

ATHLOS ACADEMY

Prepared Mind ● Healthy Body ● Performance Character

Planned Opening: 2015-2016 School Year

Planned Location: Nampa School District

Athlos Academy Idaho

Board Chair: Shane Loar

Phone: 208-908-5624

www.athlosacademies.org

info@athlosacademyidaho.org

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Appendix A: Articles of Incorporation

ARTICLES OF INCORPORATION

OF

ATHLOS IDAHO, INC.

2014 JUL 11 PM 1:43
SECRETARY OF STATE
STATE OF IDAHO

The undersigned, acting as the incorporator of a nonprofit corporation ("Corporation") organized under and pursuant to the Idaho Nonprofit Corporation Act, Chapter 3, Title 30, Idaho Code ("Act"), adopts the following Articles of Incorporation ("Articles"):

Article I

The name of the Corporation is Athlos Idaho, Inc.

Article II

The Corporation's registered office is 2013 S. Preakness Way, Nampa, ID 83686. The Corporation's Registered Agent is Shane Loar.

Article III

The Corporation is a nonprofit corporation formed under the Act and is not organized for profit. The purposes for which the Corporation is organized and will operate are within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code"), as amended, including:

A. For educational purposes within the meaning of Section 501(c)(3) of the Code, including to support education initiatives, support public charter schools organized under state law and pursuant to charters with public school districts, and to provide the general public with information about school choice and public charter schools.

B. for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

C. To exercise all powers granted by law to carry out the foregoing purposes, including, but not limited to, the power to accept donations of money, property, whether real or personal, or any other things of value. Nothing contained in these Articles shall be deemed to authorize or permit the Corporation to carry on any business for profit or to exercise any power or to do any act that a corporation formed under the Act may not at that time lawfully carry on or do.

D. Any other lawful purpose under the Act and/or the Code.

Article IV

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons, except that the corporation is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the Corporation's purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code.

Article V

The Corporation will not have members.

Article VI

The affairs of the Corporation shall be managed by its Board of Directors. The number of Directors serving on the Board of Directors shall be fixed in accordance with the Corporation's Bylaws. Directors shall be elected in the manner and for the term provided in the Bylaws of the Corporation.

The names and addresses of the persons constituting the initial Board of Directors are:

<u>NAME</u>	<u>ADDRESS</u>
Shane Loar	2013 S. Preakness Way, Nampa, ID 83686
Kelly Mansfield	7500 E. Lewis Ln, Nampa, ID 83686
Ren Hansen	3615 E. Branan Dr., Nampa ID 83646

Article VII

Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, distribute all the assets of the Corporation for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code consistent with the purposes of the Corporation, or to a state or local government for a public purpose. Any such assets not so distributed shall be distributed by the district court of the county in which the principal office of the Corporation is then located,

exclusively for the purposes or to such organizations, as such court shall determine to be consistent with the purposes of the Corporation.

Article VIII

The name and address of the incorporator is Shane Loar, 2013 S. Preakness Way, Nampa, ID 83686.

Article IX

Provisions for the regulation of the internal affairs of the Corporation shall be set forth in the Bylaws.

Article X

The Corporation shall indemnify Officers and Directors of the Corporation to the fullest extent permitted under the Act.

DATED this 11 day of July, 2014.



Shane Loar, Incorporator

Appendix B: Board Bylaws

BYLAWS OF Athlos Academy

ARTICLE I

OFFICE

1.1 Principal Office. The principal office of Athlos Academy, an Idaho non-profit corporation ("Corporation"), is _____. The Corporation may have other offices as the Board of Directors may designate or as the business of the Corporation may require from time to time.

1.2 Registered Office. The registered office of the Corporation required by the Idaho Nonprofit Corporation Act, Chapter 3, Title 30, Idaho Code ("Act"), to be maintained in the State of Idaho, is _____ and may be changed from time to time by the Board of Directors.

ARTICLE II

BOARD OF DIRECTORS

2.1 General Powers and Standard of Care. The Board of Directors has authority to exercise all corporate powers and manage the business and affairs of the Corporation, except as otherwise provided in the Act or the Articles.

A Director shall perform his or her duties as a Director, including as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner the Director reasonably believes to be in the best interests of the Corporation, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing his or her duties, a Director is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

(a) officers or employees of the Corporation the Director reasonably believes to be reliable and competent in the matters presented;

(b) legal counsel, public accountants or other persons as to matters that the Director reasonably believes to be within such person's professional or expert competence; or

(c) a committee of the Board upon which the Director does not serve as to matters within the committee's designated authority, which committee the Director reasonably believes to merit confidence;

but a Director shall not be considered to be acting in good faith if the Director has knowledge concerning the matter in question that would cause his or her reliance to be unwarranted. A person

who performs these duties of a Director shall have no liability to the Corporation by reason of being or having been a Director of the Corporation.

2.2 Presumption of Assent. A Director of the Corporation who is present at a meeting of the Board of Directors at which any action on any corporate matter is taken is presumed to have assented to the action unless the Director's dissent is entered in the minutes of the meeting or unless the Director files his or her written dissent to the action with the Secretary of the meeting before adjournment of the meeting or forwards the dissent by certified or registered mail to the Secretary of the Corporation within three (3) days after the adjournment of the meeting. The right to dissent shall not apply to a Director who voted in favor of the action.

2.3 Number, Election and Qualification of Directors. The Board of Directors of the Corporation shall consist of at least five (5), but not more than seven (7) members, with the exact number fixed pursuant to resolutions adopted by the Board of Directors. Each Director shall serve a term of three years. The names and addresses of the members of the first Board of Directors have been stated in the Articles. The initial Directors shall hold office until the third annual meeting of the Board of Directors, and until their successors are elected and qualified. At the third annual meeting of the Board of Directors, the existing Directors shall elect Directors to hold office for a three year term ending on the third annual meeting of the Board of Directors after each new Director is elected, and the Board of Directors shall be elected in a like manner every third year thereafter. Each Director will hold office for the term for which he or she is elected and until his or her successor is elected and qualified. Directors need not be residents of the State of Idaho.

2.4 Vacancies. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining Directors, though less than a quorum of the Directors. A Director elected to fill a vacancy is elected for the unexpired term of the Director's predecessor in office. Any directorship to be filled by reason of an increase in the number of Directors may be filled by the Board of Directors for a term of office continuing only until the next regular election of Directors.

2.5 Removal of Directors. At a meeting of the Board of Directors called expressly for that purpose, any director may be removed with cause by a vote of a majority of the Directors then in office. Any Director may be removed at such a meeting without cause by a vote of two-thirds of the Directors then in office.

2.6 Committees of the Board of Directors.

2.6.1 Membership. The Board of Directors, by resolution adopted by the Directors then in office, may designate and appoint one or more Director committees, each of which shall consist of two or more Directors.

2.6.2 Authority. Director committees, to the extent provided in the resolution establishing the committee, will have and exercise the authority of the Board of Directors in the management of the Corporation; provided, however, that no Director committee may have the authority of the Board of Directors in reference to (i) authorize distributions, (ii) approve dissolution, merger or the sale, pledge or transfer of all or substantially all of the Corporation's assets, (iii) elect, appoint or remove directors or fill vacancies on the Board of Directors or on any of its committees, or (iv) adopt, amend or repeal the Articles or these Bylaws. The designation and appointment of any committee and the delegation of authority to a committee does not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed on the Board of Directors, or any individual Director.

2.6.3 Tenure. Each member of a committee will continue as such until the next annual meeting of the Board of Directors of the Corporation and until a successor is appointed unless (i) the committee is sooner terminated, (ii) the member is removed from the committee, or (iii) the member ceases to qualify as a member of the committee.

2.6.4 Chairperson. The Board of Directors will appoint one member of each committee as chairperson.

2.6.5 Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

2.6.6 Resignation. Any committee member may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary of the Corporation. Unless otherwise specified in the notice of resignation, the resignation takes effect upon receipt. Acceptance of the resignation is not necessary to make the resignation effective.

2.6.7 Removal. The Board of Directors may remove a member with or without cause.

2.7 Directors' and Committee Meetings. Meetings of the Board of Directors, regular or special, or meetings of any committee, may be held within or without the State of Idaho. Unless otherwise specified in this section or in the notice for the meeting, all meetings will be held at the principal office of the Corporation.

Except as otherwise provided in this section, regular or special meetings of the Board of Directors or any committee may be called by or at the request of the President, any Director or the chair of a committee, as the case may be, upon written or verbal notice given to all other Directors or committee members, as the case may be, at least three (3) days before the meeting. The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings without other notice than the resolution.

The attendance at or participation of a Director or committee member in any meeting constitutes a waiver of notice of the meeting, except where a Director or committee member attends or participates for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors or any committee need be specified in the notice or waiver of notice for the meeting.

2.8 Waiver of Notice. Whenever any notice is required to be given to any Director or committee member under the provisions of the Act, the Articles or these Bylaws, a waiver, in writing signed by the person or persons entitled to such notice, whether before or after the time stated in the notice, is equivalent to the giving of such notice.

2.9 Quorum and Voting Requirements. A majority of the number of Directors constitutes a quorum for the transaction of business at meetings of the Board of Directors. The act of the majority of the Directors present at a meeting at which a quorum is present is the act of the Board of Directors. A majority of the number of committee members fixed and appointed by the Board of Directors or the President, as the case may be, constitutes a quorum for the transaction of business at a meeting of the committee. The act of the majority of the committee members present at a meeting at which a quorum is present is the act of the committee.

2.10 Action without a Meeting. Any action required by the Act to be taken at a meeting of the Board of Directors of the Corporation, or any action that may be taken at a meeting of the Directors or of a committee, may be taken without a meeting if a consent in writing, setting forth the actions so taken, is signed by all of the Directors, or all of the members of the committee, as the case may be. The consent has the same effect as a unanimous vote.

2.11 Compensation. No Director or committee member may receive a salary or compensation for services in that capacity. Directors or committee members may be reimbursed for actual expenses incurred in the performance of services as a Director or committee member. This provision does not preclude any Director from serving the Corporation in any other capacity and receiving compensation for services rendered in that capacity.

2.12 Director Conflicts of Interest. The Board of Directors has adopted a Conflicts of Interest Policy. In addition to that policy, any Director who has an interest in a contract or other transaction presented to the Board or a committee for authorization, approval, or ratification must promptly and fully disclose his or her interest to the Board or committee prior to its acting on the contract or transaction. The disclosure shall include any relevant and material facts known to the Director about the contract or transaction that might reasonably be construed to be adverse to the Corporation's interest.

No Director may cast a vote on any matter that has a direct bearing on services to be provided by that Director, or any organization that he or she represents or that he or she has an ownership interest in or is otherwise interested in or affiliated with, which will directly or indirectly financially benefit the Director.

2.13 Loans to Directors. The Corporation shall not lend money to or use its credit to assist its Directors or Officers.

2.14 Liability of Directors for Wrongful Distribution of Assets. In addition to any other liabilities imposed by law upon the Directors of the Corporation, the Directors who vote for or assent to any distribution of assets, other than in payment of its debts, when the Corporation is insolvent or when the distribution will render the Corporation insolvent, or during the liquidation of the Corporation without the payment and discharge of or making adequate provisions for all known debts, obligations and liabilities of the Corporation, shall be jointly and severally liable to the Corporation for the value of the assets that are distributed, to the extent that debts, obligations and liabilities of the Corporation are not paid and discharged.

A Director is not liable under this section if, in the exercise of ordinary care, the Director relied and acted in good faith upon written financial statements of the Corporation represented to Director to be correct by an officer of the Corporation having charge of its books of account, or certified by an independent licensed or certified public accountant or firm of accountants to reflect fairly the financial condition of the Corporation, nor shall the Director be liable if, in the exercise of ordinary care and good faith, in determining the amount available for a distribution, the Director considered the assets to be equal to their book value.

A Director is not liable under this section, if, in the exercise of ordinary care, the Director acted in good faith and in reliance upon the written opinion of an attorney for the Corporation.

A Director against whom a claim is asserted under this section and who is held liable is entitled to contribution from the persons who accepted or received the distribution knowing the distribution was made in violation of this section, in proportion to the amounts received by them respectively.

2.15 Telephone and Electronic Meetings. Directors may participate in a meeting through use of conference telephone, electronic video communication, or other electronic transmission so long as all of the following apply:

(a) each director participating in the meeting can communicate with all of the other directors concurrently, and

(b) each director is provided with the means of participating in all matters before the Board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation.

