

# FAMILY HANDBOOK

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**Athlos Academy**  
JEFFERSON PARISH

## Governing Board

Role	Name	Email
Board Chair	<b>Nick Berg</b>	nberg@athlosjp.org
Vice Chair	<b>Ruben Johnson</b>	rjohnson@athlosjp.org
Board Secretary	<b>Tiffany Nelson</b>	tnelson@athlosjp.org
Board Treasurer	<b>Harvey Wier</b>	hwier@athlosjp.org
Board Member	<b>Elydia Ketchens</b>	eketchens@athlosjp.org
Board Member	<b>Stephen Sewell</b>	ssewell@athlosjp.org
Board Member	<b>Jacquetta Wright</b>	jwright@athlosjp.org

## Leadership Team

Role – View <a href="#">website</a> for contact information
Principal of Upper School
Principal of Lower School
Assistant Principal of Upper School
Assistant Principal of Lower School
School Operations Manager
Special Education Coordinator
Deans of Students
Lead Athletic Performance Coach

# TABLE OF CONTENTS

<b>WELCOME!</b> .....	<b>5</b>
Mission.....	5
Vision.....	5
Educational Philosophy .....	5
School Culture .....	6
Family/Community Involvement .....	6
Homework Expectations.....	6
<b>PERFORMANCE CHARACTER PILLAR.....</b>	<b>7</b>
Performance Character Philosophy.....	7
The 12 Performance Character Traits.....	7
Morning Huddles .....	8
Performance Character Throughout the Day .....	8
<b>PREPARED MIND PILLAR .....</b>	<b>9</b>
Prepared Mind Philosophy .....	9
Curriculum .....	9
Instruction .....	9
Assessment.....	10
<b>HEALTHY BODY PILLAR .....</b>	<b>12</b>
Healthy Body Philosophy.....	12
Athletic Movement.....	12
Other Movement Throughout the Day.....	12
Health and Nutrition.....	12
Culture of Wellness .....	13
<b>SCHOOL OPERATIONS .....</b>	<b>14</b>
Schedules.....	14
Enrollment .....	14
Attendance .....	15
Arrival and Dismissal Procedures .....	18
Student Code of Conduct.....	20
Discipline .....	30
Guardian Communications .....	34
Student Records .....	35
Student Health and Safety.....	36
General School Policies.....	40
School Safety .....	42
Parent-Teacher Organization.....	42
<b>APPENDIX A - ARRIVAL PROCEDURES .....</b>	<b>45</b>
<b>APPENDIX B - DISMISSAL PROCEDURES .....</b>	<b>46</b>
<b>APPENDIX C - VOLUNTEER REQUIREMENTS .....</b>	<b>47</b>
Confidentiality Statement .....	47
Personal Vehicle Transportation Form .....	47
<b>APPENDIX D - FERPA.....</b>	<b>49</b>
Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information.....	49
Notification of Rights under FERPA for Elementary and Secondary Schools.....	51

<b>APPENDIX E - ANTI BULLYING POLICY .....</b>	<b>55</b>
<b>APPENDIX F - SEARCH AND SEIZURE .....</b>	<b>56</b>
<b>APPENDIX G - PARENT &amp; STUDENT STATEMENT OF COMPLIANCE .....</b>	<b>57</b>
Student Agreement .....	57
Parent Agreement .....	58
<b>APPENDIX H - SCHOOL FEES .....</b>	<b>Error! Bookmark not defined.</b>
<b>ACKNOWLEDGEMENT FORM.....</b>	<b>59</b>

# **WELCOME!**

## **Mission**

Athlos Academy of Jefferson Parish 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 Jefferson Parish 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 Jefferson Parish 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 Jefferson Parish 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 Jefferson Parish’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 Jefferson Parish 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. Athlos Academy of Jefferson Parish also appreciates family volunteers in its classrooms and for school events in order to enhance the school-parent relationship for the benefit of the students.

## Homework Expectations

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

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

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

# PERFORMANCE CHARACTER PILLAR

## Performance Character Philosophy

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

## The 12 Performance Character Traits

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

## **Morning Huddles**

Each day at Athlos Academy of Jefferson Parish begins with a Morning Huddle in the homeroom classroom focused on the Performance Character curriculum. Teachers may take the opportunity to introduce a new Performance Character trait in a kickoff lesson or offer opportunities for students to practice other Performance Character traits.

During this time, the Pledge of Allegiance will be recited, during which time students choosing not to participate may remain respectfully seated (*See Student Policy 5403*). Teachers may incorporate a quotation from a prominent figure in United States history or singing a patriotic song as a class. Morning Huddles allow time for teachers to promote a safe and engaging school culture of shared values and goals and an opportunity to celebrate America through various activities.

