

FAMILY

HANDBOOK



Athlos Academy
ST. CLOUD

Governing Board

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Leadership Team

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Mission

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

Vision

Athlos Academy of St. Cloud 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 child, 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 of St. Cloud 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 of St. Cloud asserts that learning and wellness and strong Performance Character are inextricably connected. The school’s educational philosophy is based on three pillars of whole child 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 of St. Cloud’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 of St. Cloud hosts Student-Led 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.

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, and to verify that homework is finished completely. Teachers will communicate homework instructions clearly and will update their websites at least weekly with assignments, announcements, and due dates. Homework Help Resources can be found on the school website.

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

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 you find your student is consistently spending extensive amounts of time or is particularly frustrated with homework, please contact their teacher.

It is the student's responsibility to make up all assignments, projects, and tests missed following his/her absence from school. This is expected of all forms of excused and unexcused absences including suspensions. Parents/Guardians may request homework for students that are absent for a period of time that exceeds three days due to an excused absence (with the exception of vacations). The request must be made to teachers at least 48 hours in advance to prepare the homework. The packet of homework will then be available for pick up at the front desk. Homework and missed work will not be mailed home. It will be the responsibility of the parent to make arrangements to pick up the work at the front desk, or to arrange for a sibling to pick up the work to bring home.

Missed assessments and any missed in-class graded assignments will not be able to be completed outside of school. Students will still, though, be accountable to making up these items. Teachers will make arrangements with students to make up assessments and graded assignments during specials and recess blocks following absences. If students complete classwork early, teachers may give students time to accomplish make-up work during class time.

If a student is fulfilling an out of school suspension, it is the parent's responsibility to mail back or drop off work at the front desk by the due date. All graded assignments and assessments missed during the suspension period will be made up during specials or recess in the In-School Suspension room upon return to school.

PERFORMANCE CHARACTER PILLAR

Performance Character Philosophy

The Athlos Performance Character program is a research-based approach to developing the strengths and skills (traits) that social researchers identify with success. Through nine specific strategies, the Performance Character Pillar focuses on fostering the growth of 12 Performance Character traits.

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 Meetings

Morning Meetings are designed to shine a spotlight on the Performance Character 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

Morning Meetings 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 are able to demonstrate them in a variety of situations.

PREPARED MIND PILLAR

Prepared Mind Philosophy

Athlos Academy of St. Cloud refers to its academic program as the Prepared Mind Pillar. The program is aligned with the Minnesota State Academic Standards and incorporates research-based curriculum resources designed by Athlos Academies and other outside sources in order 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 five components: Curriculum, Instruction, Assessment, School Culture, and Family/Community Involvement.

Curriculum

Athlos Academy of St. Cloud's curriculum relies on research and standards-based core content in alignment with state standards, and encourages relevant connections to Athlos Academy of St. Cloud'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 of St. Cloud 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

Students will be issued workbooks for math at the beginning of the school year and may be issued other textbooks and school materials from time to time. Students are expected to care for any materials students use in the classroom and any they take home, including taking preventative care of textbooks so that they may be returned in in a similar condition at the end of the year. Students will be charged for excessive wear-and-tear or loss of materials in accordance with Minn. Stat. § 120.101. 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 Athlos Academy of St. Cloud Governing Board. The Governing Board has the final say on selecting instructional materials. The Principal shall ensure instructional materials are implemented in accordance with the Prepared Mind curriculum. Please reference the school's *Instructional Materials Selection Policy 6203* for more details on the delegation of duties and Minnesota criteria for instructional materials.

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 the *Instructional Materials Selection Policy 6203*.

Donated Reading Materials

Any donated reading material will be distributed to the teachers in an age-appropriate manner. It is the responsibility of the Principal 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 Principal.

Assessment

Athlos Academy of St. Cloud'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 instruction strategies, the assessment methods are standards-based yet allow for differentiation. Athlos Academy of St. Cloud encourages frequent students' self-assessment and reflection as well as teachers' constructive and timely feedback.

Standards Based Report Card

Athlos Academy of St. Cloud 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 reportcard, guardians will learn whether or not their child is meeting expectations.

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

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 children 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 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. During athletic movement, students will

participate in meaningful meetings 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 St. Cloud, 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, 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 St. Cloud 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

Schedule

Daily Schedule

MONDAY - FRIDAY
9:15 a.m. - 4:15 p.m.
EARLY DISSMISAL
9:15 a.m. - 2:30 p.m.

Annual Schedule

Please visit the website, as days are subject to change.

Enrollment

Enrollment and Lottery Policy (See Student Policy 5102)

Athlos Academy of St. Cloud observes federal and state regulations, guidelines, and practices regarding enrollment of all students. Please reference the school's *Enrollment and Lottery Policy 5102* for further details regarding the open enrollment period, enrollment preference, lottery, non-discrimination policy, and continued enrollment of students. The enrollment form is available online. If you require assistance in filling out the enrollment form, or access to technology to fill out the online form, front office staff can assist you.

Continued Enrollment

Guardians of currently enrolled students must indicate their intent to retain their student's seat at the school for the following year annually by the designated date. 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,
- Guardian assistance, and
- Good attendance.

When a student is identified as being at risk of retention, the student's guardian will be notified in writing as early in the school year as practical by the Principal.

Withdrawals

If you are moving, the teacher or school official should be notified at least a day in advance so that proper transfer records can be prepared, and the student's supplies and records can be collected for transfer. Please come to the front office to sign a release form for your student's records.