2.16 Advisory Council. The Board of Directors, from time to time and in its discretion, may invite or appoint interested persons to a volunteer advisory council of the Board of Directors. Volunteer members of the advisory council will serve at the pleasure of the Board and will not vote, or have a vote, on any Board action. Advisory council members will be chosen or invited based on their interest in the Corporation's purposes and their expertise or ability to advise the Board of Directors on matters related to the Corporation's purpose.

ARTICLE III OFFICERS

3.1 Number. The officers of the Corporation will consist of a President, Vice President, Secretary, and Treasurer. The Board of Directors will elect the officers. The Board of Directors may elect or appoint other officers or assistant officers in the Board's discretion. Any two (2) or more offices may be held by the same person except the offices of President and Secretary.

3.2 Election and Term of Office. The Board of Directors will elect the officers of the Corporation annually at the annual meeting of the Board of Directors. If the election of officers is not held at the annual meeting, the Board of Directors shall hold the election shall as soon as practicable after the annual meeting. Each officer will hold office until a successor is duly elected and qualified, until the officer's death, or until the officer resigns or is removed.

3.3 Removal. The Board of Directors may remove any officer or agent whenever, in its judgment, the best interests of the Corporation will be served by removal. Any such removal shall not prejudice the contract rights, if any, of the officer or agent removed. Election or appointment of an officer or agent does not of itself create contract rights.

3.4 Vacancies. The Board of Directors may fill a vacancy in any office because of death, resignation, removal, disqualification or otherwise for the unexpired portion of the term.

3.5 President. The President is the principal executive officer of the Corporation and, subject to the control of the Board of Directors, will in general supervise and control all of the business and affairs of the Corporation. The President presides at all meetings of the members of the Board of Directors. The President may sign, with the Secretary or any other officer authorized by the Board of Directors, any promissory notes, deeds, mortgages, leases, contracts, or other instruments that the Board of Directors has authorized for execution, except in the cases where the signing and execution is expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Corporation, or is required by law to be otherwise signed or executed. The President will co-sign all

checks or other deposit account withdrawals in excess of five thousand dollars (\$5,000.00) and, in general, will perform all duties incident to the office of President and any other duties as the Board of Directors may prescribe from time to time.

3.6 Vice President. In the absence of the President or in the event of the President's death, inability or refusal to act, the Vice President will perform the duties of the President. When so acting, the Vice President has all the powers of and is subject to all the restrictions on the President. The Vice President will perform other duties as the President or the Board of Directors may assign.

3.7 Secretary. The Secretary will attend all meetings of the Board of Directors and will prepare and maintain minutes of those meetings. The Secretary has custody of and shall protect all executed deeds, leases, agreements and other legal documents and records to which the Corporation is a party or by which it is legally affected. The Secretary will, in general, perform all duties incident to the office of Secretary and any other duties assigned to the Secretary by the President or the Board of Directors.

3.8 Treasurer. The Treasurer is the principal financial officer of the Corporation and has charge and custody of and is responsible for all funds of the Corporation. The Treasurer will sign all checks and promissory notes of the Corporation and will receive and give receipts for moneys due and payable to the Corporation from any source and deposit all moneys in the name of the Corporation in banks, trust companies or other depositories as selected by the Board of Directors. The Treasurer will keep or cause to be kept, adequate and correct accounts of the Corporation, including accounts of its assets, liabilities, receipts and disbursements. The Treasurer will submit to the Board of Directors and the President, when required, statements of the financial affairs of the Corporation. The Treasurer will, in general, perform all financial duties incident to the office of Treasurer and any other duties assigned to the Treasurer by the President or the Board of Directors.

3.9 Salaries. The Board of Directors shall fix the salaries of the officers, if any. An officer will not be prevented from receiving a salary because the officer is also a Director of the Corporation. All compensation paid to an officer must be reasonable and will be based on the following factors: (1) the amount and type of compensation received by others in similar positions, (2) the compensation levels paid in the particular geographic community, (3) the amount of time the officer spends carrying out the duties of his or her position, (4) the expertise and other pertinent background of the individual, (5) the size and complexity of the organization, and (6) the need of the organization for the services of the particular individual.

3.10 Officer Conflict of Interest. Any officer who has an interest in a contract or other transaction presented to the Board or a committee for authorization, approval, or ratification shall make a prompt and full disclosure of his or her interest to the Board or committee prior to its acting on the contract or transaction. The disclosure must include any relevant and material facts known to the

officer about the contract or transaction that might reasonably be construed to be adverse to the Corporation's interest.

ARTICLE IV STAFF

4.1 Employment. The Board of Directors has authority to employ an Executive Director and any other staff as the Corporation may reasonably require from time to time.

4.2 Terms of Employment. The Board of Directors must approve all compensation paid to a staff person. Compensation for staff personnel must be reasonable and will be based on the following factors: (1) the amount and type of compensation received by others in similar positions, (2) the compensation levels paid in our particular geographic community, (3) the amount of time the individual spends carrying out the duties of his or her position, (4) the expertise and other pertinent background of the individual, (5) the size and complexity of the organization, and (6) the need of the organization for the services of the particular individual. The terms and conditions of employment of the staff may be set forth in a written contract approved by the Board of Directors and signed by the Corporation and the staff person.

4.3. Staff Conflict of Interest. Any staff person who has an interest in a contract or other transaction presented to the Board or a committee for authorization, approval, or ratification shall make a prompt and full disclosure of his or her interest to the Board or committee prior to its acting on the contract or transaction. This disclosure must include any relevant and material facts known to the person about the contract or transaction that might reasonably be construed to be adverse to the Corporation's interest.

ARTICLE V MISCELLANEOUS

6.1 Indemnification of Officers, Directors, Employees and Agents. The Corporation may indemnify Directors, officers, employees and agents of the Corporation to the extent permitted by, and in accordance with, the Act. The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of the Corporation against any liability asserted against the person or incurred by the person in any such capacity or arising out of the person's status as a Director, officer, employee or agent.

6.2 Books and Records. The Corporation shall keep and maintain, at its registered office or principal place of business: (i) correct and complete books and records of account; (ii) minutes of the proceedings of its Board of Directors and committees; and (iii) a record of the names and addresses of all members of the Board of Directors. Any books, records and minutes may be in written form or in any other form capable of being converted into written form within a reasonable time.

6.3 Loans. No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

6.4 Contracts. The Board of Directors may authorize any officer or officer's agent or agents of the Corporation, in addition to the officers authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances.

6.5 Checks, Drafts, etc. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by the officer or officer's agent or agents of the Corporation as provided for in these Bylaws or in the manner determined by the Board of Directors.

6.6 Deposits. All funds of the Corporation not otherwise employed shall be deposited to the credit of the Corporation in the banks, trust companies or other depositories selected by the Board of Directors.

6.7 Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes of or for any special purpose of the Corporation.

6.8 Annual Financial Statements. The officers of the Corporation shall cause a balance sheet as of the closing date of the last fiscal year, together with a statement of income and expenditures for the year ending on that date, to be prepared and presented to the Directors at each annual meeting of the Board of Directors.

6.9 Fiscal Year. The fiscal year of the Corporation begins on the first day of July and ends on the last day of June each year, except that the first fiscal year will begin on the date of incorporation.

6.10 Regulation of Internal Affairs. The internal affairs of the Corporation are regulated as set forth in these Bylaws to the extent that these Bylaws are lawful under the Act. With respect to any matter not covered in these Bylaws, the provisions of the Act control so long as the Act is not inconsistent with the lawful provisions of these Bylaws.

6.11 Electronic Transmissions. Unless otherwise provided in these Bylaws, and subject to any guidelines and procedures that the Board of Directors may adopt from time to time, the terms "written" and "in writing" as used in these Bylaws include any form of recorded message capable of comprehension by ordinary visual means, and may include electronic transmissions, such as facsimile or email, provided (i) for electronic transmissions from the corporation, the corporation has obtained an unrevoked written consent from the recipient to the use of such means of communication; (ii) for electronic transmissions to the corporation, the corporation has in effect reasonable measures to verify

that the sender is the individual purporting to have sent the transmission; and (iii) the transmission creates a record that can be retained, retrieved, reviewed, and rendered into a clearly legible and tangible form.

6.12 Amendments. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Board of Directors of the Corporation at any regular or special meeting.

The undersigned, being the Secretary of the Corporation, does hereby certify that the foregoing Bylaws were duly adopted as the official Bylaws of the Corporation by unanimous consent of the Directors of the Corporation July 9, 2012.



Acting Secretary

Appendix C: Elector Petition Form

STATE OF IDAHO
COUNTY OF CANYON §

To the **Honorable BEN YSURSA, Secretary of State for the State of Idaho:**
I, **Chris Yamamoto**, County Clerk of **CANYON COUNTY** certify that 13 signatures on
this petition are those of qualified electors.

Signed: _____

County Clerk or Deputy



Petition to Establish a New Idaho Public Charter School


This document is an Elector Petition and must be signed by not less than thirty (30) qualified electors of the attendance area of the new charter school. Proof of elector qualifications must be provided with the petition.

Name of Proposed New Charter School		Athlos Academy			
School District Where New Charter School will be Physically Located		Nampa School District			
<ul style="list-style-type: none"> I am currently a qualified elector in the above-named school district. I agree that the above-named proposed new charter school should be approved as an Idaho Public Charter School. 					
Electors' Printed Name	Electors' Signature	Street Address	City	Telephone	Date
16 Kelli L Hughes	<i>Kelli L Hughes</i>	4232 S. Draco Ct	Nampa	410-1146	7-10-14
17 Andrew R. Hughes	<i>Andrew R. Hughes</i>	4232 S. Draco Ct	Nampa	410-1146	7-10-14
18 Manette Kerner	<i>Manette Kerner</i>	544 W. Mulberry Ln.	Nampa	340-5627	7-10-14
19 Wendy Poole	<i>Wendy Poole</i>	927 W. Horizon Way	Nampa	401-1480	7-10-14
20 Steve Poole	<i>Steve Poole</i>	927 W. Horizon Way	Nampa	906-9773	7-10-14
21 Trevor Poole	<i>Trevor Poole</i>	927 W. Horizon Way	Nampa	906-9139	7-10-14
22 Mashell Lungen	<i>Mashell Lungen</i>	930 W. Horizon Way	Nampa	410-1084	7/10/14
23 Shannon Sodrini	<i>Shannon Sodrini</i>	4232 S. Draco Ct	Nampa	410-1898	7/10/14
24 Donald Peck Jr.	<i>Donald Peck Jr.</i>	4232 S. Draco Ct	Nampa	410-1898	7/10/14
25 E. Brent Lee	<i>E. Brent Lee</i>	16415 E. Locust Ln	Nampa	410-7909	7/10/14
26 Carol Lee	<i>Carol Lee</i>	16415 E. Locust Ln	Nampa	410-7909	7/10/14
27 Michay Womack	<i>Michay Womack</i>	8452 Lynwood Rd	Nampa	631-6264	7/10/14
28 Shane Andrew	<i>Shane Andrew</i>	843 Partridge Dr.	Nampa	410-0789	7/10/14
29 Amanda Andrew	<i>Amanda Andrew</i>	843 Partridge Dr.	Nampa	210-0789	7-10-14
30 Shawn Overall	<i>Shawn Overall</i>	8811 Hwy 45	Nampa	896-8231	7-10-14

7/10/2014

STATE OF IDAHO
COUNTY OF CANYON §

To the **Honorable BEN YSURSA, Secretary of State for the State of Idaho:**
I, **Chris Yamamoto**, County Clerk of **CANYON COUNTY** certify that 3 signatures on
this petition are those of qualified electors.

Signed: 
County Clerk or Deputy



(3)

Petition to Establish a New Idaho Public Charter School

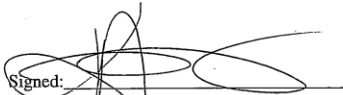
This document is an Elector Petition and must be signed by not less than thirty (30) qualified electors of the attendance area of the new charter school. Proof of elector qualifications must be provided with the petition.

Name of Proposed New Charter School		Athlos Academy				
School District Where New Charter School will be Physically Located		Nampa School District				
<ul style="list-style-type: none"> ▪ I am currently a qualified elector in the above-named school district. ▪ I agree that the above-named proposed new charter school should be approved as an Idaho Public Charter School. 						
✓	Elector's Printed Name	Elector's Signature	Street Address	City	Telephone	Date
✓	16 Cindy Squires	<i>Cindy Squires</i>	8615 White Horse Lane	Nampa	467-1279	7-10-14
✓	17 McKen S D Pandey	<i>McKen Pandey</i>	8285 Star Pass Ridge Rd.	Nampa	801 381 0337	7/10/14
✓	18 Aimee K Bodily	<i>Aimee K Bodily</i>	8285 Star Pass Ridge Rd	Nampa	801-380-9608	7/10/14
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7/10/2014

STATE OF IDAHO
COUNTY OF CANYON §

To the **Honorable BEN YSURSA, Secretary of State for the State of Idaho:**
I, **Chris Yamamoto**, County Clerk of **CANYON COUNTY** certify that 12 signatures on
this petition are those of qualified electors.