## **Performance Character Throughout the Day**

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



# **PREPARED MIND PILLAR**

## **Prepared Mind Philosophy**

Athlos Academy of Jefferson Parish refers to its academic program as the Prepared Mind Pillar. The program is aligned with the Louisiana 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 Jefferson Parish's curriculum relies on research and standards-based core content in alignment with state standards and encourages relevant connections to Athlos Academy of Jefferson Parish'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 Jefferson Parish teachers encourage active, student-centered strategies for learning which effectively support students while simultaneously inspiring them to develop the autonomy necessary to be successful as self-motivated learners. The instruction methods allow for differentiation in teaching strategies and promote collaboration and cooperation among the students. Instruction time is also another opportunity to foster Performance Character development in students and encourage students to take movement breaks in alignment with the Healthy Body Pillar.

## Instructional Materials

Each student is issued a set of books and other materials at the beginning of the school year in compliance with LA. R.S. 17:351.1. Students are expected to care for the books (including covering books) and materials and return them in a similar condition at the end of the year. Students may be required to replace materials which are lost, damaged, or wasted by students through irresponsible behavior. Certain grade levels may make periodic requests for additional materials to be brought in from home.

### Selection of Instructional Materials (See Educational Programs Policies 6203 and 6204)

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

### Outside Literature

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

### Donated Reading Materials

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

### Parental Access to Instructional Materials

Consistent with LA. R.S. 17:355, guardians are entitled to review any instructional materials used by or administered to their students and to review any survey before the survey is administered.

### Concerns Regarding Assigned Literature

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

## **Assessment**

Athlos Academy of Jefferson Parish'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 Jefferson Parish encourages frequent students' self-assessment and reflection as well as teachers' constructive and timely feedback.

Standards Based Report Card

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

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

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

Benefits of SBRC

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

# **HEALTHY BODY PILLAR**

## **Healthy Body Philosophy**

The Healthy Body program engages students in becoming more active learners by developing their confidence, competence, and motivation to move. The Healthy Body pillar consists of three main components: Physical activity (including Athlos Academies athletic curriculum, movement breaks, and free play), health and nutrition, and 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 huddles or “last word” conversations where they will be prompted to reflect on their athletic movement experiences to help with the formation of the twelve Athlos Performance Character traits.

## **Other Movement Throughout the Day**

At Athlos Academy of Utah, students have opportunities for frequent classroom movement breaks and free play opportunities. Movement breaks are brief intervals in which students are encouraged by their teachers to get up and move within the classroom. Teachers are encouraged to consistently utilize movement as tool for learning during classroom instruction. Less structured movement opportunities such as free play support the development of gross motor skills, object control skills, self-confidence, 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 will be exposed to health and nutrition content interwoven into regular classroom curriculum (specifically science) and a healthy approach to school meals.

## **Culture of Wellness**

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

# SCHOOL OPERATIONS

## Schedules

### Daily Schedule

<b>MONDAY - FRIDAY</b>
8:00 a.m. - 4:00 p.m.
<b>EARLY DISSMISAL</b>
8:00 a.m. - 1:30 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 Jefferson Parish observes federal and state regulations, guidelines, and practices regarding enrollment of all students. Admissions, enrollment, transfer, and waitlist procedures comply with LA. R.S. 17:3991 and BESE Bulletin 126 §2709. Please reference the school's *Enrollment and Lottery Policy 5102* for further details regarding the open enrollment period, enrollment preference, lottery, nondiscrimination policy, and continued enrollment of students. The enrollment form is available online and at the front office.

### 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, in the *Student Recommitment Form*, found online and in the front office. Each year the school will send out a survey to all guardians in regards of intent to return. Unclaimed seats will be considered open and offered to new students by lot according to the school's *Enrollment and Lottery Policy 5102*.

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

Athlos Academy of Jefferson Parish will submit a Pupil Progression Plan annually using the template provided by BESE. This plan is compliant with LA. R.S. 17:24.4 and BESE Bulletin 1566.

## **Attendance**

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

The State of Louisiana requires that all children from the age 7 up until their 18<sup>th</sup> birthday must attend a public, private or accredited home school program. Any scholar that is above the require attendance age that has excessive absences may be dropped for the schools roster per the recommendation of the SAT team.

### **\*Compulsory Attendance Law:**

**Attendance Requirements**- State Law requires that elementary scholars (K-8<sup>th</sup> Grade) must be present a minimum of 167 calendar days per school year.

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

### **On-Time Arrival**

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

### **Check In/Check Out**

Please try to schedule appointments during non-school hours whenever possible. If your student needs to be checked out during the school day, the student's guardians must sign the student out in the office.

The legal guardian may authorize, in writing, another adult (18 and older) to check a student out of school. The office administration is required to verify the identity using photo ID of any person checking a student out of school.