Parents' Requests for Teachers

The final decision in student classroom placement is made by the Principal.

Attendance

Attendance Philosophy (See Student Policy 5201)

Good attendance contributes greatly to a student's academic achievement in school. Regular attendance is directly related to the students' success in academic work, benefits students socially, provides opportunities for important communication between teacher, student, and guardian, and establishes regular habits of dependability important to the future of the student.

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minnesota Statute 120A.22, the students of the school are **REQUIRED** to attend school every day school is in session, unless the student has a valid excuse for absence.

Absences

Arrangements should be made by the guardian with the student's teacher if it is necessary for the student to be away from the classroom during the school day. A note should be sent with the student explaining their absence when they return to school. An automated phone call home will be made if your student is absent from school and we do not hear from the guardian. A half day absence is based on arriving after 11:00 a.m. or leaving before 2:30 p.m.

All absences are either "excused" or "unexcused." Except as provided in this Attendance Policy, the school official has the sole discretion to determine whether an absence is excused or unexcused. All students are expected to complete and, if necessary, make up coursework missed due to absence, regardless of whether the absence was excused or unexcused.

Early Pick Up

If you have a need to pick up your child during the regular school day, please inform the office. We will have your child wait in the office for you to pick up.

Check In/Check Out

Please try to schedule appointments during non-school hours whenever possible. If your child needs to be checked out during the school day, the student's guardians must sign the child 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 10:00 a.m., a note from the guardian, or a doctor's note.

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

- Illness. After repeated absence due to illness, the School Official may choose to require a doctor's note for any further excused illness.
- Serious illness in the student's immediate family.
- A death in the student's immediate family or of a close friend or relative.
- Medical or dental treatment.

- Court appearance occasioned by family or personal action.
- Religious instruction not to exceed three hours in any week.
- Catastrophic emergency conditions such as fire, flood, storm, etc.
- Family trips, which include hunting trips needs to be requested 3 days before trip is to begin. Maximum ten days per year. Current and prior attendance history will be used to determine approved amount of days. Days not approved are unexcused.
- Removal of student pursuant to a suspension. Suspensions will be handled as excused absences and students will be expected to complete make-up work/assignments. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 127.26-127.39.
- Official school field work or school-related event.

Note: If a child is absent because of a communicable disease, the school should be notified as soon as possible. It is the responsibility of the guardian to call the front office if your student will be absent that day.

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. Examples of unexcused absences include:

- Truancy. An absence by a student, which was not approved by the guardian and/or the school.
- Any absence in which there was failure to comply with any reporting requirements of the school's attendance procedures.
- Failure to present a doctor's note after being notified to do so by the School Official regarding any further absences.
- An absence excused by the guardian but not excused according to the handbooks excused absences.
- Any other absence not included under the attendance procedures set out in this policy.

Consequences of Unexcused Absences (See Student Policy 5102)

Students with unexcused absences shall be subject to discipline in the following manner:

- After the 3 accumulated unexcused absences in a school year, a student's guardian will be notified by certified mail that his or her child is nearing the total of unexcused absences allowed by the county.
- After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's guardian to request such a conference if needed.
- In accordance with Minnesota Statute, if there continues to be unexcused absences, the school will report to guardians and county when the total number of unexcused absences reaches truant levels. If the child is 11 years old and under, the student will be referred to the appropriate county for possible educational child neglect.
- Unexcused absences following referrals to the county will be documented and recorded by the

School Officials. These documents will be issued to the county which may be followed by additional meetings and/ or court hearings.

In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

Tardiness

The first moments of the school day, called The Morning Meeting, are critical to setting the tone for the whole day. Please be on time every day.

A student is considered tardy when they arrive to school between 9:15-11:00 a.m. or leave school in the afternoon between 2:30-3:55 p.m. When a student is tardy they must report to the office before going to class to obtain a pass. Guardians should contact the school when their child is going to be late. Repeatedly tardy students will be asked to go to the Principal's office and parents will be notified. An Administrator will determine possible make up time.

Elementary students who receive three (3) unexcused tardies during the school year may be assigned one session of make-up time of the subject missed. The following are examples of excused, unexcused and repetitive tardies; this is not an all-inclusive list.

1. Excused Tardies: Appointments, late bus, illness of the student, weather conditions, school business, excused by the Principal or Vice Principal.
2. Unexcused Tardies: Overslept, missed bus, car problems, babysitting, out of class without a pass or permission from the teacher or Administrator.

Chronic Absence (see Student Policy 5201)

A student who misses 10% or more of school days for any reason, excused or unexcused, will be considered chronically absent. Athlos Academy of St. Cloud will notify parents in writing when a student becomes chronically absent. A meeting with parents may be required if a student remains chronically absent following this written notice.

School staff shall monitor student attendance for patterns of absence or tardiness that may also result in a notice of chronic absence and/or conference with school administration.

Arrival and Dismissal Procedures

Arrival Procedures

1. Arrival procedures will be handed out to guardians at the Back to School Night.
2. Students will be allowed to enter the school building 10 minutes prior to the start of school.
3. Students will be allowed to wait in the cafeteria before school starts on days when the temperature is below 20 degrees.
4. Students who eat breakfast at school may enter through the cafeteria doors 30 minutes before school starts and must remain in the cafeteria until released for class.