Signed: 
County Clerk or Deputy



12

Petition to Establish a New Idaho Public Charter School

This document is an Elector Petition and must be signed by not less than thirty (30) qualified electors of the attendance area of the new charter school. Proof of elector qualifications must be provided with the petition.

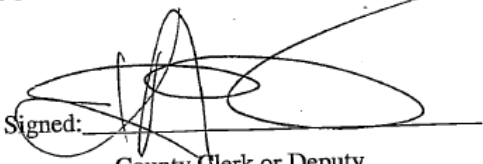
Name of Proposed New Charter School		Athlos Academy				
School District Where New Charter School will be Physically Located		Nampa School District				
<ul style="list-style-type: none"> I am currently a qualified elector in the above-named school district. I agree that the above-named proposed new charter school should be approved as an Idaho Public Charter School. 						
✓	Elector's Printed Name	Elector's Signature	Street Address	City	Telephone	Date
✓	1 Kurt Pancheni	<i>Kurt Pancheni</i>	7873 Dearborne	Nampa	573-9905	7-10-14
✓	2 Chanel Pancheri	<i>Chanel Pancheri</i>	552 W. Palmer Pl.	Nampa	965-7432	7-10-14
✓	3 Christy Pancheri	<i>Christy Pancheri</i>	7873 Dearborne	Nampa	465-0566	7-10-14
✓	4 Kara Overall	<i>Kara Overall</i>	8811 Hwy 45	Nampa	941-2238	7-10-14
✓	5 David Squires	<i>David Squires</i>	8615 W. Kelleys Ln	Nampa	487-1279	7-10-14
✓	6 Renee Hunt	<i>Renee Hunt</i>	445 Aurora Dr.	Nampa	871-3217	7-10-14
✓	7 Jefferson Hunt	<i>Jefferson Hunt</i>	445 Aurora Dr.	Nampa	602-0677	7-10-14
✓	8 Katie Salasabal	<i>Katie Salasabal</i>	419 W. Nychip Dr.	Nampa	890-3880	7-10-14
✓	9 Jan Salasabal	<i>Jan Salasabal</i>	419 W. Nychip Dr.	Nampa	941-3767	7-10-14
✓	10 Kira Kinava	<i>Kira Kinava</i>	3120 S. Canyon St.	Nampa	811-6759	7-10-14
✓	11 Shay Heard	<i>Shay Heard</i>	3120 S. Canyon St	Nampa	871-6727	7-10-14
✓	12 Karen Zimmerschied	<i>Karen Zimmerschied</i>	502 Crosspoint Ave.	Nampa	250-4670	7-10-14
✓	13 Nathan Bird	<i>Nathan Bird</i>	305 Creekstone Pl.	Nampa	857-6701	7-10-14
✓	14 Robin Squires	<i>Robin Squires</i>	1898 W. Pine Creek Dr.	Nampa	760-7835	7-10-14
✓	15 Erin Womack	<i>Erin Womack</i>	8452 Lighthouse Rd.	Nampa	615-6033	7-10-14

7/10/2014

STATE OF IDAHO
COUNTY OF CANYON §

To the Honorable BEN YSURSA, Secretary of State for the State of Idaho:
I, Chris Yamamoto, County Clerk of CANYON COUNTY certify that 6 signatures on
this petition are those of qualified electors.



Signed: 
County Clerk or Deputy

Petition to Establish a New Idaho Public Charter School

This document is an **Elector Petition** and must be signed by not less than thirty (30) qualified electors of the attendance area of the new charter school. Proof of elector qualifications must be provided with the petition.

Name of Proposed New Charter School		Athlos Academy			
School District Where New Charter School will be Physically Located		Nampa School District			
<ul style="list-style-type: none"> ▪ I am currently a qualified elector in the above-named school district. ▪ I agree that the above-named proposed new charter school should be approved as an Idaho Public Charter School. 					
Electors Printed Name	Electors Signature	Street Address	City	Telephone	Date
✓ 1 Jean L. Pancheri	<i>Jean L. Pancheri</i>	9325 Missouri Ave	Nampa	208-467-1348	7-27-14
✓ 2 Darwin G. Pancheri	<i>Darwin Pancheri</i>	9325 Missouri Ave	Nampa	208-467-1348	7-27-14
✓ 3 Cara Adams	<i>Cara Adams</i>	3515 12 th Ave Rd	Nampa	208-461-4886	7-29-14
✓ 4 Chris Baxter	<i>Chris Baxter</i>	6030 Alta	Nampa	208-461-2977	7-29-14
✓ 5 Lindsey Jones	<i>Lindsey Jones</i>	9820 Red Fox Dr	Nampa	928-660-0422	7-29-14
✓ 6 PAUL JONES	<i>Paul Jones</i>	9820 RED FOX DR	NAMPA	928-660-0249	7-29-14
7					
8					
9					
10					
11					
12					
13					
14					
15					

7/26/2014

Appendix D: Non-Profit Application

The Board of Directors at Athlos Academy has begun the application process for 501c(3) status.

Appendix E: Charter Start Workshop Certificates

**Think Charter Schools
it's all about the students**



Certificate of Attendance

This certificate is awarded to

Heather Ybarrondo

Charter Start! 101 Workshop

July 21 & 22, 2014



Michelle Clement Taylor

School Choice Coordinator

**Think Charter Schools
it's all about the students**



Certificate of Attendance

This certificate is awarded to

Jenn Thompson

**Charter Start! 101 Workshop
July 21 & 22, 2014**



Michelle Clement Joyles

School Choice Coordinator

Appendix F: Board Member Resumes

PROFESSIONAL RESUME

Shane M. Loar
2013 S. Preakness Way
Nampa, ID 83686

OBJECTIVE

To provide quality leadership and management skills to the home health care, medical staffing and assisted living industry by utilizing professional skills in marketing, communication, human resource, and finance.

EDUCATION

Masters in Business Administration (MBA)
April 2002
Northwest Nazarene University, Nampa, ID

Bachelor of Science, Economics
August 1994
University of Utah, Salt Lake City, UT

WORK HISTORY

Sept 91 – Nov 95

Dixon Paper/International Paper, Inc: SLC, Utah

Sales Representative

- Managed over 300 accounts
- Increased annual sales by 35% during tenure
- Managed/implemented sample distribution systems throughout northwest region
- Managed and developed sample tracking system, NW territory
- Training programs related to customer service and sales

Nov 1995 to Feb 2009

Guardian Home Care: Nampa, Idaho

CEO President/owner
Providing home health services in Idaho and Oregon.

Annual revenues over \$7 million.

- Responsible for startup of the agency
- Overall management and daily operations
- Managed over 220 employees.

- Maintain and implement policies and procedures that are Medicare/Medicaid compliant and meet Conditions of Participation.
- Business Development and implementation
- Maintain community relationships and marketing
- Responsible for HR & Billing functions.
- Responsible for all financial interests and relationships.
- Responsible for all accounting functions.

Beacon Health Enterprises, Inc.: CEO/owner

Provided staffing services to hospitals, SNF's, Assisted Living and Medical offices.

Merged with Guardian Home Care in 2001

Country Care Assisted Living: CEO/owner Boise, ID

1999 - 2007

Provide room and board and assistance with daily living activities for 68 elderly residents while encouraging independence.

7 facilities located in Nampa, Boise, McCall and Caldwell, Idaho.

Responsibilities include: Financial interests, accounting systems, and marketing and business development, human resources, etc.

Feb 2009 to Sept 2010 **Real Estate**

Listed and sold residential homes

Purchased and sold residential homes

Oct 2010 to current **Mr. Rooter Plumbing of Boise – Franchise Owner/Manager** Boise, ID

Purchased existing plumbing franchise

Increased sales 2011/2012 = 42%

Bro. In-law – part owner - manages Technicians

Responsible for HR, Marketing and business

Professional Interests

National Association for Home Care Associate Member- since 1996

Proprietary Home Health Association Associate Member- since 1997

Society for Human Resource Management Associate Member- since 2000

Idaho Association for Home Care	President- 2001 to 2010
	Treasurer 2010 - 2011
	Proprietary Rep.-2000
Idaho Assisted Living Association/AFLA Associate Member- since 1998-2009	
Northwest States Coalition for Home Health	Idaho Representative-2000 – 2002
Idaho Real Estate Agent – License (inactive)	September 2006 – current
BNI – Boise AM chapter	2011 to present

PROFESSIONAL RESUME

Dr. Kelly Mansfield
109 12th Avenue Rd.
Nampa, ID 83686

208-467-9271

OBJECTIVE

To provide a state-of-the-art facility for the highest quality dental care available. It is one of my top priorities to protect the well-being of valued patients.

EDUCATION

Creighton University, School of Dentistry 1998

WORK HISTORY

1999-2014 **Mansfield Family Dentistry**

Dr. Kelly Mansfield has enjoyed practicing dentistry in Nampa, Idaho for 15 years. He graduated from Creighton University in 1994. Creighton is a dental school well known for its excellent dental education. It has no specialty programs, so students receive a well-rounded experience in all aspects of dentistry.

Dr. Mansfield has been married to Sheryl for 21 years and has four children. He enjoys family activities and can often be found snowmobiling in the winter and waterskiing or wakeboarding in the summer with his family.

Dr. Mansfield has truly enjoyed the opportunity to practice in the great community of Nampa. Meeting new people and providing dental care has enriched his life and that of his family. He hopes to practice for many years to come.

PROFESSIONAL RESUME

Ren Hansen
Dr. Kelly Mansfield
109 12th Avenue Rd.
Nampa, ID 83686

208-467-9271

OBJECTIVE

Ren Hansen is a native of Idaho and has lived in Nampa for the past 15 years where he and his wife Lara Leigh continue to raise their 6 children. Ren is active in his church and community and is an avid outdoorsman.

EDUCATION

George Fox University	BA Management and Organizational Leadership	2009
Boise State University	Production, Operations, Management Certificate	2004
BYU – Idaho	AAS Arts and Sciences	1993

WORK HISTORY

1995-2014 **Micron Technology** **Production Manager**

Production Supervisor, Shift Manager and Area Manager. Completed the **POM Certificate**. Micron Sponsored Production and Operations Management Certificate through Boise State University in 2004.

2009-2012 **Achieve Dental Assistant School** **Co-Owner and Manager**

Achieve was an Idaho State Board of Education approved proprietary and approved curriculum from the Idaho State Board of Dentistry.