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

According to Louisiana state law, students are required to attend school at least 167 days per school year in order to be eligible for promotion to the next grade.

### **Exempted and Excused Absences (See Student Policy 5201)**

All absences require appropriate documentation, i.e., a phone call by 9:00 a.m., or note from the guardian (within 24 hours or return), or a doctor's note (after being absent for 3 or more consecutive days) unless the front office has otherwise been informed. If the absence is for personal reasons, advance written request by the guardians and approval from the Lead School Administrator or designee is necessary.

An absence is to be considered excused and exempted if one of the following explanations is verified by the student's guardian in a timely manner:

- Extended illness documented by a doctor's note,
- Serious illness in the student's immediate family,
- Religious instruction, or practice, or observance of a holy day,
- Extreme family emergency, or
- Official school field work or school-related event.

### **Non-Exempted and Excused Absences (See Student Policy 5201)**

Absences verified by the student's guardian, but do not meet the requirements stated above are considered non-exempted and excused. An example would be an illness not documented by a doctor's note. The student is allowed to make-up work associated with the absence, but the absence still counts against the attendance requirement.



### **Unexcused Absences (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" are considered an unexcused absence. Students may not be allowed to make-up missing assignments in the case of unexcused absences. Unexcused absences count against the attendance requirement.

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

A truant student is one that fails to comply with Athlos Academy of Jefferson Parish's attendance policy and statewide compulsory attendance law.

- A truant student is one that is absent from school without valid excuse for 3 days per semester if the student is in elementary school the first class periods on 3 days per semester if the student is in middle school.
- A habitually truant student is continuously absent from school without valid excuse and refuses to work with the school on their attendance problem for 5 or more days per semester if the student is in elementary school or the first-class periods on 5 or more days per semester if the student is in middle school.
- A habitually tardy student is one who is continuously late to school without valid excuse and refuses to work with the school on their attendance problem for 5 or more days per semester or the first-class periods on 5 or more days per semester if the student is in middle school.
- Athlos Academy will notify the student's guardian on or before the student's third unexcused absence or tardy and inform the guardian of the consequences outlined in LA. R.S. 17:233.
- Truancy are handled according to the school's *Truancy Policy 5202*.
- Truancy may be reported to law enforcement in accordance with state law.

### **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 Jefferson Parish will notify guardians in writing when a

student becomes chronically absent. At the discretion of the School Leader, a meeting with guardians may be required if a student remains chronically absent following written notice.

## **Withdrawal**

A parent should inform the front office, register and/or the school counselor at least a week in advance prior to moving or transferring from the school or as soon as possible. The parent must complete the withdrawal forms before the withdrawal procedure can be finalized. Any student that is looking to re-admit to the school must go through the application enrollment process.

## **Arrival and Dismissal Procedures**

### **Arrival Procedures**

1. Students are not allowed in to the school building or playground before 7:40am.
2. Students who are habitually dropped off earlier than allowed is an issue that may result in a school conference with the student's guardians.
3. Students who are dropped off must come through the Driveline lanes and exit their vehicles only once they are at a complete stop, and beyond the crosswalk.

### **Dismissal Procedures**

1. Students must be picked up by 4:00 p.m.
2. No students are allowed to be checked out after 2:30pm.
3. 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.
4. Guardians must display their assigned pick-up number in the car window, and are asked to model patience and courtesy while waiting in the pick-up line.
5. Staff will alert classrooms of the order of guardians driving into the school by way of Driveline Classroom.
6. 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.

7. Students who are habitually picked up late is an issue that may result in a school conference with the student's guardian.

## **Transportation**

Students who ride the bus are expected to follow the school bus safety rules. Students who do not follow transportation rules in *Student Policy 7201 – Student Transportation Safety Policy* which serves as an extension of the school's standards of behavior, will be issued consequence(s) that are appropriate to the severity of the offense. Consequences may include, but not limited to:

- *Verbal warning from the driver*
  - *Driver referral to school dean of culture, who will then conduct a parent phone call.*
  - *Loss of bus privilege (duration is dependent upon the severity and the amount of times of the inappropriate behavior)*
  - *After-school detention*
  - *In and or out of school suspension*
1. Parent, guardian or designee should be at the bus stop to meet any student under 2<sup>nd</sup> Grade. Should a responsible adult fail to arrive, the student will be returned to the school and placed in an after-school care program and the guardian will be charged the appropriate cost of the program.
  2. Any complaints regarding transportation or the bus driver should be communicated to the Operations Manager.
  3. No one other than students, bus company employee or Athlos Academy Jefferson Parish employee are allowed to board the bus. Parents are never allowed to board the bus.
  4. For all students age 10 and younger, a responsible adult must be present at the bus stop to meet the student. If there is no one at the stop to meet the student, the vendor will attempt to call the parent while the driver continues the route and will return to the stop after the route is complete. If there is still no one at the stop when the bus returns, or the vendor is unable to contact a parent/guardian, the vendor will contact the student's school and attempt to return the student to the school. If no one is available at the school, the vendor will turn the student over to the Jefferson Parish Sheriff's Office.