Dismissal Procedures

1. Dismissal procedures will be handed out to guardians at the Back to School Night.

2. 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*.
3. Guardians must display their assigned pick-up number, their "Family I.D.", in the car window, and are asked to model patience and courtesy while waiting in the pick-up line.
4. Staff will alert classrooms of the order of guardians driving into the school by way of *Driveline Classroom*.
5. 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.

Conduct on School Busses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. Student behavior rules are in effect for all students on school buses. Consequences for school bus/bus stop misconduct will be imposed in accordance with the school's Positive Behavior Support Plan. In addition, all school bus and bus stop misconduct will be reported to the Principal. Serious misconduct may be reported to local law enforcement.

School Bus and Bus Stop Rules.

School bus safety rules posted on every bus. If these rules are broken, the school's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Dean.

Rules on the Bus

- Immediately follow the directions of the driver.
- Sit in seat facing forward.
- Talk quietly and use appropriate language.
- Keep all body parts inside the bus.
- Keep arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay
- Do not throw any object.
- No use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- No movement from seat to seat or standing while the bus is in motion.

Rules at the Bus Stop

- Get to the bus stop five minutes before the scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep arms, legs and belongings to yourself.
- Use appropriate language (no swearing or use of negative language).
- Stay away from the street, road or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If crossing the street, always cross in front of the bus where the driver can see.
 - o Wait for the driver to signal to before crossing the street.

- No fighting, harassment, intimidation, horseplay, bullying, or hazing
- No use of alcohol, tobacco or drugs.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (ex. field trips or competitions) will be in the sole discretion of the school. Guardians will be notified of any suspension of bus privileges.

Bus Infractions:

- 1st Notice – Warning by bus driver
- 2nd Notice – Warning by School Official
- 3rd Notice – 1-3 day Suspension of Riding Privileges
- 4th Notice – 3-5 day Suspension of Riding Privileges
- 5th Notice – 5-10 day Suspension of Riding Privileges
- 6th Notice – 10 day Suspension of Riding Privileges
- 7th Notice – May lose Riding Privileges for the remainder of the year

PLEASE NOTE: Depending upon severity of the behavior, administrative discretion may be used about issuing consequences. In the event that bus privileges are lost, the parent is responsible to ensure that the student attends school for those days. Absences due to loss of bus privileges will be marked as unexcused absences.

Leaving School Grounds

Students may not leave school property without parent and school official permission. In the event a student does leave school grounds law enforcement may be called.

Student Code of Conduct

School Agreements

Guardians agree to Athlos Academy of St. Cloud'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 Athlos Academy of St. Cloud to release student directory information and/or release photos of students for marketing purposes by the school, when they sign the *Library, Technology, and Directory Release Form* for the duration of the student's enrollment at AthlosAcademy of St. Cloud. Copies of these agreements can be found online or at the front office.

Uniform Dress Policy (See Student Policy 5404)

Athlos Academy of St. Cloud believes that a neat and orderly appearance is a positive factor for school safety and success. In keeping with that belief, the following dress code shall be adhered to by all students enrolled in Athlos Academy of St. Cloud. The expectation is that students will dress in a manner that reflects positively on the district at all school related activities. All students are required to be in uniform daily with the exception of free dress days and spirit days that will be noted on the website calendar.

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. Should a family, for religious reasons, prefer to wear long skirts instead of the uniform bottoms, solid color, navy blue or black skirts are acceptable.

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 mid-drift showing when child touches his/her 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 or turf shirt, any color available from approved Athlos apparel website. Students may wear red, orange, white, black or grey long-sleeved shirts underneath Athlos uniform shirts.
- Second Layer: Sweater, cardigan, zip-front jacket in solid colors only (no prints or patterns on jackets worn in class).
 - 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:

- Athlos Uniform Bottom: Logo visible, black.
- Students may wear the Athlos athletic pant, short, or skort. Students may wear red, orange, white, black or grey leggings underneath Athlos skorts/shorts.

Footwear:

- Athletic Shoes: Closed at toe and heel, with non-skid soles.

Accessories/Hair:

- Hijabs of any color are allowed
- Headbands or scarves up to 3 inches of any color are allowed
- Hats or hoods will be worn outdoors only, and in the manner for which they were designed.

Field Trip Dress:

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

Spirit Wear Days:

- The Principal may designate certain days as spirit wear days.
- The Principal shall determine guidelines for appropriate uniform on spirit wear days.

- Students may dress-up according to the guidelines provided by the Principal or remain in the school uniform.
- General modesty standards apply.

Cold Weather:

- When weather permits, all healthy students will go outside for unstructured free play.
- Students will not go outside if the wind chill temperature is unsafe.
- Students should wear clothing and footwear appropriate for current weather conditions (snow boots are highly recommended during the winter season).

Exceptions to School Uniforms:

- Students are allowed to wear a uniform of a nationally recognized youth organization such as Boy Scouts or Girl Scouts on those days when that organization carries out a scheduled function.
- Students are allowed to wear attire that is required by their religion. Administration will review and approve modifications on a case-by-case basis.
- The building administrator may allow modifications to the dress code on specified days (e.g. spirit day, holiday, or other school-wide event.)

Inappropriate Attire:

The following list is not meant to be all inclusive. This list will be modified as needed to reflect changing fashions and trends in style.