Appendix G: Budgets and Cash Flow



THREE YEAR BUDGET FORECAST

	YEAR 1			YEAR 2			YEAR 3		
	Number	Rate		Number	Rate		Number	Rate	
Number of students	855			1200			1200		
Revenues									
State Apportionment		\$4,400	\$ 3,762,000	\$4,400	\$ 5,280,000	\$4,400	\$ 5,280,000		
State Transportation			-	85%	449,132	85%	462,605		
Nutrition Program		\$60	51,300	\$60	72,000	\$60	72,000		
Benefit Apportionment			355,000		478,000		492,000		
Special Distributions			307,821		210,505		210,505		
Exceptional Child		\$750	64,125	\$750	90,000	\$750	90,000		
Federal Grants			-		-		-		
Private Grants			-		-		-		
Contributions/Donations ¹			150,000		-		-		
Total Revenues			\$ 4,690,246			\$ 6,579,636			\$ 6,607,110
Expenses ²									
Salaries				3%		3%			
Operational									
Regular Education Teachers ³	26	\$37,000	\$ 962,000	35	\$38,110	\$ 1,333,850	35	\$39,253	\$ 1,373,866
Fine Arts/HPE Teachers ⁴	6	37,000	222,000	6	38,110	228,660	6	39,253	235,520
Sports Performance Coaches ⁵	3	37,000	111,000	3	38,110	114,330	3	39,253	117,760
Instructional Aides/Coaches ⁶	3	40,000	120,000	3	41,200	123,600	3	42,436	127,308
Classified/Office Staff ⁷	5	25,000	125,000	5	25,750	128,750	5	26,523	132,613
Administration ⁸	3	45,000	135,000	3	46,350	139,050	3	47,741	143,222
Nutritional Program ⁹	1	35,000	35,000	1	36,050	36,050	1	37,132	37,132
Librarian	0.5	45,000	22,500	1	46,350	46,350	1	47,741	47,741
Guidance Counselor	1	39,000	39,000	2	40,170	80,340	2	41,375	82,750
Maintenance/Other	1	28,000	28,000	3	28,840	86,520	3	29,705	89,116
Kitchen Staff	4	10,800	43,200	6	11,124	66,744	6	11,458	68,746
Substitute Teachers			20,578			27,773			28,607
Subtotal Operational			1,863,278			2,412,017			2,484,378
Exceptional Child									
Exceptional Child Teachers ¹⁰	2	35,000	70,000	2	36,050	72,100	2	37,132	74,263
Exceptional Child Aides ¹¹	3	10,800	32,400	6	11,124	66,744	6	11,458	68,746
Subtotal Exceptional Child			102,400			138,844			143,009
Total Salaries			1,965,678			2,550,861			2,627,388
Benefits ¹²									
Operational									
Retirement/PERSI		15.0%	\$ 279,492	15.0%	\$ 361,803	15.0%	\$ 372,657		
Health/Life Insurance		8.0%	149,062	8.0%	\$ 192,961	8.0%	\$ 198,750		
Payroll Taxes		8.0%	149,062	8.0%	\$ 192,961	8.0%	\$ 198,750		
Sick Leave Pay		1.2%	22,359	1.2%	\$ 28,944	1.2%	\$ 29,813		
Workers Compensation		6.0%	111,797	6.0%	\$ 144,721	6.0%	\$ 149,063		
Subtotal Operational			711,772			921,390			949,033



THREE YEAR BUDGET FORECAST

	YEAR 1		YEAR 2		YEAR 3	
<i>Exceptional Child</i>						
Retirement/PERSI	15.0%	\$ 15,360	15.0%	\$ 20,827	15.0%	\$ 21,451
Health/Life Insurance	8.0%	8,192	8.0%	11,108	8.0%	11,441
Payroll Taxes	8.0%	8,192	8.0%	11,108	8.0%	11,441
Sick Leave Pay	1.2%	1,229	1.2%	1,666	1.2%	1,716
Workers Compensation	6.0%	6,144	6.0%	8,331	6.0%	8,581
<i>Subtotal Exceptional Child</i>		<u>39,117</u>		<u>53,038</u>		<u>54,630</u>
Total Benefits		750,889		974,429		1,003,662
Operating Expenses ¹⁸						
Textbooks & Curriculum ¹⁴	\$200	\$ 171,000	\$206	\$ 176,130	\$212	\$ 181,414
Classroom Curriculum ¹⁸		70,000		88,000		88,000
Supplies ¹⁸	52	44,460	54	45,794	55	47,168
Equipment & Technology ¹⁷	179	153,045	184	157,636	190	162,365
Accounting and Legal		13,000		13,390		13,792
Business and Human Resources		60,000		61,800		63,654
Advertising/Marketing		10,000		10,300		10,609
Utilities		100,000		103,000		106,090
Telephone & Internet ¹⁸		13,000		13,390		13,792
Liability & Property Insurance		30,000		30,900		31,827
Testing & Assessment ¹⁹		5,500		5,665		5,835
Staff Development ²⁰		7,500		15,000		20,000
Special Education Consulting		42,000		43,260		44,558
Travel		15,000		20,000		25,000
Postage		1,000		1,030		1,061
Rents & Leases		1,056,000		1,077,120		1,098,662
Building Maintenance Fund ²¹		-		170,942		170,942
Grounds & Maintenance		70,000		72,100		74,263
Miscellaneous		1,000		1,030		1,061
Total Operating Expenses		1,862,505		2,106,487		2,160,092
Exceptional Child Expenses						
Exceptional Child Contract Services ²²		30,000		30,900		30,900
Exceptional Child Materials		4,000		5,500		5,500
Total Exceptional Child Expenses		34,000		36,400		36,400
Program Expenses						
Transportation ²³		\$ -	\$618	\$ 528,390	\$637	\$ 544,242
Nutrition Program ²⁴	\$75	64,125	\$77	66,049	\$80	68,030
Total Program Expenses		64,125		594,439		612,272
Total Expenses		\$ 4,677,197		\$ 6,262,616		\$ 6,439,814
Net Operating Income (Loss)		\$ 13,049		\$ 317,020		\$ 167,296
Beginning Fund Balance		\$ -		\$ 13,049		\$ 330,069
Ending Fund Balance		\$ 13,049		\$ 330,069		\$ 497,366

THREE YEAR BUDGET FORECAST

YEAR 1

YEAR 2

Assumptions

- ¹ Athlos Academy Board is working on additional donations from Albertson's and other grant sources.
- ² All expenses are based on published budgets of similarly sized schools and Athlos Academies recommendations based on experiences in other states.
- ³ Four teachers per grades 1-8, three teachers in Kindergarden at capacity.
- ⁴ One physical education and one art teacher per "pod", K-2, 3-5, 6-8.
- ⁵ One sports performance teacher per pod, co-teaching, physical trainer experts.
- ⁶ One instructional aide per pod, teacher development specialists.
- ⁷ One staff for attendance, behavior, and office manager, respectively. Two staff for reception.
- ⁸ One principal at \$80,000 annual salary and one assistant at \$55,000 annual salary.
- ⁹ One kitchen manager.
- ¹⁰ Exceptional child teachers assuming 10% of student population are exceptional children.
- ¹¹ Aides to be hired as determined by acutal needs assessment.
- ¹² Benefits are based on finance department worksheets.
- ¹³ Operating expenses are based on published budgets for similarly sized schools in Idaho.
- ¹⁴ Expenses included in Year 1 include filling out library and literacy resources.
- ¹⁵ We are assuming \$2,000 per classroom for consumables and manipulatives.
- ¹⁶ Office consumables.
- ¹⁷ Student tables at \$60,000 (school speciality). Chromebooks and storage materials at \$11,000 per classroom set with five sets sufficiently meeting testing needs. We are assuming repairs, relplacements, and tech accumulation in subsequent years. Technology 5-year goal: 1:1 in grades 6-8, 2:1 grades 3-5; and 4:1 grades K-2.
- ¹⁸ Ongoing services.
- ¹⁹ We are assuming purchases for test prep materials and a testing coordinator part time.
- ²⁰ There will be significant professional development provided by Athlos. This will cover Core Knowledge, math and literacy program trainings. Athlos Academy will lease the building upon completion. While the school does not expect to purchase the building before year 4 (and may choose to lease for longer), the school intends to begin setting aside a maintenance fund in year 2 in preparation for the purchase.
- ²¹ Year 1 transportation is included in contracted services.
- ²² Deferring Year 1 transporation. Working with Department of Transportation on plan for future years.
- ²³ Rate is based on state provided budget sheet. The school is prepared for variation, but program is intended to break even.



ESTIMATED CASH FLOW

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	TOTAL
Cash Receipts													
State Apport. & Benefits	1,955,575	-	-	926,325	-	-	823,400	-	-	411,700	-	-	4,117,000
Transportation & Nutrition	24,368	-	-	11,543	-	-	10,260	-	-	5,130	-	-	51,300
Special Distributions	-	-	76,955	-	-	-	-	-	76,955	-	-	153,910	307,821
Exoeptional Child - Title VI-B	-	-	16,031	-	-	-	-	-	16,031	-	-	32,063	64,125
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
Total Cash Receipts	2,129,943	-	92,986	937,868	-	-	833,660	-	92,986	416,830	-	185,973	4,690,246
Expenditures													
Salaries & Benefits	226,380.58	226,380.58	226,380.58	226,380.58	226,380.58	226,380.58	226,380.58	226,380.58	226,380.58	226,380.58	226,380.58	226,380.58	2,716,567
Textbooks & Curriculum	85,500.00	-	-	42,750.00	-	-	42,750.00	-	-	-	-	-	171,000
Classroom Curriculum	35,000.00	-	-	17,500.00	-	-	17,500.00	-	-	-	-	-	70,000
Supplies	11,115.00	3,031.36	3,031.36	3,031.36	3,031.36	3,031.36	3,031.36	3,031.36	3,031.36	3,031.36	3,031.36	3,031.36	44,460
Special Education Materials	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	4,000
Equipment & Technology	114,783.75	-	-	-	38,261.25	-	-	-	-	-	-	-	153,045
Contract Services	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000
Accounting and Legal	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	13,000
Business and Human Resources	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	60,000
Advertising/Marketing	2,500.00	681.82	681.82	681.82	681.82	681.82	681.82	681.82	681.82	681.82	681.82	681.82	10,000
Utilities	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	8,333.33	100,000
Telephone & Internet	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	13,000
Liability & Property Insurance	30,000.00	-	-	-	-	-	-	-	-	-	-	-	30,000
Testing & Assessment	458.33	458.33	458.33	458.33	458.33	458.33	458.33	458.33	458.33	458.33	458.33	458.33	5,500
Staff Development	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	7,500
Special Education Consulting	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	42,000
Travel	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000
Postage	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000
Rents & Leases	88,000.00	88,000.00	88,000.00	88,000.00	88,000.00	88,000.00	88,000.00	88,000.00	88,000.00	88,000.00	88,000.00	88,000.00	1,056,000
Grounds & Maintenance	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	70,000
Miscellaneous	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000
Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-
Nutrition Program	5,343.75	5,343.75	5,343.75	5,343.75	5,343.75	5,343.75	5,343.75	5,343.75	5,343.75	5,343.75	5,343.75	5,343.75	64,125
Total Expenditures	628,790	353,604	353,604	413,854	391,865	353,604	413,854	353,604	353,604	353,604	353,604	353,604	4,677,197
Monthly Cash Flow Surplus / (Deficit)	1,501,153	(353,604)	(260,618)	524,013	(391,865)	(353,604)	419,806	(353,604)	(260,618)	63,226	(353,604)	(167,631)	
Beginning Cash Balance	-	1,501,153	1,147,549	886,931	1,410,944	1,019,079	665,475	1,085,280	731,676	471,058	534,284	180,680	
Ending Cash Balance / (Deficit)	1,501,153	1,147,549	886,931	1,410,944	1,019,079	665,475	1,085,280	731,676	471,058	534,284	180,680	13,049	



START-UP BUDGET

	YEAR 0
Revenues	
Start-up Grant ¹	250,000
Total Revenues	\$ 250,000
Expenses	
Technology & Hardware ²	75,000
Furniture, Fixtures & Equipment ³	70,000
Instructional Supplies & Materials ⁴	36,765
Authorization Fee	14,674
Salaries - Admin/ Business Manager ⁵	40,000
Salaries - Office ⁶	5,000
Salaries - Kitchen Manager ⁷	2,000
Payroll Taxes	3,443
Benefits	3,000
Facilities ⁸	-
Total Expenses	\$ 249,882
Net Operating Income (Loss)	\$ 118
Beginning Fund Balance	\$ -
Ending Fund Balance	\$ 118

Assumptions

- Athlos Academies has offered to provide a \$400K interest free loan. Athlos Academy's Board of Directors will continue to pursue grant opportunities with the goal of reducing the amount the school needs to borrow for start-up
- ¹ goal of reducing the amount the school needs to borrow for start-up
 - ² Wireless network (such as Xirrus) is approximately \$15,000. Phone/Paging System (Cisco) approximately \$8,000. Server room equipment approximately \$7,000. 40 work stations (dell) approximately \$32,000. 32 projectors (Epson) approximately \$13,000.
 - ³ Cafeteria tables approximately \$28,000. Classroom whiteboards approximately \$12,000. Teacher and office furniture (used) \$30,000.
 - ⁴ Math program teacher and student classroom sets (Saxon) approximately \$28,000. \$1,000 per grade toward start-up literacy materials.
 - ⁵ Six months salary for administrator at \$60,000 annually plus \$10,000 for business management services.
 - ⁶ Special Education Director in July full time approximately \$3,000. Office Manager for June and July half time approximately \$2,000.
 - ⁷ Kitchen manager at half time to start in July.
 - ⁸ The Athlos Academies model does not require any funding up-front. All costs are rolled into the regular lease payments.