## **Student Code of Conduct**

### **School Agreements**

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

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

Athlos Academy of Jefferson Parish expects students to keep themselves well-groomed and neatly dressed while at school or at school-related events and to comply with the dress policy at all times during the regular school day.

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

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

Families who qualify as economically disadvantaged are encouraged to contact the School Leader for participation in a uniform assistance program.

#### General Modesty Standards:

- Head: No midriff showing when student touches their head.
- Shoulders: Shoulders should be fully covered, cap sleeves, no tank tops or spaghetti straps.
- Knees: Skirts and shorts should touch the top of the knees, and skirts must be worn with a "modesty short" underneath.

- Toes: Toes and heels covered.

#### Tops:

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

#### Bottoms:

- Shorts and pants: Athlos shorts and pants are available from the official website.
- Skorts: Athlos skorts are available from the official website. Solid black leggings or tights may be worn with the skort.

#### Footwear:

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

#### Accessories/Hair:

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

#### Backpacks:

- Backpacks are required to be clear or mesh and free of offensive words or graphics.

#### Best Dress:

- Guardians will be informed of Best Dress days as they arise.
- General modesty standards apply.
- Students may dress-up according to the following guidelines or remain in the school uniform.
- Boys: Black or tan dress pants, dress shoes, button front shirts, ties optional.
- Girls: Dresses or skirts must be knee length or longer, shoulders must be covered, and neckline must be modest, dress shoes or sandals (no flip-flops) are acceptable.

#### Fieldwork Dress:

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

#### Hardship Waiver (See Student Policy 5404):

- Families who qualify as economically disadvantaged are encouraged to contact the School Leader for participation in a uniform assistance program.
- The School Leader may, at any time during the school year, grant an exemption from wearing a school uniform to a student because of extenuating circumstances.

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

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

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

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

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

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

- Hurting someone physically by hitting, kicking, tripping, or pushing;
- Stealing or damaging another person's things;
- Conspiring with another person to engage in bullying behavior;
- Hazing (subjecting someone to abusive or humiliating tricks or ridicule);
- Teasing someone in a hurtful way;
- Using put-downs, such as insulting someone's race, religion, or gender;
- Spreading rumors or untruths about someone;
- Intentionally excluding someone, or trying to get other kids not to play with someone;

- Using any form of technology to engage in cyber-bullying activities; or
- Other behaviors fitting the description of bullying as defined in La. R.S. 17:416.13.

In order to prevent bullying, students at Athlos Academy of Jefferson Parish will be expected to:

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

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

### **Cheating and Plagiarism**

Cheating is defined as:

- Directly copying someone else's work.

Plagiarism is defined as:

- The act of taking the words of another person and using it as their own, without giving proper credit.

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 Jefferson Parish 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 Jefferson Parish 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 Jefferson Parish recognizes that one of our educational objectives is to increase our students' knowledge and appreciation of music, art, drama, and literature which may have a religious basis or origin as well as a secular importance, but fundamentally is intrinsic to the overall learning experience of its students.

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

Times when free exercise of religious practices may be prohibited:

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

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

- Reading the Bible or other religious texts or scripture,

- Saying grace before meals,
- Praying with friends in cafeterias, hallways, around flagpoles, or at extracurricular activities,
- Discussing religious views with other students, as long as there is no harassment, and/or
- In homework/classroom discussions, presentations, or assignments as long as the topic remains objective and informative and does not put other beliefs down.

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

Athlos Academy of Jefferson Parish 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 Jefferson Parish.

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

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

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

- For gaming, personal social media, watching videos, listening to music, or during lunch, between classes or before or after school on school premises without adult supervision.
- For taking photographs in restrooms, locker rooms or dressing rooms.

- Posting photographs of another person to social media or online without their permission.
- For accessing inappropriate content or for disallowed behaviors as outlined in the *Acceptable Use of Technology Policy 7401*.
- In ways that bully, humiliate, harass, or intimidate students or school employees consistent with the school's *Anti-Bullying Policy 5401*.
- During standardized assessments unless specifically permitted by statute, the student's IEP, or assessment directions.

If a student violates this policy, their electronic device may be confiscated by any Athlos Academy of Jefferson Parish 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 be alerted if the student has misused an electronic device in violation of the law.
- Additionally, students may be subject to disciplinary action in accordance with the school's *Discipline Policy 5502*.