- Oversized clothing items
- Jewelry and other accessories that include obscene, violent, gang, tobacco, drug/alcohol-related writing or images.
- Jewelry and other accessories that belittle others (e.g. race, ethnicity, religion, gender, or physical characteristics)
- Hats, hoods, head coverings, bandanas and sunglasses
- High heels and shoes that emit sound.
- Any articles judged to be potentially harmful.
- Oversized purses, hand bags, or non-approved book bags.
- No undergarments may show-this includes colored bras or underwear showing above waist of pant.
- Any accessory that advocates the use of alcohol or drugs
- Cleats- (Due to safety, cleats cannot be worn on the playground or in the building during the school day or during extended day.)

Anti-Bullying and Anti-Hazing Policy (See Student Policies 5401 and 5405)

Athlos Academy of St. Cloud 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. Athlos Academy of St. Cloud employees will closely supervise students in all areas of the school and playground.

Athlos St. Cloud 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*).

Student shall not intentionally commit, or conspire to commit an act of harassment, intimidation, hazing,

or bullying against another student, even with that student's apparent consent.

- Bullying includes intimidating, threatening, abusive, or harming conduct that is objectively offensive and occurs when:
 - an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - the behavior materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on AASC property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment
- Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose.
- Harassment and intimidation 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.
- Retaliation against a victim, good faith reporter, or a witness of bullying, hazing, or harassment is prohibited.
- Intentional false accusations or reports of bullying, hazing, and harassment are prohibited.

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

- Hurting someone physically by hitting, kicking, tripping, or pushing;
- Stealing or damaging another person's things;
- 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; or
- Using any form of technology to engage in cyber-bullying activities.

Consequences for these behaviors shall be in accordance with the school's Positive Behavior Support Plan.

In order to prevent bullying, students at Athlos Academy of St. Cloud 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.

Students who believe that they have been the target or victim of bullying or retaliatory action or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school official. A person may report bullying anonymously, however, anonymous reports may not result in disciplinary action against an accused student. Students and parents shall have access to data related to an incident and have the opportunity to contest its accuracy in accordance with *Policy 8008 – Access to Private Data*.

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 of St. Cloud 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 of St. Cloud 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 of St. Cloud recognizes that one of its 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, at school events or 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 of St. Cloud 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 of St. Cloud.

Students **may** possess electronic devices at school subject to the following conditions:

- Students may carry and possess electronic devices to and from school.
- Electronic devices must be turned off and kept in lockers during school hours unless a teacher or administrator gives permission for the device to be used for educational purposes.
- Students shall be personally and solely responsible for the security of their electronic devices.
- The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with a student's electronic device.
- Students may use their 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:

- Students may not take out or use personal electronic devices during the school day without permission from a teacher or administrator.
- At no time is a personal electronic device or any device capable of taking photographs allowed to be used in restrooms, locker rooms or dressing rooms.
- It is a crime to post photographs of another person without their permission.
- 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.
- In ways that bully, humiliate, harass, or intimidate students or school employees.
- During standardized assessments unless specifically permitted by statute, the student's IEP, or assessment directions.

Cell Phones

Students are highly discouraged from bringing cell phones to school. Use of cell phones by students in case of an emergency, outside of normal school hours, or to make transportation arrangements will be considered acceptable reasons for student use of a cell phone. Student cell phone use during school days is **PROHIBITED** without specific permission of a school staff member. Students who bring cell phones to school are to leave them in their school locker with the power turned off. Cell phones MAY NOT be brought into a school restroom at any time INCLUDING before/after school hours.

Guardians wishing to contact their child during school hours should call the school office.

If a student violates this policy, their electronic device may be confiscated by any Athlos Academy of St. Cloud 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 guardian, 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 confiscate the device.

Acceptable Use of the Internet (See Technology Policy 7401)

Internet access at Athlos Academy of St. Cloud is provided to students through school devices for a limited educational use including the completion of classroom activities and educational research.

Student use of this network is a privilege, not a right, and is subject to the guidelines offered by *Technology Policy 7401* and local, state, and federal laws. Violations of this policy or any relevant laws may result in revocation of student access in addition to other consequences according to the school's Positive Behavior Support Plan. Inappropriate use includes, but is not limited to:

- Accessing, posting, distributing or storing materials inappropriate for or disruptive to an educational setting, including obscene, vulgar, threatening, disrespectful, or hateful materials,
- Posting of false or defamatory information,
- Any illegal activities including gambling, copyright infringement, and hacking,
- Attempting to gain access to files or systems the student does not have permission to access,
- Posting private information about others without their consent,
- Use of personal social media networks, and
- Attempts to circumvent safety measures, including content filters, put in place by the school.

If a student inadvertently engages in inappropriate use of the internet, they should alert school staff immediately.

A content filter is in place to limit access to obscene materials and materials that may be harmful to minors. Attempts to circumvent this filter are a violation of this policy. Despite the use of this and other security features, use of the school's internet is at the student's own risk and the school cannot guarantee that inappropriate use will not occur. The school does not accept liability for loss, damage, or unavailability of data stored on school drives or servers, for mis-deliveries or non-deliveries of information or materials across the network, or for the accuracy or quality of information obtained through the network. The school shall not be responsible for financial obligations arising through unauthorized use of the school's system or the Internet.

Use of the school's network should be with a limited expectation of privacy. The school does not relinquish control over materials stored on the school's network. Routine maintenance and monitoring of the system may result in discovery of violation of this policy or applicable law. Additionally, individual investigations may be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy. Guardians may request access to their student's files and emails at any time and may request termination of a student's account at any time. Information stored and created on the school's network by students shall be treated as student data and protected as described elsewhere in this handbook.