Appendix H: Pre-Opening Time-Line

Idaho Public Charter School Commission Charter Petition: Pre-Opening Timeline

► Phase 1: Immediately after Receiving Charter: January

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Board Governance	Hire Principal	Board of Directors	Board Chair		February
	Adopt the bylaws, Idaho Special Education Manual and				
	Join the ISBA, Idaho Charter School Network, IASBO, and Association of Charter Schools	Board of Directors	Board Chair		February
	Design a Governing Board training schedule to include immediate needs and annual needs, including open meetings act, committee development, and policy development	Board of Directors	Board Chair and Principal ISBA and Athlos Academies		February
	Finalize contractual agreements with Athlos Academy	Board of Directors	Board Chair, Principal, Athlos Academies		February

	Secure SDE Passwords and ensure SDE communication	Principal	Principal		February
	Vote in Governing Board secretary and treasurer and make initial committee assignments (finance, resource, executive, facilities).	Board of Directors	Board Chair		February
	Obtain Board Liability Insurance	Board of Directors	Board Chair		February
Enrollment/ Lottery	Finalize formatting for enrollment and registration paperwork and online forms, evaluate for compliance, and translate into Spanish. Activate.	Principal	Principal		February
Facilities	Secure land and permits and begin construction	Facilities Committee	Principal Athlos Academies		February
Fiscal Management	Contract for Business Management Services (accounting, payroll, reporting, etc.)	Board Treasurer	Board Chair, Principal, Athlos Academies		February
	Contact the IRS about the school's approval	Board Treasurer	Board Treasurer		February
Human Resources	Begin recruiting faculty	Principal	Principal		February
Marketing and PR	Begin Marketing Campaign (website, public meetings,	Board of Directors	Principal Athlos Academies		February

► Phase 2: 6 to 9 Months before Opening: February –March

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Board Governance	Create a calendar of external deadlines (reports, funding, etc)	Principal	Principal		March
	Schedule Board Meetings for upcoming school year; finalize meeting minutes and agenda formats, draft officer responsibilities and committee descriptions. Develop a calendar of annual Board reviews (approving budgets, calendars, reviewing student achievement data, etc.).	Board of Directors and Principal	Board Chair	January	March
	Begin an internal evaluation of board bylaws, student handbook, and safety and emergency procedures to ensure compliance with all federal and state requirements and best practices. Draft any additional policies.	Board of Directors	Principal	January	March
	Monitor Administration and Provide Support	Board of Directors	Board Chair		Ongoing
	Develop School Calendar and Daily Schedule, vote to adopt and post on website.	Administration and Board	Principal		March
	Evaluate and purchase (if necessary) student data collection system (such as Jumprope or Open SIS) and online parent communication system (such as SchoolSpeak). Make recommendations for Board vote by April.	Administration and Board	Principal		March
Enrollment/Lottery	Develop procedures, post and launch enrollment	Board of Directors	Board Chair		February

	process.		and Principal		
	Continuously monitor enrollment	Principal and Athlos Academies	Principal		Ongoing
Facilities	Continue working with Athlos Academies, ensure that bidding process is appropriate, permits are secured, and any city approvals happen on time.	Board Facilities Committee Chair	Principal Athlos Academies		Ongoing
Fiscal Management	Work with the Fiscal Services Contractor to ensure all accounts are prepared.	Board Treasurer	Board Treasurer		Ongoing
	Ensure that start-up budgets are on schedule	Board Treasurer	Board Treasurer		Ongoing
	Secure insurance policies (workers comp, liability, etc)	Board Treasurer	Board Treasurer		March
	Review and finalize financial tracking methods school will use to ensure operational finances.	Fiscal Contractor and Principal	Principal		March
	Adopt formal signature policies, finalize financial reporting templates, P.O. forms and policies, and define investments and saving strategies	Fiscal Contractor and Principal			February
	Establish payroll and develop cash flow plan	Fiscal Contractor and Principal			February
Fundraising	Research and apply for grants	Board of Directors	Resource Committee Chair		Ongoing
Human Resources	Design a secure and efficient system of data	Principal and Office	Principal		March

	maintenance for in-house developed and confidential documents (physical records, enrollment and registration paperwork, personnel records, and key school documents)	Manager			
	Finalize salary schedule, benefits package, and interview process, including appointing an ad hoc hiring committee	Board Treasurer, Administrator and Fiscal Contractor	Principal		February
	Develop form letters for enrollment and hiring processes, and ensure that employee contracts meet state requirements	Office Manager and Principal	Principal		February
	Review and Finalize Employee Handbook, board must vote to adopt.	Principal and Office Manager	Principal		March
	Negotiate and sign contracted services (lawn care, cleaning, security, etc.)	Principal	Principal		March
	Set up non-profit mailing status with post office	Office Manager	Principal		February
	Attend Teacher recruitment fairs and post and fill all open positions.	Hiring Committee	Principal		March
Marketing	Host monthly information meetings on site; work with Athlos Academies to make additional marketing push based on analysis of enrollment data.	Principal, Athlos Academies	Principal	February	Ongoing
Other	Finalize academic curriculum choices and begin purchasing materials. (Math, Language Arts, and Core Knowledge)	Principal and Fiscal Contractor	Principal		March

	Begin ordering furniture	Principal and Fiscal Contractor	Principal		March
	Develop IT 5-year Plan and bid services and equipment.	Principal	Principal		March

► Phase 3: 3 to 6 Months before Opening: April – June

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Board Governance	Develop Administrator Evaluation Process	Board of Directors	Board Chair		June
	Retain legal counsel	Board of Directors	Board Chair		June
	Perform lottery according to advertised timeline.	Board of Directors	Board Chair		May
	Attend State Provided Board Governance Training	Board of Directors	Board Chair		April
	Determine Preference List	Board of Directors and Principal	Principal		May
	Vote on School Calendar – due to the state office of education by May 31 st .	Principal	Principal		May 15 th
Enrollment/Lottery	Continue Enrolling students if there is room, otherwise establish wait list.	Principal and Office Manager	Office Manager		Ongoing
	Issue and process enrollment paperwork	Office Manager	Office Manager		Ongoing
Facilities	Continue progress on facilities	Athlos Academies, Board of Directors and Administration	Principal		Ongoing

Fiscal Management	Complete contracts for all contracted services (food service, special education, IT, SIS, etc.)	Principal and Fiscal Contractor	Principal		May
	Request Early Distribution of Funds. Request must be received by the state office of education by June 1 st	Principal and Fiscal Contractor	Principal		Jun 1 st .
	Secure IT services and Telecommunication services (review for state/federal compliance)	Finance Committee and Principal	Principal		May
Fundraising	Continue researching and applying for applicable grants.	Board of Directors	Resource Committee Chair		Ongoing
	Identify a PTO president, begin organizing meetings (Resource Committee Chair is liaison to PTO) and outline an annual fundraiser (approved by board)	Board of Directors	Resource Committee Chair		May
Human Resources	Complete hiring of faculty and staff, ensure all new-hire paperwork is signed, and all personnel files are complete (including teacher certification documentation and background checks)	Business Manger	Principal		Optimistically, May
	Hire office staff	Principal	Principal		May
	Set up the OpenSIS system for the school, including uploading all registration data, and preparing for state reports.				June
	Arrange for office staff to attend appropriate state trainings to ensure that student and teacher data is properly reported	Principal and Office Manager	Principal and Office Manager		June

	Develop Attendance reporting system, ensure teachers are trained.	Principal and Office Manger	Principal		June
	Develop safety procedures to track visitors and adopt a system to track volunteer hours.	Office Manager	Principal		June
Marketing and Recruitment	Continue implementing marketing in conjunction with Athlos Academies	Principal	Principal and Athlos Academies		Ongoing
Other	Place all orders for materials and furniture no later than early July.	Principal and Fiscal Contractor	Principal		June
	Search for used or donated furniture	Board Resource Committee and PTO President	Resource Committee Chair		June

► **Phase 4: 0 to 3 Months before Opening: July-August**

Category	Task	Responsible Parties	Contacts or Resources	Start By (date)	Complete By (date)
Board Governance	Hold Public Budget hearing	Board of directors	Board Chair		July
	Identify a team to attend the ISEE Boot Camp Training	Board of Directors	Board Chair	July	August
Enrollment/Lottery	Continue updating waitlist and enrolling students as space allows; process all registration paperwork all the way to input into Open SIS.	Office Manager	Office Manager		Ongoing

	Verify that all immunization records are in place and that all student records are complete.	Office Manager	Office Manager		Ongoing
	Ensure that all Special Education files have been received and set up parent meetings prior to school opening.	Special Education Director	Special Education Director		August
	Develop internet, technology, and library usage agreements and send these to parents for electronic signatures prior to back to school night. Have hard copies on hand for this event.	Office Manager	Office Manager		July
Facilities	Pass final inspections and receive occupancy certificate	Facilities committee	Athlos Academies		July
	Ensure all appropriate insurance policies are in place.	Facilities Committee	Principal		July
	Lease or purchase office equipment (copy/fax machines, etc.)	Principal	Principal		July
	Arrange for volunteer "moving day" event	PTO and Principal	Principal		August
	Receive all equipment and supplies, ensure that all items are inventoried and checked out to teachers or classrooms.	Office Manager	Office manager		July/August
	Set up classrooms, office equipment, and ensure adequate supplies are in place for first day of school	Office Manager, Teachers, Principal	Principal		August
	Post emergency evacuation plan maps in all appropriate places and ensure that all	Office Manager	Office Manager		August

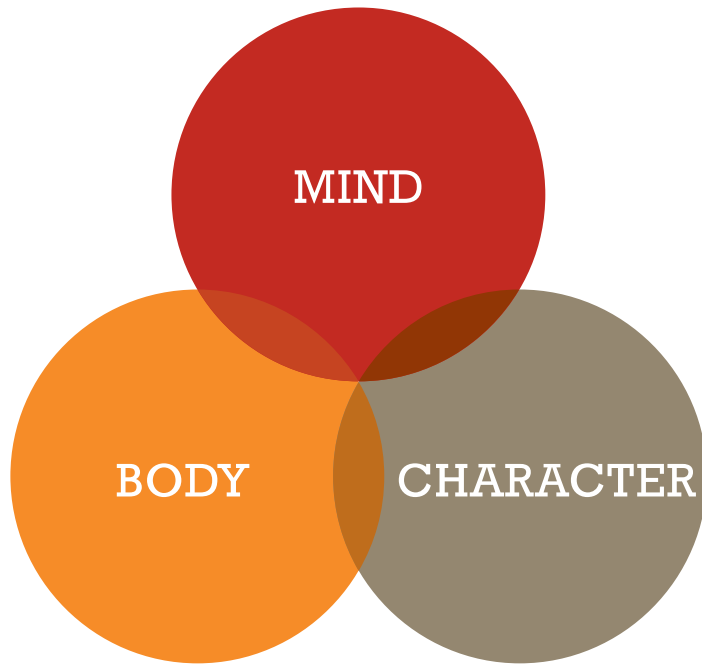
	inspections are complete.				
	Ensure all required laws are posted as required throughout the building (MSDS, OSHA, etc.).	Principal and Office Manager	Office Manager		August
	Conduct a safety review of grounds. Ensure all equipment is working properly (HVAC, Fire Safety, and Sprinkler System)	Principal	Principal		August
Fiscal Management	Enroll all employees in appropriate benefits, including health, life, SS, Unemployment, and PERSI	Fiscal Contractor	Principal		August
	Verify all Paraprofessional records, background checks, personnel files, training schedules, etc.	Fiscal Contractor	Principal		August
	Ensure that payment and donation systems (online and office) are in place (and prepared for BTS night rush). Verify that student fees for middle school are in compliance and sent to parents.	Fiscal Contractor and Principal	Principal		August
	Review budget and ensure that everything is on track.	Fiscal Contractor and Principal	Fiscal Contractor and Principal		Ongoing
	Develop a plan backwards from end of year audits.	Fiscal Contractor and Principal	Fiscal Contractor and Principal		July
Fundraising	Develop a fund development strategy	Board of Directors	Resource Committee Chair		Ongoing
	Begin planning the annual family fundraiser (spaghetti dinner or carnival, etc.)	PTO, Resource Committee Chair	Resource Committee Chair		August

Marketing and PR	Hold a ribbon Cutting ceremony for community	Board of Directors	Board Chair		August
	Organize a school open house/recruitment event.	Principal PTO	Principal		August
Other	Organize Back to School Night - maps of building, homerooms posted on walls, in classrooms meet teachers and complete paperwork	Principal and PTO			August
	Professional Development – emergency preparedness training, including fire, lockdown, natural disaster, school closure due to weather, and first aid training/resources	Principal	Principal		August
	Professional Development - Ensure all staff/faculty know visitor procedures and are properly trained on phone/intercom system.	Office Manager	Office Manager		August
	Professional Development – ensure that Core Knowledge sequence has been refined into units and lessons and that staff have participated in appropriate CK training (webinar and off-site session) Lessons should be developed down to the daily level for the first quarter.	Principal	Principal		August
	Professional Development - Ensure that staff is trained in school’s chosen math and language arts programs. And those lessons are developed down to daily lesson plans for the first quarter. Also online grading and attendance systems and school cultural	Principal	Principal		August

	expectations.				
	Materials Distribution – Ensure that all materials have been received and inventories and distribute to teachers.	Principal and Office Manager	Principal and Office Manager		August
	Student Services – Special Education Director, 504 Coordinator, and School Counselor review student files and ensure that all paperwork is received, all forms are developed and approved by administration and that teachers are trained on providing appropriate services to their students.	Special Education Director, 504 Coordinator, School Counselor	Principal		August
	ELL coordinator (stipended teacher) reviews files to ensure that paperwork is present, and meet with families to begin process.	ELL Coordinator			August
	Develop Student and Parent orientation modules to be delivered electronically and in person – navigating grading systems, understanding the Athlos Model, etc.	Lead Teacher and Principal	Lead Teacher and Principal		August
	Work with Faculty to set action plan benchmarks for the academic goals identified in Charter.	Principal	Principal		August
	Review overall assessment benchmarks, strategy, and timeline. Ensure that all staff is trained and that sufficient time is allotted for teacher PLC work sessions to analyze student data on a regular basis.	Principal	Principal		August

Appendix I: Draft of Student Handbook

Athlos Academy



Parent and Student Handbook

Handbook policies are subject to change pending Board decision.