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

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

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

### Technology Access in the Classroom:

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

### Acceptable Use of Technology:

- The primary purpose of the internet at Athlos Academy of Jefferson Parish is educational.
- Any device, whether or not it is owned by Athlos Academy of Jefferson Parish, that is connected to the school's network is covered by this policy and *Policy 5402 – Electronic Devices Policy*.
- All connected to the network provided by Athlos Academy of Jefferson Parish will refrain from attempting to subvert the technology that blocks access to obscene or otherwise blocked websites.
- No user of Athlos Academy of Jefferson Parish's devices or network will attempt to gain unauthorized access to any website or engage in hacking or other unlawful activities.
- All electronic communications will be compliant with the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
- Teachers will take an active role in ensuring that students and their guardians are aware of the individual student's responsibility to use the computer and internet in an ethical and education-oriented manner.

- Students and guardians agree to Athlos Academy of Jefferson Parish's appropriate use of technological services when they sign the *Library, Technology, and Directory Release Form* initially at student registration, and annually for the duration of the student's enrollment at Athlos Academy of Jefferson Parish.

#### Internet Safety Procedures:

- To the extent practical, technology protection measures (or "Internet filters") are used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- To the extent practical, steps are taken to promote the safety and security of users of the Athlos Academy of Jefferson Parish online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

#### Education of Students:

- All members of the Athlos Academy of Jefferson Parish staff educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.
- Students receive education in safe internet and cell phone use in accordance with the Children's Internet Protection Act and LA. R.S. 17:280.
- Following receipt of this training, the student will acknowledge that they received the training, understood it, and will follow the provisions of the Athlos Academy of Jefferson Parish's acceptable use policies.
- Athlos Academy of Jefferson Parish will make the teaching materials that cover the above available to legal guardians of students attending the school.

Violations of this policy will be handled through the *Electronic Devices Policy 5402* and the *Discipline Policy 5502*. Grievances regarding this policy or its implementation may be addressed through the *Communications and Grievance Policy 5501*.

## **Discipline**

### **Discipline Philosophy**

Athlos Academy of Jefferson Parish has adopted a behavioral support system consisting of three primary elements: Restorative Discipline, the Athlos Performance Character Program, and Positive Behavioral Interventions and Support. The first priority for an effective discipline program is establishing a safe, caring environment with a focus on learning.

#### 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.

## **Discipline Procedures (See Student Policies 5502 and 5507)**

Discipline procedures, are in alignment with restorative disciplinary practices and the Athlos Performance Character Program. Corporeal punishment is prohibited at all times in accordance *Student Policy 5505*.

- Teachers are not allowed, under any circumstances, to physically harm or handle a student as a disciplinary measure.
  - Reasonable physical restraint or force is acceptable in cases where student or teacher safety is at risk.
- In lieu of physical discipline, teachers will follow the school's Discipline Policy 5502 to appropriately redirect or reprimand a student's unwanted behavior.

In instances when students violate school policies, Athlos Academy of Jefferson Parish differentiates between Minor and Major infractions.

### Minor Infractions:

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

### Major Infractions:

Major infractions are severe violations of school rules that are usually immediately escalated to the level of designated administration. A detailed list of Major infractions can be found in the school's *Discipline Policy 5502*. Serious Major infractions may involve law enforcement, at the discretion of the Lead School Administrator. Incidents requiring law enforcement involvement will result in parental notification consistent with *Student Policy 5504*.

### Consequences of Minor Infractions:

- Good faith efforts are made to implement a remedial discipline 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.

Consequences of Major Infractions:

- In cases of Major infractions, consequences will consist of 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 Lead School Administrator.
- Athlos Academy of Jefferson Parish will notify guardians at all developments (*See Student Policy 5507*).
- For detail regarding response to Major Infractions, including hearing procedures (*See Student Suspension and Expulsion Policy 5507*).

Definitions of Consequences (See Student Policy 5507 for additional explanation):

- In-School Suspension: As a result of chronic negative behavior, a student is removed from the classroom and spends the hours or days of suspension in another classroom under the supervision of an Athlos staff member, and is expected to complete all assigned work, for which they receive credit.
- Out-of-School Suspension: As a result of chronic negative behavior, a student is removed from the classroom and sent home.
  - Out-of-school suspension may not exceed 10 consecutive days.
  - Students must make up all academic work by a specified date for which they may receive full credit.
  - In the event of a student's suspension or expulsion, the parent/guardian(s) of the student must be notified by Athlos Academy of Jefferson Parish without delay by means of the *Notice of Suspension or Expulsion*, to be sent via certified mail.
  - When a student with disabilities has been subject to an Out-of-School Suspension for more than 5 consecutive school days or 10 cumulative school days in the same school year, and that suspension does not evolve into expulsion, the child's IEP team shall meet and determine if the child needs other services in order to participate in the general curriculum, albeit in an individualized education setting.