Nuisance Articles, Toys, and Electronics

Nuisance articles including, but not limited to, toys and other distracting personal belongings such as

radios, tape/CD players, electronic games, iPods, trading cards, laser pointers, roller shoes, rollerblades, skateboards, and cameras may not be brought to school unless the student's classroom teacher has given prior permission. Possession of such articles will result in confiscation with disciplinary action pending administrative discretion. Items that are confiscated will be returned to the student or guardian at the discretion of the administrator. The school administration reserves the right to determine whether other items, not mentioned above, are considered nuisance articles.

Discipline

ENVoY Classroom Management

Teachers are trained in ENVoY, a classroom management system that emphasizes the use of nonverbal communication between teachers and students. We believe nonverbal communication including body movement, facial expressions, and referencing visual cues in the classroom setting are effective strategies in enhancing student focus and engagement during academic instruction.

Movement Breaks

Short and strategically planned movement breaks are to be intentionally integrated into curriculum, lesson plans, and the daily schedule by classroom teachers. This supports students in maintaining focus and engaging in deeper learning.

Responsive Classroom (RC)

Athlos Academy of St. Cloud strives to build our classrooms and our school into a learning community where high social and academic goals are attained. Responsive Classroom elements support the school in meeting this end. RC is built around six central components that integrate teaching, learning, and caring into the daily program. These components are set in the context of commonly-shared values such as honesty, fairness, and respect and are implemented through the development and strengthening of social skills such as cooperation, assertion, responsibility, empathy, and self-control.

The Responsive Classroom approach includes the following teaching strategies and elements:

- Morning Meeting: A daily routine that builds community, creates a positive climate for learning, and reinforces academic and social skills.
- Rules and Logical Consequences: A clear and consistent approach to discipline that fosters responsibility and self-control.
- Guided Discovery: A format for introducing materials that encourages inquiry, heightens interest, and teaches care of the school environment.
- Academic Choice: An approach to giving children choices in their learning that helps them become invested, self-motivated learners.
- Classroom Organization: Strategies for arranging materials, furniture, and displays to encourage independence, promote caring, and maximize learning.
- Family Communication Strategies: Ideas for involving families as true partners in their children's education.

Student Behaviors and Consequences

Discipline Philosophy (See Student Policy 5502)

Athlos Academy of St. Cloud of St. Cloud uses 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. New students enrolling at Athlos Academy may be placed on a PBSP if documentation from previous school warrants a need.

Restorative Discipline:

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. Restorative practices are not punitive, but instead are designed to explicitly teach, practice, and support appropriate behavior. Restorative discipline relies on both high standards of behavior and high support. When inappropriate behavior occurs, the teacher is expected to intervene to cause the student to reflect on his/her actions and to encourage the student to provide appropriate remediation.

Performance Character Pillar:

The Performance Character Pillar seeks to motivate and provide incentives to students that directly and regularly reward or recognize appropriate behavior. Through explicit connection to performance character traits, teachers are able to set consistent behavioral expectations and guide reflection through a set of well-defined norms.

Positive Behavioral Intervention and Support:

Positive Behavioral Intervention and Support (PBIS) is a multi-tiered system of support (MTSS) designed to teach and reinforce appropriate behavior and discourage inappropriate behavior through increasingly intense levels of support. As the intensity of negative behavior escalates, so does the intensity of the support and interventions.

Code of Conduct:

Athlos Academy of St. Cloud students are expected to abide by school policy as well as state, local, and federal law. In addition, students are expected to show respect for self, others, and property.

Students are also expected to behave in a manner conducive to a collaborative learning environment.

Discipline Procedures (See Student Policy 5502)

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 Minn. Stat. § 121A.58. 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 list of Minor infractions can be found in the school's *Discipline Policy 5502*. Minor infractions will be communicated to parent/guardian(s) 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.

Major Infractions:

Major infractions are severe violations of school rules that are usually immediately escalated to the level of designated administration. A list of Major infractions can be found in the school's *Discipline Policy 5502*. Serious Major infractions may involve law enforcement, at the discretion of the Principal and/or School Official.

Consequences of Minor Infractions:

- Good faith efforts shall be made to implement a plan that would allow the student to remain in school and/or in the classroom to continue student learning.
- Increased supervision or a restriction of privileges at the discretion of the teacher.
- Students may be referred to the Student Support Classroom (SSC) as deemed appropriate by School Officials. The SSC is a restorative practice based on learning from mistakes and making amends. Students will receive academic and social/emotional support in this setting.

Consequences of Major Infractions:

- In cases of Major infractions, consequences may include in-school suspension, out-of-school suspension, and in serious cases, expulsion, as determined by school administration.
- Law enforcement may become involved at the discretion of the Principal and/or School Official.
- Athlos Academy of St. Cloud shall notify parent/guardian(s) at all developments (*Student Policy 5507*).
- At all times Athlos Academy of St. Cloud shall follow the state regulations concerning student discipline according to the Minnesota Pupil Fair Dismissal Act.

Special Considerations (See Student Policy 5502)

If any student involved in an incident receives special population services under IDEA or Section 504, the employee assigned to oversee those services may be asked to collaborate with colleagues to determine if the student has a Behavior Intervention Plan or BIP. Students on a BIP may require a different set of consequences than the general student population. Incidents involving special population services students may require a manifestation determination evaluation. A manifestation determination will be conducted prior to an expulsion or suspension of greater than 5 days. If any student involved in an incident receives special population services (IEP, 504, ELL), procedures will comply with the *Fair Pupil Dismissal Act*.