MISSION STATEMENT

Mission: The mission of Athlos Academy is to provide students with a rigorous comprehensive education that fosters our three pillars of a: Prepared Mind, Healthy Body and Performance Character. Athlos Academy will provide an educational program that embodies our three pillars through a rich and engaging curriculum presented by outstanding teachers who work in partnership with families and in a data-driven environment. Athlos Academy graduates will enter high school with the academic preparation, values and commitment to fitness and wellness that will prepare them for success in high school and beyond.

VISION STATEMENT

Vision: The vision of ATHLOS ACADEMY is to be a school where students and graduates personify our three pillars of excellence: Prepared Mind, Healthy Body, and Performance Character. In essence, we seek to educate the “whole” child.

CORE BELIEFS

We believe that all students need a standards-based education which is dedicated to the mastery of a broad-base of knowledge and the development of a rich vocabulary, full literacy and mathematics skills. Our educational foundation is built upon the Core Knowledge Sequence. The richness of the Core Knowledge Curriculum Sequence combined with research-proven teaching methods that motivate and engage students to work hard and learn more, has shown great success all over the United States in empowering students to excel and be prepared for success in high school and college.

We believe that learning and wellness are inextricably connected. Our athletic curriculum is highly engaging for students and families. Our education program draws upon the discipline, motivation, and teamwork of athletics to engage students to become more active learners. Improving physical health and athletic skills improves a child's self-image, increases confidence and energy, improves mental toughness, and the ability to overcome adversity.

BOARD OF DIRECTORS

ATHLOS ACADEMY FACULTY & ADMINISTRATION

Administration

Title

Name Email Address

Support Staff

Title

Name Email Address

Faculty

Title

Name Email Address

ATTENDANCE

Attendance Philosophy and Procedures

At Athlos Academy each day is an essential learning opportunity. A significant part of your child's educational experience is derived from classroom participation, activities, discussion and relationships. Regular attendance is crucial for your child to attain the maximum benefit from the school experience. Therefore, we expect excellent attendance of our students. Missing school regularly not only is detrimental to a child's learning, but also can create poor learning habits. Of course, if your child is sick or has a communicable illness, he or she should stay home to rest and recover. Students are responsible for making up work missed during an absence, and should contact their teachers for assignments.

ADA and Funding

As a public school, Athlos Academy receives state funding based on ADA (Average Daily Attendance). For this reason and in accordance with State law, the School must keep detailed records of student attendance. Daily attendance is important for many reasons, but it also directly affects our revenue. When your child is absent, the school does not receive a portion of funding for that day.

Early Dismissal

If your child must leave school early because of a health appointment, please notify their teacher in advance, and upon picking up the student, sign your child out in the office. Please try to schedule appointments during non-school hours whenever possible.

On-time Arrival

The first moments of the day are critical to the way the whole school day goes. Having everyone present at this time is essential. Please be on time every day. Students who disrupt class by arriving late must check in at the office. The third time this happens, the student will lose a portion of their free time. Please take this seriously and organize your mornings so your child is on time every day.

Excused Absences

Excused absences are absences when a student is too ill to report to school, bereavement of an immediate family member, or a student health care appointment. The school office should be informed promptly if your child has a communicable disease so that we can notify other parents, if necessary.

All absences require appropriate documentation, i.e., a phone call or note from the parent or guardian, or a note from a doctor or medical facility. If the absence is for personal reasons, advance written request by the parent/guardian and approval of the Principal (and/or designee) is necessary.

A parent or guardian must notify the school of an absence no later than 9:00 a.m. on the day of the absence, either by telephone, letter, fax, e-mail, or in person. If the school is not notified and the student does not report to school the next day with a note, the absence will be considered unexcused (see below).

If a child exceeds ten excused absences, the school may require a conference with parent, student, and administration to devise an action plan for ensuring the child does not fall behind in school. After ten excused absences for illness, the school requires that further absences for illness be verified by a physician.

Unexcused Absences

Unexcused absences are absences that have not been appropriately documented. If a student has more than three (3) unexcused absences, a meeting between the Principal (and/or designee) and the family will be scheduled to determine if Athlos Academy is the appropriate placement for the child and family.

What Absences Are NOT Excused:

Anything that is NOT a student illness, bereavement of an immediate family member or a student medical appointment. Including, but not limited to: slept-in, tardy more than 30 minutes, family vacations, weddings, took a long weekend or anything that is not a student illness, bereavement of an immediate family member or a student medical appointment.

What does an absence cost your child?

- A lost day of education may include foundational material, presentations or lessons that will adversely affect your child.
- An overwhelming amount of homework to make up for the time lost.
- The feeling of being “left behind.”

What does an absence cost your child’s school?

Public school funding is not based on enrollment, but rather on Average Daily Attendance (ADA). Athlos Academy loses funding every day your child is absent.

What you can do about your child’s attendance.

- Be on time.
- Take vacations during the summer or on weekends combined with a holiday that falls on Monday or Friday throughout the year.
- Avoid unexcused absences.

- Make school a priority.

Athlos Academy is a school of choice, please choose to attend daily.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival Procedures

- 1.
- 2.
- 3.
- 4.
- 5.

Please Do Not:

1. Cut in line to take an open spot to drop off your child.
2. Get out of the vehicle to help your child.
3. Store your child's backpack inside the trunk.
4. Leave your car unattended in the drop-off zone.
5. Have a conversation in the drop-off zone.
6. Park in non-designated areas of the parking lot.
7. Park in the fire lane segment of the drop-off zone.

Walking to/from School

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

Bicycles

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

Scooters

- Fold-up and carry and/or walk scooters on school grounds. Scooters may be kept in classrooms and taken home each day.

Rollerblades

- Remove rollerblades before entering school grounds. Rollerblades may be kept in classrooms and taken home each day. Heely roller shoes are not allowed at school.

ANTI-BULLYING POLICY

Athlos Academy 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.

In compliance with Idaho Statute 18-917A, no student shall intentionally commit, or conspire to commit an act of harassment, intimidation, or bullying against another student. 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. Cyberbullying, or the use of technology to engage in bullying behaviors, is also 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.

Bullying happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Bullying is unfair and one-sided.

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
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race, religion, or making fun of someone for being a boy/girl
- Limiting a student's access to educational tools

- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone
- Using any form of technology to engage in cyberbullying activities

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

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

Teachers and staff at Athlos Academy will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Any student who feels that he/she is being bullied should immediately contact their teacher or the principal (and/or designee).

Athlos Academy Anti-Bullying Pledge: We will not accept bullying at Athlos Academy. Our goal is to create a safe, caring, respectful school environment. We agree that it is everyone's responsibility to STOP bullying! It is up to each of us to make sure that bullying does not happen at Athlos Academy!

We Will:

- Treat others with fairness and respect.
- Find ways to help others join games and activities.
- Speak out against bullying.
- Refuse to let others be bullied.
- Report-up bullying to an adult.
- Refuse to bully others...ever!
- Help others feel safe and comfortable at our school.
- Be respectful school citizens who are part of the solution.

BEHAVIORAL EXPECTATIONS

In order to provide Athlos Academy students with a safe and effective learning environment, all classroom rules will align with the **Three School Rules**, all three of which are equally important. All teachers and staff at Athlos Academy have agreed to uphold these discipline standards throughout the school grounds. Teacher interventions at the classroom level will have been fully implemented and parents fully informed before the child's behavioral problem is referred to the principal's office.

The **Three School Rules** are:

Be Responsible! We will teach the children to respond to life and its issues and problems--not react to it! We want them to become "response-able" so they will grow and learn to "behave themselves" and depend less on outside controls to manage their behavior.

Be Resourceful! We will teach the children to find and use resources that will point them to solutions. Those solutions include the quest for answers to curriculum questions, as well as those found in every day, real-life issues. They will learn that it is okay to ask for help, and it is okay to offer and give help in a school setting.

Be Respectful! We will teach the children about self-respect so they can learn to respect others and property. They will learn that selfishness and self-respect are opposite attributes.

After repeated classroom level interventions have failed to change the student's disruptive behavior, or in the case of a severe, first-time disruption, the student will meet with the principal (and/or designee). A severe, first-time disruption may also result in the student receiving an Administrative Referral and/or suspension.

If a student chooses to break a rule, a behavior slip describing the incident and specifying the consequence is issued. The behavior slip may be issued by a teacher or by the principal (and/or designee). All behavior slips must be signed by a parent and returned the next school day.

Upon receipt of a second behavior slip in the same trimester, the student will receive a more serious consequence and will meet with the principal (and/or designee). The principal (and/or designee) will call the parents.

If a student receives three behavior slips in one trimester, an administrative referral will also be given and the principal (and/or designee) will call the parents. Depending on the severity of the incident(s), the student and parents may be asked to meet with the principal (and/or designee); the student may lose playground privileges for a period of time, assist with a school-improvement project, or in the most severe cases, be suspended.

With severe cases of infraction, the principal (and/or designee) has the right to choose any consequences deemed necessary in order to seek pupil improvement. Severe disruption includes the following: aggressive physical behavior, profanity, outward defiance of adults, inappropriate touching,

violence, weapon possession, drug use/possession, or any action deemed to be an expulsion-worthy offense.

Students who behave appropriately will be recognized with positive notes or e-mails to home, and praise.

Suspension: In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the principal (and/or designee) may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated below may be adhered to after the fact.

In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student, the students in general or school staff exists, the following procedures should occur:

NOTICE: This is satisfied by informing the student that she/he is going to be suspended informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.

EVIDENCE: This is satisfied by making the student aware of what information the principal (and/or designee) has which would lead the principal (and/or designee) to reasonably believe that a rule has been broken and that this student is the one who is responsible.

OPPORTUNITY TO RESPOND: This means an informal give and take between student and principal (and/or designee). In other words, "Do you have anything to say?" etc., and listening to his/her side. Then, the principal (and/or designee) may make a decision to suspend based on the evidence and student's responses to the presentation of such evidence.

PARENT/LEGAL GUARDIAN CONTACT: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.

RIGHT TO APPEAL: The parent/legal guardian may appeal the decision, first to the Principal (and/or designee), then to the Principal. However, it is presumed that the Principal will uphold the decision if the established procedures have been followed and sufficient reason for suspension exists.

A WRITTEN RECORD: A written record of the procedures followed in the case of the suspension (including the procedures followed after the fact, in cases where immediate suspension is necessary) shall be kept in a file separate from the cumulative folder by the Principal (and/or designee).

In-School Suspension: The student is removed from the grade-level classroom and spends the hours or days of In-School Suspension in another classroom under the supervision of a teacher. Students are expected to use this time to complete all assigned work, for which they receive credit.

Out-of-School Suspension: For repeat offenses and first offenses of a serious nature, students are removed from the classroom and sent home. Students must make up all academic work for which they receive full credit. Students may receive an In-School or Out-of-School Suspension for the following: aggressive physical behavior, profanity, and outward defiance of adults, inappropriate touching, or any other action deemed by the principal (and/or designee).

Expulsion: Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Parents will be notified and given written notice of their right to appeal the decision. A student may be expelled for up to 12 months, at the end of the expulsion period, a team will meet to determine the most appropriate placement for that student which may include returning to the regular classroom, modified schedule, or home school options.

