off and dismissal practices, and developing safe paths for students to walk or bike to school, a comprehensive emergency response plan is in place. We cannot make all aspects of the plan public, but we do want to communicate important information to you.

The school's administration and a committee of volunteers have worked for several months to develop the details which have been reviewed by local emergency responders. Teachers will participate in training prior to the start of the school year, and regular drills and practices will be held according to state requirements.

Should an emergency happen, here are a few things to remember:

- A standing Incident Command Team is in place, and they know their roles well. Even if you can't see it, someone is working with emergency responders and someone is coordinating the Incident Command Team's actions.
- If you happen to be on site during an emergency, please ask a teacher what you can do to be helpful. The school safety plan and the Incident Command Team will activate quickly. It is important that extra help is directed to the right areas as confusion during an emergency can be costly.
- Students will be reunited with families as soon as possible and with respect to established safety protocols. As soon as it is safe to do so, details about reunifying students with their families will be sent out via text and email.
- The School's Director, is the primary source of information for families. They will validate information before releasing it to families. Consider other information you hear "unofficial."
- All media inquiries should be redirected to the School's Director.
- Within 48 hours of an emergency, the Incident Command Team will meet to develop a plan of recovery that considers the needs of academic recovery, facilities recovery, fiscal recovery, and emotional recovery. This plan will be distributed to the public within 48 hours of the emergency.

It is most important that your phone number and email address are up to date as these are the primary means of communication in an emergency. Please notify the front office of any changes immediately.

If you have any questions or comments, please feel free to contact me.

Sincerely,

Administration at Athlos Academy Utah

## APPENDIX I - GUARDIAN'S ROLE IN STUDENT'S EDUCATION

*Stated previously in the Family Handbook. The related policy 6205 can be found on the school's website.*

Athlos Academy firmly believes that a parent-school partnership is vital to student success. As the primary educators of your children in partnership with the school, parents agree to support their student's education at home. This involves, but is not limited to, ensuring homework is complete, supporting and enforcing the policies of Athlos Academy, attending Back to School Night, attending Student Led Conferences, and openly communicating with school staff.

It is the guardians right and duty to become the primary role models for the development of your child's life - intellectually, morally, emotionally, socially, and physically. Your choice of Athlos Academy involves a commitment and exhibits a concern for helping your student succeed.

Once you have chosen to enter into partnership with Athlos Academy, we trust you will be loyal to this commitment. During these formative years (K-8), your student needs constant support from both faculty and guardians in order to develop intellectual, emotional, social, and physical endowment. Neither guardians nor teachers can afford to doubt the sincerity of the efforts of one another in the quest of challenging, yet nourishing, the student to reach their potential. If there is an incident at school, as guardians, your first step must be to make a concerted effort to determine the facts of this incident. Evidence of mutual respect between guardians and teachers will model positive relationships.

As partners in the educational process at Athlos Academy, we ask guardians:

- To set rules, times, and limits so your student goes to bed early on school nights; arrives at school on time and is picked up on time at the end of the day; completes class assignments on time; and eats a nutritious breakfast and lunch each day (no soda or candy).
- To actively participate in school activities, fundraisers, Student Led conferences, Back-to-School Night, and Open House.
- To attend and keep your students with you during school events.
- To see that the student cares for school property and takes ownership of any damage to school books or property due to carelessness or neglect by paying for that damage.
- To notify the school with a phone call by 9:00 a.m. when a student is absent.

- To inform the school of any special situation regarding the student's well-being, safety and health.
- To complete and return to school any requested information promptly.
- You have read and understood the information above as well as the information in the Family Handbook. By signing the Appendices, you assure you understand and will abide by these terms.

## **APPENDIX J - ACCEPTABLE USE OF TECHNOLOGY IN THE CLASSROOM**

*Stated previously in the Family Handbook. The related policy 7401 can be found on the school's website.*

Athlos Academy of Utah provide its students and school personnel with access to local, state, and worldwide instructional resources databases to help students successfully achieve education excellence and meet state standards. This access is a privilege, not a right.

### **Policy**

Athlos Academy may suspend or revoke any student's access upon violation of policy and/or administrative rules regarding acceptable use or upon written parental request to the Lead School Administrator. Below is a summary of the policy related to students:

- A. The primary purpose of the internet at Athlos Academy of Utah is educational.
- B. All connected to the network provided by Athlos Academy of Utah shall refrain from attempting to subvert the technology that blocks access to obscene or otherwise blocked websites.
- C. No student shall attempt to gain unauthorized access to any website or engage in hacking or other unlawful activities from devices owned by the school or located on school property.
- D. All electronic communications will be compliant with the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
- E. To the extent practical, "Internet filters" are used to block access to inappropriate information.
  - a. Inappropriate material includes material that it is reasonably believed to be obscene, conducive to the creation of a hostile or dangerous school environment, pervasively vulgar, excessively violent, or sexually harassing. Inappropriate materials also include pornography, sites containing information on the manufacturing or production of bombs or other incendiary devices, and any other material deemed harmful to minors.
- F. Technology protection measures may be disabled or minimized only for bona fide research or other lawful purposes.
  - a. While technology protection is disabled as described above, at no time shall students access inappropriate materials.

- G. The provisions of this policy do not prohibit any authorized student from having unfiltered or unrestricted access to the Internet or online services of a newspaper with a daily circulation of at least one thousand.
- H. To the extent practical, steps are taken to promote the safety and security of student online computer network's when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
  - a. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
    - i. unauthorized access, including so-called 'hacking,' and other unlawful activities; and
    - ii. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- I. Any device, whether or not it is owned by Athlos Academy of Utah, that is connected to the school's network is covered by this policy and *Policy 5402 – Electronic Devices Policy*.

## **Supervision**

It is the responsibility of all Athlos Academy of Utah staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

## **Student Training**

Students will receive age and grade appropriate classroom instruction regarding Internet and cell phone safety, which shall include, at a minimum:

1. Safe use of the internet;
  2. The safe and responsible use of social networking websites, chat rooms, electronic mail, bulletin boards, instant messaging, and other means of electronic communication;
  3. Recognizing and reporting harassment and cyberbullying; and
  4. Compliance with the E-rate requirements of the Children's Internet Protection Act.
- You have read and understood the information above as well as the information in the Family Handbook. By signing the Appendices, you assure you understand and will abide by these terms.

# ACKNOWLEDGEMENT FORM

*Handbook policies are subject to change pending Athlos Academy of Utah Governing Board decision.*

*For most recent revisions to handbooks and policies, please visit the Athlos Academy of Utah's website.*

Guardians are responsible for reviewing the Family Handbook and school policies with their students. It is their duty to read and ensure students comply with the policies contained in this handbook and any subsequent revisions provided. State and/or federal law requires the school to inform guardians of the listed in the appendix of this handbook.

Any questions regarding this handbook and the policies contained within should be directed to the front office at any time.

By signing below, you agree with the information presented in the appendices included in this handbook, have received this handbook, understand its terms, agree to its conditions, and reviewed the Family Handbook, related items, and school policies with your student.

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Student name(s) Printed

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Legal Guardian's name printed

---

Guardian's Signature

Date