Weapons (See Student Policy 5508)

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in *Student Policy 5508*. This ban extends to the school's grounds, including parking lots, as well as buses, bus stops, and locations of school trips or functions, except as provided for in *Student Policy 5508*, which addresses lawful carry of firearms by nonstudent permit holders.

Any student who becomes aware of a weapon being brought to school must immediately notify a staff

member. In accordance with Minn. Stat. § 121A.44, the Athlos Academy of St. Cloud Governing Board shall expel, for 12 months, any student who is determined to have brought a weapon as defined in *Student Policy 5508* to school or school-related event. The Governing Board may decide on a case-by-case basis to modify this consequence. Non-students who violate this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations.

Search and Seizure (See Student Policy 5506)

Athlos Academy of St. Cloud 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 St. Cloud, and any reasonable suspicion merits grounds for a search and seizure according to the school's *Search of Student Lockers, Desks, Personal Possessions and Student's Person Policy 5506*. This policy extends to all school facilities and school property, including lockers, cubbies, desks, personal possessions, and all off-campus school events.

Pursuant to Minnesota statutes, school lockers and desks are the property of Athlos Academy of St. Cloud. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. Searches shall be conducted in accordance with procedures outlined in *Student Policy 5506*.

Parent/Guardian Communications

Communication Methods

Communication is absolutely essential for swiftly resolving issues. School administration recognizes this and shall strive to facilitate open and frequent communication with parent/guardian(s) at all times. Teachers communicate information to guardians of their students through report cards, conferences, phone calls, emails, packets of student work, as well as informational notes.

You are encouraged to keep close contact with the school and your child's teachers. If at any time, you have a question, please call the front office and leave a message, or email teacher 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 your concern is urgent, please talk with the front office.

Communication and Grievance Procedures (See Student Policy 5501)

Athlos Academy of St. Cloud'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 Principal or designee as mediator.

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

1. First, request a conference with your child'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 Principal 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 St. Cloud 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).

No one except appropriate Athlos Academy of St. Cloud employees, guardians of minors, and those disclosed on the Tennesseean warning distributed at enrollment shall have access to individual student records without either a subpoena or appropriate written permission of the student's guardians in accordance with Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act. Such information will not be released to an outside agency without a written request.

Guardians have the right to examine or request the amendment to the contents of their own student's educational records 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 AASC in accordance with *Community Relations Policy 8008*.

FERPA Notice and Directory Information (See Student Policy 5105 & 5108)

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 writing within 30 calendar days of enrollment of which pieces of directory information you wish to not be released without your prior consent. 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.

Non-Custodial Parent/Guardians (*See Student Policy 5105*)

In compliance with Minn. Stat. § 120A.22, upon request, noncustodial guardians have the right of access to, and to receive copies of, school records and information. The school requires that custodial 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 the absence of that order, equal rights will be afforded to both 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 St. Cloud 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 you in case of an emergency.

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 you cannot be reached. In the event that family and emergency contacts cannot be reached, the school authorities may contact the appropriate legal agency, such as law enforcement to assist. 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 programs aim 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 shall be emphasized in each classroom through enhanced curriculum and other initiatives. More nutrition information shall be available on the school's website.

All students are provided athletic movement instruction and of unstructured free play. Additionally, movement breaks are incorporated into the classroom.

At least one event shall 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 may only be administered by a licensed school nurse, health service staff member, or trained employee. The dosage will be recorded at each administration.

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 necessary medication, in the form of an inhaler, epi-pen, or insulin, 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.

Allergy Procedures

The risk of accidental exposure to foods can be reduced in the school setting if school administration

works with students, parent/guardian(s), and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility:

- Notify the school of the child'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 child 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.

Minnesota Immunization Law

Minn. Stat. § 121A.15 require that all children, prior to admission to a Minnesota school, must be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella, Hepatitis B, and Varicella (chickenpox) or meet one of the allowable alternatives. The law allows for these exemptions:

- A signed statement from a doctor exempting the person from the required vaccine because of medical reasons.
- A notarized statement that immunization goes against personal beliefs.

The law states that the 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. Immunization records will be collected at the time of student registration, and Athlos Academy of St. Cloud also requires written notification of any required booster immunizations post-enrollment.

Head Injury Policy (*See Student Policy 5301*)

It is the policy of Athlos Academy of St. Cloud 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 parent/guardian(s) of the child. In the event that a head injury is suspected, the child shall:

- Be directly removed from the physical activity;
- Evaluated by a trained health care professional; 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 a trained health care professional provides written medical clearance.

Any injury that requires medical assistance, such as, but not limited to, the child needing to go to the doctor or hospital, will be brought to the Principal'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 of St. Cloud 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.athlosstcloud.org and made available to guardians as soon as possible.

If school is going to start late, close early, or close due to bad weather, notification will also be made through the school's Facebook page, school notification system and local media.

Background Checks (See Personally Policy 4002)

Anyone on Athlos Academy of St. Cloud's grounds or at one of its events with significant access to students, or unsupervised time spent with students, is required to submit to a criminal history background check prior to engaging with students. This includes all school employees, volunteers, substitutes, or emergency replacements.

For the safety of the students, all volunteers are required to pass a check against the state sex offender registry prior to entering the instructional side of the building. Additionally, Athlos Academy of St. Cloud requires a criminal history background checks on any volunteer who accompanies students off campus (i.e., chaperones for field trips) and any volunteer who is responsible for working with students on campus, but not under the supervision of a licensed teacher.