The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion:

- Student has been expelled from another school in this state or in another state
- Continued willful disobedience/consistent violation of school rules
- Persistent defiance of school authority by any student or his/her parents
- Habitual profanity or vulgarity
- Use, possession or exchange (whether or not for sale) of tobacco, drugs or alcohol on or near the school premises or at school sponsored events
- Vandalism to school property
- Habitual truancy
- Assault or battery, or any threat of force or violence directed towards any school personnel or students
- Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another, including laser pointers
- Theft
- Verbal or physical harassment of any student, teacher or administrator
- Misuse of the computer or abuse of the acceptable use policy

Cases of Cumulative Disciplinary Difficulties: The principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:

- The pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated.
- The evidence upon which this assessment is based.

- The right of the student at this time to present a statement or information in support of being retained.
- What specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary?

If adequate improvement is not forthcoming within a reasonable time, a second conference with the student and parent/legal guardian shall be arranged by the principal or his/her delegate. At this time, the procedures outlined above shall again be followed. After this conference, a final decision will be made by the principal (and/or designee) in consultation with the Principal.

Written records of the various proceedings leading to expulsion must be on file.

Enumerated Offenses: Students may be suspended or expelled for partaking in action not limited to the following:

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal/Administrator or designee's concurrence.
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.

- Possessed an imitation firearm, i.e.: a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault, or committed a sexual battery.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in or attempted to engage in hazing of another.
- Aiding or abetting the infliction or attempted infliction of physical injury to another person.
- Made terrorist threats against school officials and/or school property.
- Committed sexual harassment.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.

The above list is not exhaustive and depending on the offense, a pupil may be suspended or expelled for serious misconduct not specified above.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

CALENDAR

Athlos Academy operates on a traditional school year calendar with three trimesters. Calendars are available on our website or in the Athlos Academy offices.

CHEATING AND PLAGIARISM

Cheating and plagiarism are defined as:

1. Directly copying someone else's work without giving proper credit.
2. Paraphrasing the ideas of another person with giving proper credit.
3. Using and failing to properly credit any work by another individual.

No student needs to cheat or plagiarize. Athlos Academy provides multiple opportunities to support students for academic success. Students will be taught self-advocacy skills in order to prepare them for high school and to seek appropriate support when needed.

The following behaviors promote true student achievement:

1. Be prepared.
2. Clarify assignments with your teacher.
3. Use all avenues of support available.
4. Be organized.
5. Keep current with assignments
6. Cite sources when required.
7. Understand what constitutes cheating and/or plagiarism.

Cheating and plagiarism are considered unacceptable at Athlos Academy. If a student is caught cheating or plagiarizing, students are expected to redo the assignment. Additional consequences can include, but are not limited to Behavior Slip, Administrative Referral, parent/teacher/principal conference, in-school Suspension, out-of-school suspension.

CLASSROOM PLACEMENT

The Athlos Academy administration makes every effort to ensure that EACH teacher demonstrates high-quality, research-based instruction and develops exemplar-learning experiences for all ranges and levels of students. Through ongoing staff development and classroom observations of teaching and learning, Athlos Academy administration maintains the quality and equity of instructional techniques, pedagogy, and strategies utilized by the teaching staff. Through careful monitoring and rigorous hiring practices, Athlos Academy's Board and administration are confident that each teacher is capable to meet the needs of all students. Student placement is made by teachers and administration via a non-biased process using several criteria, including gender and special academic or behavioral needs. You may provide information about your child to further inform the student placement process by completing the Student Information Survey. By completing this form, this does not guarantee placement for a particular teacher and/or classmate. The Student Information Survey is available online at:

[\[insert website.....\]](#)

COMMUNICATION

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents/guardians at all times. The following means of communication are used to help keep parents/guardians informed about the progress of their children:

- Report cards
- Parent/guardian-teacher conferences
- Website
- Telecommunications (phone calls, e-mails, voice mail)
- Informational notes from teachers and staff
- Packets of student work (assignment folders, binders, etc.)

- Behavior/homework slips/administrative referrals
- Parent/Student Handbook
- Conferences with the principal (and/or designee)
-

Conferences: Parents are encouraged to keep close contact with the school and your child's teachers. If at any time you have a question, please call the school office and leave a message. The teacher will return your call as soon as possible and set a conference time, if one is desired.

Notes from Parents: Please use first and last name of student, grade level, and date on all correspondence from home. This is especially important when the parent and child do not have the same last name.

CONTACT AND EMERGENCY INFORMATION

Emergency Card: The school has a file containing current emergency care information for each student. Each parent is responsible to keep the following information current during the year and annually update:

- The name of the student, his/her home address, telephone and birth date
- The business addresses and telephone numbers of the parent(s)/guardian(s). If applicable, the cell phone numbers of parents should be provided.
- The name of the family physician and telephone number
- Hospital preference
- Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied and any current medication
- The parents' approval to send the student to a medical facility for emergency treatment should this be necessary
- The names of the persons to whom the student may be released
- The signature of responsible parent(s) or legal guardian(s)

Emergency Information: Parent(s)/guardian(s) will be notified immediately of serious injury or sudden illnesses that occur during school hours. For this reason, you must notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at Athlos Academy automatically confers upon the school the obligation to select emergency care providers in the absence or the inability to reach the parents, and that no liability would attach to such a decision in the event that the parents cannot be reached.

Change of Address, Telephone, or Cell Phone Numbers: The school must be notified immediately of any change in home address, home and work phone numbers, cell phone numbers, or email address. This will facilitate us in locating you in case of an emergency.

CURRICULUM

Athlos Academy Offers:

- High educational standards
- Core Knowledge Curriculum
- Saxon Math
- Junior Great Books
- Language Arts/English (The Spalding Method)
- History (Pearson/Core Knowledge)
- Art & Music Docent Instruction
- Individualized student attention
- High behavioral standards
- Full partnership with families

Core Knowledge: A Core Knowledge education is built upon a detailed outline of specific content to be taught in language arts, history, geography, mathematics, science and the fine arts. As the core of a school's curriculum, it provides a solid, coherent foundation for learning; it is also flexible to meet local needs. The Core Knowledge curriculum is the result of research into the content and structure of the highest performing elementary school systems around the world. Specific content includes language arts, world history and geography, visual art, music, mathematics and science. More information about Core Knowledge is available at the Core Knowledge website: www.coreknowledge.org.

Physical Education: Athlos Academy has partnered with a third-party physical education provider Velocity Sports Performance to provide an athletic curriculum tailored to students spanning each grade level for 30-45 minutes each day, four times per week. This curriculum will emphasize balance, coordination, technique, relative strength and the introduction of essential muscular movement patterns, all of which are vital to establishing an athletic foundation, injury prevention and a long-term enjoyment of physical activity and exercise. The athletic educational program for Athlos Academy will introduce and create foundations of overall athleticism in a fun, positive, and high-success environment.

DAILY SCHEDULES

Schedule & School Hours:

Regular Day:

(September – December)

(January – June)

UNIFORM POLICY

Athlos Academy has the following dress-code policy. Students who fail to follow the policy are subject to disciplinary actions, including, but not limited to, the possibility of being ineligible for continued enrollment at Athlos Academy.

The following guidelines apply to all regular school activities:

Tops

- Styles: Uniform-style oxfords, polos, turtlenecks, T-shirts or blouses. Tops must be sleeved (long or short). Other than the Athlos Academy logo, all tops must be completely unadorned (no logos, lettering, graphics, sparkles, sheen, patterns, decorative accents, etc.).
- Colors (solids):
- Second layer: sweater, cardigan or vest in **[color]**.
- Outerwear: not regulated.

Bottoms

- Styles: Uniform-style pants, capris, shorts, skirts, dresses, or jumpers not shorter than 2" above the knee.
- Colors (solid):

- Examples of unacceptable bottoms: jeans, sport- or sweat-pants, overalls, leggings as pants.

Footwear

- Socks or tights in **[colors]**.
- Indoor and outdoor shoes are to be closed at toe and heel, with non-skid soles.
- Shoes containing integrated skates must have the skate components removed.
- Outdoor shoes must be appropriate for P.E. and running games.

Accessories/Hair

- Hairstyles are expected to be non-distracting and out of the student's eyes.
- Hair accessories are to be minimal, non-distracting and in one of the uniform colors.
- Jewelry and other accessories are limited to wristwatches and stud earrings.
- Hats or hoods will be worn outdoors only, and in the manner for which they were designed.

General

- Any item, type, or color of clothing not specifically allowed in the document is disallowed.
- Clothing should be clean and should fit properly.
- Please mark all removable clothing with the student's name in permanent ink.
- Shirts and blouses with shirttails are to be tucked in except during recess or P.E.
- There are to be no bandanas.

DRUGS, CHEMICALS AND TOBACCO

The purpose of this policy is to maintain a safe and healthful environment for students by prohibiting the use of drugs, alcohol, tobacco, toxic substances and controlled substances without a physician's prescription. It shall be a violation of this policy for any student to use or possess any type of drugs, alcohol, tobacco, tobacco-related devices or drug paraphernalia at Athlos Academy. This prohibition extends to all facilities, whether owned, rented or leased. This prohibition includes all school property and all off-campus events sponsored by the school.

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

Any student found to be in possession of disallowed substances will be disciplined accordingly. This may involve search of backpack and locker, in-school suspension, out-of-school suspension, or expulsion. Law enforcement may be involved if student is in possession of illegal substances has intent to use legal

substances dangerously (i.e. prescription drugs or common chemicals) or the administration otherwise deems it necessary.

FIELD TRIPS

The ability to participate in field/study trips is a privilege that must be earned. Students with a school behavior problem or a problem keeping up with their school work will be excluded from the field/study trips at the discretion of the teacher and principal (and/or designee).

It is Athlos Academy's policy that bus transportation is required for field trips over 65 miles in distance. All charter buses will be arranged by Athlos Academy's office. All field trips must be approved by the Board of Directors.

Each field trip must be fully funded by fees collected from the parents of students participating in that educational experience or from other fundraising activities. All fees must be paid in advance of the field trip. Please note some field trips are non-refundable. If any field trip is a financial hardship on any family, they should contact the principal (and/or designee).

Students must have written parental permission, including pertinent medical information, in order to participate in any field trip. Student placement in chaperoned vehicles is at the discretion of the teacher, no exceptions. **All drivers must complete an Automobile Transportation form, providing the necessary insurance information, before they can drive on a field trip.** If the parent wishes to drive their child only, a Travel Liability Release form must be on file in Athlos Academy's office and is available on Athlos Academy's website.

For the safety of the students, the following must be observed:

- One seat belt must be provided for and used by each vehicle occupant and only one person will use each seatbelt.
- No more than nine (9) people, including the driver, will be transported in any private vehicle, except in an official school bus or by a charter company.
- No private (non-chartered) vehicle, including vans, with more than nine seats should be used (regardless of the number of passengers).
- No one may ride in the bed of pick-up trucks.
- Motorcycles will not be used.
- Parents will not make non-essential, unscheduled stops while transporting students during a field trip. Non-essential stops include, but are not limited to, stopping at a restaurant or a drive-thru for snacks.
- Only G rated videos/DVDs or CDs may be played while transporting students to and from a school field trip. No electronics or video games are permissible on field trips.
- No siblings will attend school-sponsored field trips.

- State laws regarding age/weight of front seat passengers will be strictly observed.

GRADING SCALE AND REPORT CARDS

Standards Based Report Cards: Athlos Academy uses a Standards-Based Report Card (SBRC) at the elementary level. 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, and the report card is designed to give parents more and better information about how their children are progressing. On the report card, parents will learn whether or not their child is *proficient* - meaning that the child has met grade-level standards, *basic* - meaning that the child is approaching the standards, *below basic* - meaning that the child has not met the standards, or *advanced* - meaning that the child has exceeded the standards. The report card will also provide information on student work habits.

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, and perhaps most importantly, parents will learn exactly how their students are doing based on the standards - they'll learn which big ideas and concepts their children have learned and what they need to work on to ensure they are ready for the next grade level.

Physical Education Grading Scale: In grading Physical Education, three areas are taken into consideration. They are participation, effort and citizenship. In Physical Education, students are expected to participate in a safe, positive manner. This is accomplished by following the teacher's instructions and wearing the appropriate clothing and shoes. Everyone is expected to do their best while encouraging their classmates to try each new skill as well. Sportsmanship is a skill modeled and developed during the elementary years.