- Expulsion: The most severe consequence for a student’s chronic negative behavior in which he/she is denied continued enrollment.
  - Parent/guardian(s) shall be notified prior to the decision if possible, and given written notice of their right to appeal in the school’s *Notice of Suspension or Expulsion*.
  - A student may be expelled for up to 12 months unless otherwise specified under Louisiana Law.
  - At the end of the expulsion period, a team shall meet to determine the most appropriate placement for that student which may include returning to the regular classroom, implementing a modified schedule, or choosing home school options.
  - Prior to expulsion, a hearing will be held by the Governing Board or its designee pursuant to La.R.S. 17:416(C)

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

If any student involved in an incident receives special population services (IEP, 504, ELL), procedures will be compliant with all state and school requirements.

**Weapons and Controlled Substances (See Student Policy 5507)**

If a student brings a real or look-alike weapon, explosive, or flammable material to school, the student responsible will be subject to an Out-of-School Suspension immediately. Disciplinary action may be modified by the Lead School Administrator up to and including expulsion on a case-by-case basis, within 10 days of the incident.

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

Athlos Academy of Jefferson Parish 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 Jefferson Parish, and any reasonable suspicion merits grounds for a search and seizure according to the school’s *Search and Seizure Policy 5506*. This policy extends to all school facilities and school property, including lockers, cubbies, desks, personal possessions, and all off-campus school events. Students, guardians, and school employees will be notified in writing at the beginning of each school year of the Governing Board's

authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on school property and at school sponsored events. *Search and Seizure Policy 5506* for details on the qualifications and protocols for search and seizure.

## **Guardian Communications**

### **Communication Methods**

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

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

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

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

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

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

4. The Governing Board may be asked to address grievances that have been escalated through the formal grievance process.

## **Student Records**

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

Athlos Academy of Jefferson Parish 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 Jefferson Parish employees and guardians of minors will have access to individual student records without either a subpoena or appropriate written permission of the student's guardians. Such information will not be released to an outside agency without a written request except as allowed under FERPA. Pursuant to LA. R.S. 17:3913, Athlos Academy of Jefferson Parish will make available at its main office and on its website information about the transfer of personally identifiable student information.

Guardians have the right to examine the contents of their own student's educational records, except items made confidential by state or federal law, in accordance with the Family Educational Rights and Privacy Act. To view or receive a copy of these records, please submit a written request to Athlos Academy of Jefferson Parish.

### **Non-Custodial Guardians**

In accordance with LA. R.S. 9:351, upon request, noncustodial parent/guardians have the right of access to, and to receive copies of, school records and information. The school requires that custodial guardians file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school in order to restrict a noncustodial guardian's access to a student's education records. 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 Jefferson Parish 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. 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**

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

All medication, including over-the-counter medication (such as Tylenol), requires a signed *Authorization to Administer Medication* form from the guardians for school personnel to administer the medicine as prescribed by the student's physician. Medication is only administered by a licensed school nurse, health service staff member, or trained employee. The dosage will be recorded at each administration and witnessed by a second school employee. A student will be observed by a school employee for a period of 45 minutes following the administration of medication; this observation may occur during instruction time.

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 should not be in possession of medication of any kind.

### **Allergy Procedures**

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

A school nurse or trained school employee may administer auto-injectable epinephrine to a student who they, in good faith, professionally believes is having an anaphylactic reaction, regardless of whether the student has a prescription for epinephrine.

Family's Responsibility:

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

School's Responsibility:

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

Student's Responsibility:

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

## **Head Lice Policy**

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

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

### **Louisiana Immunization Law (See Student Policy 5305)**

LA. R.S. 17:170 requires that all students present evidence of immunity or immunization against vaccine-preventable diseases or present evidence of an immunization program in progress, upon registering for enrollment at Athlos Academy of Jefferson Parish for the first time and again upon entering sixth grade. The schedule of required vaccines will be that approved by the office of public health, Department of Health and Hospitals. At its own discretion and with the approval of the office of public health, Athlos Academy of Jefferson Parish may require immunizations or proof of immunity more extensive than required by the schedule approved by the office of public health.

Students may be exempt from the requirements of this policy if the student or their guardian submits either a written statement from a physician stating that the procedure is contraindicated for medical reasons, or a written dissent from the student or their guardian is presented. In the event of an outbreak of a vaccine-preventable disease at Athlos Academy of Jefferson Parish, the Lead School Administrator may, upon the recommendation of the office of public health, exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the student presents evidence of immunization.

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

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

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

All Physical Education teachers and coaches are qualified to appropriately respond to sports injuries according to state law.