Visitors (See Community Relations Policy 8003)

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

Visitors who wish to visit with teachers will be restricted to hours in which teachers are not with students. Visitors are encouraged to schedule appointments in advance. The administration has the discretion to deny a request to visit the school.

All visitors are required, by state law, to check in at Athlos Academy of St. Cloud's front office and must wear a visitor badge while on campus. If bringing a lunch or materials during the day for students, please bring them to the office to avoid disruption of instruction in the classroom.

Classroom and School Safety

Backpacks, book bags, duffel bags and other similar items are not to be taken to classes. These items may be used to bring books to and from school. Keep backpacks, book bags, duffel bags and other similar items in lockers during school time. Plan ahead and use lockers. Exceptions may be made at the discretion of administration (students with an accommodation plan, injury, disability). Any other acts that are considered unsafe, such as lack of eye protection, improper clothing, carrying/using fire lighters or matches, unsafe acts, erratic driving on campus, etc.

Violations of this policy shall be handled in accordance with the school's Positive Behavior Support Plan.

Pets & Animals

No pets or animals are allowed in the school building or premises unless approved by the building school official.

General School Policies

Lunch

Student lunches are available in the cafeteria. Applications for the free and reduced-priced meals are available in the front office and online. Children 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 St. Cloud'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 the school website.

Guardians who wish to eat in the cafeteria may do so by notifying Athlos Academy of St. Cloud'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 fieldtrip experience due to behavior or lack of a proper permission slip, alternate curriculum that addresses the purposes of the trip will be assigned.

Minn. Stat. § 123B.37 prohibits charging fees for fieldtrips that is required as a part of a basic education program or course. However, as fieldtrips are costly, and optional donations to help support opportunities for students are appreciated.

Extracurricular Activities (See Student Policy 5601)

Extracurricular activities are activities for students recognized or sanctioned by Athlos Academy of St. Cloud 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. Student participation in extracurricular activities will be contingent upon compliance of Student Code of Conduct.

School Fees (See Student Policy 5605)

Athlos Academy of St. Cloud shall be free, and no student shall be denied an education because of financial difficulty to furnish instructional materials necessary to be successful in school. Please reference

the school's *School Fees Policy 5605* for more information on Athlos Academy of St. Cloud's compliance with the Minnesota Public School Fee Law and fee waivers as well as the fee schedule can be found in Appendix C of this handbook.

Fees **may** be charged in connection with:

- Extracurricular activities where participation is voluntary and a student's grade or ability to participate fully in any academic course is not affected;
- Security deposits for the return of school materials, supplies, or equipment;
- Transportation to and from school of students living within two miles from school;
- Transportation of students to and from extracurricular activities at locations other than Athlos Academy of St. Cloud, and where attendance is optional; and
- Other fees authorized by Minn. Stat. § 123B.36.

Fees may **not** be charged in connection with:

- Textbooks, art supplies, library books, etc.;
 - Note: All texts are furnished free of charge. The student is responsible for the care of the book that is issued to them. It is recommended that all textbooks be covered. A charge will be made for any loss of books or for wear beyond normal use. Students will be required to pay for replacement of any lost or damaged book.
- Admission fees, dues, or fees for any activity students are required to attend
 - Transportation of students within the school district, living two miles or more from school; or
 - Other fees prohibited by Minn. Stat. § 123B.37.

In compliance with Minn. Stat. § 123B.36, Subd. 6, the Governing Board may waive fees for any student unable to pay them and for any student whose parent is serving in, or within the past year has served in, active military service as defined under Minn. Stat. § 190.05.

School Pictures

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

Yearbook

Athlos Academy of St. Cloud 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.

Student Surveys

Athlos Academy of St. Cloud 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.

Lost and Found

Every effort is made to return lost and found articles to the rightful owner. It is particularly helpful to have all possessions, especially those of younger children, plainly marked with the student's name. Money or valuables should not be left in desks or lockers. Unclaimed items will eventually be donated to a charitable organization.

Child Abuse Mandated Reporters

Minnesota statute requires that school employees, as mandated reporters, report to the appropriate County Human Service department any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee. Once a report has been made, official representatives of the county Human Service department have the right to and may come to the school to interview the child. The department need not obtain guardian permission.

School Safety

General Safety

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 St. Cloud'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 St. Cloud participates in a School Safety Plan. These plans cover such events as fire drills, school evacuations and school lockdowns. A copy of the School Safety Plan is available in Athlos Academy of St. Cloud's front office. Fire drills will be held monthly. School facility safety evaluations shall occur annually. Students will also participate in lockdown and natural disaster drills will occur as required by state law.

Tobacco Free Grounds

Athlos Academy of St. Cloud is a tobacco-free school. Any use of any tobacco product will not be allowed by anyone on any school grounds, including any athletic field areas, parking lots, school buildings, or any other school property.

Parent Teacher Association

Parent Volunteer Service

Athlos Academy of St. Cloud 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 of St. Cloud's Parent Teacher Association (PTA)

The general goal of the PTA shall be to assist the school in matters pertaining to the school and its education program through parent participation. The PTA is an important vehicle for parents to support Athlos Academy of St. Cloud and share their ideas. The PTA conducts fundraisers to support Athlos Academy of St. Cloud's special and ongoing projects/programs that are approved by the PTA board.

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

Athlos Academy of St. Cloud 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 child's education at home. This involves, but is not limited to, ensuring homework is complete, supporting and enforcing the policies of Athlos Academy of St. Cloud, 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 of St. Cloud involves a commitment and exhibits a concern for helping your child succeed.