As part of student registration, guardians must acknowledge Athlos Academy of Jefferson Parish's head injury policy if their student participates in extracurricular school sports, or any physical activity during the school day.

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

Athlos Academy of Jefferson Parish 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, and made available to guardians as soon as possible. Guardians should monitor local radio stations for emergency information regarding the school.

### **Background Check Policy (See Personnel Policy 4002)**

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

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

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

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

Visitors and their possessions are subject to a random search with a metal detector and are subject to search when there is reasonable suspicion that such person has any weapons, illegal substances, stolen goods, or other objects the possession of which is a violation of school policy.

## **General School Policies**

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

Athlos Academy of Jefferson Parish is a Community Eligibility Provision (CEP) school. THE CEP program allows the school to serve breakfast and lunch at no cost to all enrolled students.

Visitors who wish to eat in the cafeteria may do so by notifying Athlos Academy of Jefferson Parish's front office at the beginning of the school day. If visitors bring in lunch from an outside source (Fast Food Restaurant) during lunch time to eat with a scholar, the lunch cannot be consumed within 100 feet of the school cafeteria.

### **Fieldwork 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.

The ability to participate in fieldwork is a privilege that must be earned. Students with a school behavior problem or a problem keeping up with their school work may be excluded from the fieldwork at the discretion of the teacher and/or Lead School Administrator. If a student cannot attend a planned fieldwork experience due to behavior or lack of a proper permission slip, alternate curriculum that addresses the purposes of the trip will be assigned.

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

Extracurricular activities are activities for students recognized or sanctioned by Athlos Academy of Jefferson Parish which may supplement or complement, 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 requiring a fee.

Extracurricular activities will be scheduled outside of school hours whenever practical, however, students are responsible for making up work missed while participating in student activities or events in a manner that would be required of any other students in order to receive credit.



No student is allowed to participate in any event on the day or night while the student is under suspension from school. The Governing Board or Lead School Administrator may set additional eligibility requirements for extracurricular activities.

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

Athlos Academy of Jefferson Parish is free, and no student will be denied an education because of financial difficulty to furnish instructional materials necessary to be successful in school. No fee may be charged for materials, textbooks, supplied, or for any class or required activity.

Fees may be charged in connection with any extracurricular activity where participation is voluntary or curricular activities where a student's grade is not affected. Additionally, every student is accountable for unpaid fees or debts owed to the school for such things as, but not limited to: lost textbooks, library books, unpaid lunch money, school pictures, locker fees, student I.D. fees, etc.

Students will not be denied use of a textbook during the school day nor have records withheld due to an inability to pay a fee, fine, debt, or other outstanding obligation.

School fees are established annually by the Athlos Academy of Jefferson Parish Governing Board. Written notice shall be provided annually to guardians regarding school fees. More information can be found in Athlos Academy of Jefferson Parish's *School Fees Policy 5605*.

### **Lost and Found**

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

### **Celebration of Holidays**

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

## **School Safety**

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

We believe students work best in a safe, supportive, and positive learning environment. Students are expected to abide by the behavior standards posted in the classroom, cafeteria, and on the playground. Safety is Athlos Academy of Jefferson Parish'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 Jefferson Parish participates in a School Safety Plan. This plan covers such events as fire drills, school evacuations and school lockdowns. A summary of this plan is available on the School Website. Fire drills, lockdown drills, natural disaster drills, and school facility safety evaluations will occur as required by state law.

## **Parent-Teacher Organization**

### **Parent Volunteer Service**

Athlos Academy of Jefferson Parish 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. Parent volunteer hours are voluntary and not required.

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

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

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

Athlos Academy of Jefferson Parish firmly believes that a parent-school partnership is vital to student success. As the primary educators of your children in partnership with the school, parents agree to support their student's education at home. This involves, but is not limited to, ensuring homework is complete, supporting and enforcing the policies of Athlos Academy of Jefferson Parish, 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 Jefferson Parish involves a commitment and exhibits a concern for helping your student succeed.

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

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

- 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 a.m. when a student is absent.
- To inform the school of any special situation regarding the student's well-being, safety and health.
- To complete and return to school any requested information promptly.

- Sign the acknowledgement on the following page, which serves as acknowledgement of receipt of this handbook as well as the Statement of Compliance, as required by LA. R.S. 17:235.2.

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**END**

*Please note:*

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

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## **APPENDIX A – ARRIVAL PROCEDURES**

1. Students are not allowed in to the school building or playground before 7:40am.
2. Students who are habitually dropped off earlier than allowed is an issue that may result in a school conference with the student's guardians.
3. Students who are dropped off must come through the Driveline lanes and exit their vehicles only once they are at a complete stop, and beyond the crosswalk.

## **APPENDIX B – DISMISSAL PROCEDURES**

1. Students must be picked up by 4:00 p.m.
2. No students are allowed to be checked out after 2:30pm.
3. 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.
4. Guardians must display their assigned pick-up number in the car window, and are asked to model patience and courtesy while waiting in the pick-up line.
5. Staff will alert classrooms of the order of guardians driving into the school by way of Driveline Classroom.
6. 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.
7. Students who are habitually picked up late is an issue that may result in a school conference with the student's guardian.

## **APPENDIX C - VOLUNTEER REQUIREMENTS**

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

- Sign a copy of the Confidentiality Agreement to the office (below).
- Pass a background check.
- Have a current “Personal Vehicle Transportation Form” on file indicating current driver’s license and proper auto insurance, if any volunteer driving may occur.

Please, visit the front office for more details.

### **Confidentiality Statement**

As a volunteer for Athlos Academy of Jefferson Parish, I understand and agree that in the performance of my duties as a volunteer, I must hold in strict confidence, all personal and medical information regarding Athlos Academy of Jefferson Parish’s students, families, and internal Athlos Academy of Jefferson Parish information.

I realize that failure to comply with this policy may result in personal legal liability. Non-compliance may result in a limitation of on-campus volunteer activities.

### **Personal Vehicle Transportation Form**

To ensure the health and safety of our students, Athlos Academy of Jefferson Parish 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 Jefferson Parish with a photocopy of my Driver's license.

\_\_\_\_\_ I agree to provide Athlos Academy of Jefferson Parish 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 Jefferson Parish 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 Jefferson Parish does not cover, nor is responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

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Printed Name

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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.

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

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

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

## **APPENDIX F - SEARCH AND SEIZURE**

Athlos Academy of Jefferson Parish strives to maintain a safe and healthful environment for students by prohibiting the use of drugs, alcohol, tobacco, toxic substances, controlled substances without a physician's prescription, and weapons. It shall be a violation of policy for any student to use or possess any type of drugs, alcohol, tobacco, weapon, or drug paraphernalia. Any reasonable suspicion merits grounds for a search and seizure.

The Governing Board has authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on school property and at school sponsored events.

More information on search and seizure can be found in the Discipline section of the Family Handbook and in Student Policy 5506.

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



## **APPENDIX G - PARENT & STUDENT STATEMENT OF COMPLIANCE**

At Athlos Academy of Jefferson Parish, we believe each and every student can be successful when students, parents, and the school work together to increase students' school attendance and engagement.

This agreement outlines the responsibilities of students and parents to set students up for successful learning. It also is an acknowledgement that students and parents have reviewed and understood the Family Handbook and agrees to uphold the policies detailed within it.

By signing this agreement, the student and parents are making a commitment to fulfil their roles and responsibilities for achieving the best possible learning outcomes.

Homeroom teachers will review this commitment in their classrooms and provide answers to questions that students may have.

### **Student Agreement**

By state law, each student is required to annually sign a statement of compliance.

I want to learn new things every day and do my best at school. In signing this agreement, I agree to:

- Arrive at school on time
- Arrive at my classes on time
- Be ready to learn
- Have a positive attitude
- Always do my best
- Follow the school and classroom rules so that all can learn and be safe
- Ask instructors questions when I do not understand something
- Establish a study routine so that I can complete schoolwork on time
- Seek tutoring when they feel I need more time with a subject

- Do my homework
- Work with my teachers and parents to achieve my goals
- Give my parents any communication sent by the teacher or school

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.

## **Parent Agreement**

By state law, each parent or guardian of each student is required to annually sign a statement of compliance.

In signing this agreement, I agree to:

- assist my student in arriving at school on time and provide appropriate absence notice as required
- encourage my student to learn with a positive attitude and to always try their best
- Follow the school rules and policies to ensure a safe and productive learning environment
- Ask teachers or administrators questions regarding curriculum and operations if needed
- Help my student establish a healthy study routine to complete school work and homework on time
- Work with my students' teachers to help my student achieve their goals
- Attend Parent Teacher conferences as requested by the school

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

# ACKNOWLEDGEMENT FORM

***Handbook policies are subject to change pending Athlos Academy of Jefferson Parish Governing Board decision. For most recent revisions to handbooks and policies, please visit the Athlos Jefferson Parish 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 and acknowledgement located in Appendix E of the Family Handbook.
- Guardian's role in student's education located in the Family Handbook under Parent Teacher Association.
- Search and seizure policy located in the Family Handbook under Discipline and in Student Policy 5506.
- The Parent and Student Statements of Compliance located in Appendix F of the Family Handbook and in Policy 6025.

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

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

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Student name(s) Printed

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Legal Guardian's name printed

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Guardian's Signature

Date