Once you have chosen to enter into partnership with Athlos Academy of St. Cloud, we trust you will be loyal to this commitment. During these early years, your student needs constant support from both faculty and guardians in order to develop intellectually, emotionally, socially, and physically. Teachers and guardians must work together in support of AASC students. If there is an incident at school, as guardians, your first step must be to work 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 of St. Cloud, we ask guardians:

- To set rules, times, and limits so your child 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 children 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 AM 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.

END

Please note:

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

APPENDIX A - ARRIVAL PROCEDURES

Rules to Follow:

- Please patiently wait your turn in line.
- Remain in your vehicle at all times.
- Be efficient in dropping off/picking up your child.
- 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:

- Bicycles must be walked at all times while on the school campus.
- Walk your bicycle across the crosswalks.
- Lock your bicycle.
- 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, Heely roller shoes, 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.

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.
- If you are riding the bus, you will be dismissed by your teacher to the buses.
- Otherwise, 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. Waiting for the crossing guard's instructions if you need to cross the Loading Zone.

Parent'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 of St. Cloud.
- 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 of St. Cloud 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 parent/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 (below).
- Pass a background check.
- Have a current “Personal Vehicle Transportation Form” on file indicating current Driver’s license and valid auto insurance.

Please, visit the front office for more details.

Confidentiality Statement

At Athlos Academy of St. Cloud (AASC), we appreciate the work that you, as a volunteer, 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 AASC 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 St. Cloud, 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 child other than your own child) 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 AASC 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. AASC 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 St. Cloud, 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 Principal 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 Principal

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.

Personal Vehicle Transportation Form

To ensure the health and safety of our students, Athlos Academy of St. Cloud requires that anyone using their personal vehicle to transport students to and from school-related activities must receive prior approval from school administration. You must also agree to:

- Respect and abide by the confidential nature of what I see or hear pertaining to students and/or staff as I carry out volunteer duties.
- Bring concerns or issues, if any, to the staff person supervising my volunteer activities.
- Direct discipline issues to an appropriate staff member.
- Be supportive of the school and its mission.
- Always sign in at the front office and wear the proffered volunteer tag.

Required Information	
Name of Driver:	
Driver's License Number & Expiration Date:	
Vehicle(s) Year/Make/Model:	
Vehicle(s) License Plate Number:	
Number of seat belts available (including driver):	

Please initial the following:

_____ I agree to provide Athlos Academy of St. Cloud with a photocopy of my Driver's license.

_____ I agree to provide Athlos Academy of St. Cloud with a copy of the Proof of Insurance for the above-noted vehicle.

_____ I agree to ensure that all children will be properly belted while driving in the vehicle; children under the age of 8 are to be belted in the back seat with a booster or car seat (which will be provided by the child's guardian), children under the age of 12 should be belted in the back seat.

_____ I agree to prohibit anyone from smoking inside the vehicle while transporting and during fieldwork.

By signing below, you authorize Athlos Academy of St. Cloud to obtain a copy of your Driver Record History and status of your Driver's License, conduct a criminal background check, and contact your insurance company to confirm your insurance status. Athlos Academy of St. Cloud does not cover, nor is responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

By signing below, you acknowledge the confidentiality statement and agree to abide by the listed rules.

Printed Name

Signature

Date

NOTE: If you have been convicted of a felony such as a DUI or drug infraction within the last ten years or have ever been convicted of child or spouse abuse, or have a case pending in any of these areas, please do not volunteer to drive or chaperone.

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

Athlos Academy Anti-Bullying policy is contained in this Family Handbook in the Student Code of Conduct section. The school prohibits against bullying of a student by another student. Any reports of bullying will be responded to within 3 school days and investigated accordingly.

Athlos Academy Anti-Bullying Pledge

We will not accept bullying at Athlos Academy. Our goal is to create a safe, caring, and respectful school environment. We agree that it is everyone's responsibility to stop bullying.

Students at Athlos Academy will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Try to include everyone in group activities, especially those who are often left out.
- Report bullying to an adult.

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 - FEE SCHEDULE

Student Fees

Athlos Academy of St. Cloud School Fee Schedule	
Supplementary Field Trips Cost per student per trip	Up to \$100 unless otherwise approved by the Governing Board
Voluntary Extracurricular Activities Cost per student per activity	Up to \$150 per semester-long activity
Yearbook (optional)	Up to \$25
*Note: No fee may be charged for: Admission fees, dues, or fees for any activity students are required to attend; Field trips that are required as part of an educational program; or Textbooks, workbooks, art materials, or laboratory supplies.	

Approved by the Athlos Academy of St. Cloud Governing Board on: 5/22/2017.

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.

ACKNOWLEDGMENT FORM

Handbook policies are subject to change pending Athlos Academy of St. Cloud Governing Board decision. For most recent revisions to handbooks and policies, please visit the Athlos St. Cloud 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 following items:

- Family Educational Rights and Privacy Act (FERPA) located in Appendix D of the Family Handbook
- Anti-Bullying Policy located in Appendix E of the Family Handbook
- Fee Schedule in Appendix F of the Family Handbook
- Guardian's role in child's learning located in the Family Handbook under Parent Teacher Association
- School background checks for individuals supervising children located in the Family Handbook under Student Health and Safety and in Personnel Policy 4002.

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.

Student name(s) Printed

Legal Guardian's name printed

Guardian's Signature

Date