Below is the rubric that is used to assess student's participation, effort and citizenship during Physical Education class:

E-Excellent:

- Follows the teacher's directions and attempts the skills consistently
- Is an attentive listener and respectful to the learning environment
- Encourages others to participate and assists others when appropriate
- Is an excellent example for the others to follow
- Always wears appropriate clothing and shoes
- No "Needs Improvement" PE Student Reports sent home

S-Satisfactory:

- Follows the leader's directions most of the time
- Attempts new skills when demonstrated and encouraged
- Is focused on the activities presented
- Makes positive choices most of the time
- Wears appropriate clothing and shoes most of the time
- One "Needs Improvement" PE Student Reports sent home with subsequent improvement

N-Needs Improvement:

- Is frequently talking while directions are given
- Needs to improve respect for the learning environment
- Has acted in an unsafe manner towards themselves and/or others
- Frequently not participating when instructed to do so
- Easily distracted and not focused on the activities
- Needs frequent reminders to wear the appropriate clothing and shoes
- One or more "Needs Improvement" PE Student Reports sent home with minimal improvement

U-Unsatisfactory:

- Consistently talking while directions are given
- Disrupting the learning environment and not showing respect for others
- Numerous attempts at redirection have been unsuccessful
- Student refuses to participate
- Is consistently unsafe towards themselves and/or other
- Consistently wears inappropriate clothing and shoes
- Two or more "Needs Improvement" PE Student Reports sent home with no improvement

Student Study Team: The Student Study Team (SST) process brings together a team of people to discuss how to assist individual students in meeting the challenges they are facing. Teachers, as well as parents, can request a Student Study Team to discuss student (child) academic and/or behavioral progress.

GRIEVANCE PROCEDURES AND POSITIVE INTERACTION

Athlos Academy's goal is to provide an environment that permits all members of the Academy community to engage in constructive communication. Generally, such communication should take place directly between the involved individuals.

Should a difficulty or problem arise regarding your child, we ask that you use the following process to solve it as expeditiously as possible. First, request a telephone or personal conference with your child's teacher. Almost all issues and problems can be resolved at this level. Parents may request a conference with a teacher by sending a written note, an email, or by leaving a telephone message indicating the nature of the concern and giving several available times and dates for the conference to take place. In like manner, parents are expected to reply to a teacher's request for a conference. Immediate effective communication fosters partnership between home and school and is one way of modeling similar home/school values to the students. If resolution of the problem or concern is not reached at this conference, the principal (and/or designee) is advised of the situation and is called in to assist.

Any concerns which are not related to the classroom should be brought to the attention of the principal (and/or designee).

Abuse of School Personnel: Any parent/legal guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor which is punishable by law.

Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable by law.

If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, she/he is punishable by imprisonment in the state prison.

HEALTH AND SAFETY

Medicine Disbursement Procedures: All medication, including non-prescription, requires a signed release form from the parent and physician for school personnel to administer the medicine as prescribed in the written statement from the attending physician. Only office personnel are authorized to disburse medication (exception: student may carry inhaler with doctor's approval). Release forms may be obtained at the school office or on the school's website.

Faculty and staff are formally trained in CPR and EpiPen/EpiPen Jr allergic reaction injections.

Allergy Procedures: Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. The faculty and staff are trained in CPR and EpiPen usage.

Family's Responsibility:

1. Notify the school of the child's allergies.
2. Provide emergency contact information.
3. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide.
4. Provide properly labeled medications and replace medications after use or upon expiration.

School's Responsibility:

1. Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws that apply.
2. Review the health records submitted by parents and physicians.
3. Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
4. Assure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
5. Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
6. Coordinate with the office to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Designate school personnel who are properly trained to administer medications in accordance with the applicable laws governing the administration of emergency medications.
7. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
8. Take threats or harassment against an allergic child seriously.

Student's Responsibility:

1. Will not trade food with others.
2. Will not eat anything with unknown ingredients or known to contain any allergen.
3. Will be proactive in the care and management of their food allergies and reactions based on their developmental level.

4. Will notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Keeping Your Child At Home For Illness: Here are some guidelines that are meant to be helpful when making the decision about sending your child to school:

- Children must be fever free for 24 hours before returning to school (fever is defined as 100° F or higher)
- Children awaiting results from a throat culture must remain at home until a negative result is known
- Children with a positive strep culture must be treated with prescribed antibiotics for 24 hours before returning to school
- Children that have been vomiting or have had diarrhea must remain home until the vomiting or diarrhea has stopped for 24 hours

Injuries: It is the policy of Athlos Academy that all injuries to the face and head will be reported to the office and that office staff will write up an incident report. The office will call home and notify the parent(s) or guardian(s) of the child. Any injury that requires medical assistance, such as, but not limited to, the child needing to go to the doctor or hospital, will be brought to the principal (and/or designee)'s attention. Receiving ice or a bandage is not considered medical assistance.

HOMEWORK POLICY

If home study is to be effective, it must be a joint responsibility of the home and school. Parents should help the student work out a study schedule and provide a quiet work atmosphere. Our staff believes homework should be introduced at the primary level with assignments moving from simple to more complex as the student proceeds through the upper grades. Parents need to verify that homework is done well and completely and initial their child's planner daily. Please make sure that homework is a higher priority than other after-school activities and after-school play. The length of time spent on homework is stated below. At times, your child will have slightly more than the stated amount of time.

<u>Grade</u>	<u>Minutes</u>
K	0-10
1-2	20
3	30
4	45

5-6	60
7-8	90

INSTRUCTIONAL MATERIALS

Each student is issued a set of books and other materials at the beginning of the school year. Students are expected to care for the books (including covering books) and materials and return them in June in a similar condition. Students will be charged for excessive wear-and-tear or loss of materials. Certain grade levels may make periodic requests for additional materials to be brought in from home.

INTERNET AND ELECTRONICS USAGE POLICY

On-Line Services Use Agreement: Parents agree to this contract when they sign the back of the Emergency Card.

- A. The school does not authorize any use of the network/on-line service that is not conducted strictly in compliance with this policy. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.
- B. The school believes that on-line services (Internet) offer vast, diverse, and unique resources for students, teachers, and other users. Our goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.
- C. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet which the school has not authorized for educational purposes. Parents/guardians are also advised that communications on the Internet are not censored by the school. By participating in the use of the on-line services, students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the on-line services.
- D. Users who disregard the network/on-line services use policy and regulations may have their use privileges suspended or revoked and may be subject to other disciplinary actions. Users granted that access to the internet through the school assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by school policy.

LIBRARY USAGE AND BEHAVIOR

Students may use the library during open hours under the supervision of an adult in charge. This may be a scheduled class visit, or an individual visit with permission from the teacher and the librarian for independent study. Students must have a pass to enter the library during school hours, including lunch. NO STUDENT may be in the library unsupervised at any time.

While in the library, students will follow school rules and are expected to conduct themselves responsibly. Loud talking, running, eating and drinking are not appropriate in the library.

Students may borrow books for a two-week period of time. The number of books a student may have checked out at any one time is determined by grade level. If students have any overdue books, they will not be allowed to check out any more books until the overdue books have been returned. Parents are responsible for the cost of replacement of any book or other library material that is lost or damaged.

LITERATURE SELECTION POLICY

The purpose of this policy is to see that all students have extensive exposure to quality literature. Athlos Academy's faculty, administration, and Board of Directors are committed to the Core Knowledge Sequence, which incorporates poetry, plays, novels, short stories and other forms of literature. Core Knowledge readings should be the first priority on which to base the literature selection in the classroom. All selections within the Core Knowledge Sequence, Junior Great Books, and any additional assigned reading, should meet the following criteria:

- The selection must meet state and federal standards, codes and laws.
- The selection must meet an appropriate instructional purpose.
- The selection must appropriately model a literary element (character, setting, plot, conflict, etc.), style, or genre that the student is expected to learn.
- The selection must have identifiable literary or curricular merit.
- The subject matter, interest and reading level, and maturity level of the selection are appropriate for the students being taught.

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

Responsibility for Selection: The responsibility for content and appropriateness of materials is delegated to teachers and staff, but ultimately, this responsibility rests with the administration; and, if there is a conflict that cannot be resolved, the Principal.

- Any assigned reading will be reviewed first by the teacher to make sure it meets the above criteria.
- Literature selected for the classroom will be selected by the teacher.
- During Curriculum Development, teachers will discuss appropriate reading materials with their grade level peers.
- A list of literature to be read will be provided to all parents.

Donated Reading Materials: Any donated reading material will be distributed to the teachers in an age-appropriate manner. It is the responsibility of the teacher to review the donated books and accept or reject the donated reading material.

Concerns Regarding Assigned Literature: The following steps of this policy are to be taken if any parent feels an assigned reading does not meet the criteria set forth in this policy. These steps also follow the “Order of Communication” in the Parent/Student Handbook for parent, teacher, principal (and/or designee), and Principal:

- If parents have concerns about materials, the first step is to speak to the teacher.
- If a concern remains, the parent will fill out the Literature Review Request form.
- If the parent’s concerns cannot be resolved, the principal (and/or designee) will review the request and make a determination.
- If concerns are still not resolved, they will be taken to the Principal.

LOST AND FOUND

Parents are strongly encouraged to label jackets, sweaters and lunch boxes with their child’s name. “Found” articles will be kept in the “Lost and Found” box. Unclaimed items will be donated to a charitable organization twice a year, in December and June.

LUNCH

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

All students have a lunch account. Lunches are served on a **pre-paid** basis, and parent/guardians may purchase any number of lunches in advance at Athlos Academy’s office. **In the event of forgotten lunch money, students may only charge two lunches to their account before payment is expected to bring the account current. The lunch room staff will only serve those students a courtesy lunch of fruit and crackers.**

Those who bring lunches from home may purchase milk. Other fruit drinks are available. New monthly menus are posted to our website.

Parents who wish to eat in the cafeteria may do so by notifying Athlos Academy’s office at the beginning of the school day when you intend to join your child for lunch.

Cafeteria Rules:

- Enjoy your lunch!
- Keep hands, feet, and objects to yourself.

- Use only kind words towards others.
- Eat only the food you bought or brought.
- Use soft “indoor” voices.
- Remain in your assigned area.
- Raise your hand to be excused.
- Be sure your area is clean before you leave.

Cafeteria Consequences:

- Verbal warning.
- Sent to the end of the line.
- Moved to an empty table.
- Last to be dismissed from the cafeteria.
- Parents notified by letter.
- Parents will be asked to come to school to eat lunch with their student.
- Yard duties and/or the principal (and/or designee) will take whatever actions they deem appropriate to ensure the safety of all students.

NON-CUSTODIAL PARENTS/GUARDIANS

The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

NON-DISCRIMINATION POLICY

Athlos Academy strives for justice in employment practices. To this end, the school promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the school, and not on the basis of “race, color, national origin, ancestry, sex, age, religion, marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristics protected by law.”

NOTICE OF INELIGIBILITY FOR CONTINUED ENROLLMENT

Notification: Any family with a student who is in jeopardy of being ineligible for continued enrollment in Athlos Academy will be notified, in writing, using certified mail.

Petitioning for Special Consideration: After receiving the notification of ineligibility, a parent/guardian may petition Athlos Academy for re-enrollment. The petitioning process is as follows:

1. Submit a written explanation (see Appendix B) indicating special circumstances that warrant a review of the ineligible status within 15 days of receiving the notice from Athlos Academy. Parents may also include documentation that supports the petition. Additional documentation may include:
 - Teacher Input
 - Parent/Guardian Input (use the attached form)
 - Any other document that would support the student's case
2. A parent/guardian may request a meeting with the Principal and principal (and/or designee) in addition to submitting the above information. The request must adhere to the same timelines indicated above in (1).
3. The Principal and principal (and/or designee) will consider the petition and make a decision within 15 days of receipt. A parent/guardian will be notified of the decision verbally within 2 days; written notification will follow within 7 days.
4. If the petition is denied by the Principal and principal (and/or designee), a parent/guardian may request a meeting with the Board of Directors.
5. The Board of Directors will meet within 31 days of receiving the request for re-enrollment. A parent/guardian is requested to attend the meeting and present their petition. A parent/guardian will be verbally notified of the decision within 2 working days of the Board of Directors meeting. Written notification will follow the verbal notification within 7 days.

PARENT-SCHOOL PARTNERSHIP

Volunteer Service Requirement: Athlos Academy firmly believes that a parent-school partnership is vital to student success. As the primary educators of your children in partnership with the school, parents agree to support their child's education at home as outlined in the Parent Commitment Contract (see Appendix C). This involves, but is not limited to, making sure homework is complete, signing the student planner each night, supporting and enforcing the behavioral and academic policies of Athlos Academy, attending Back to School Night, Parent/Teacher Conferences, and keeping an open line of communication with the staff throughout the year.

Athlos Academy is a Core Knowledge school. In order for our curriculum to be successful, parents need to participate in the learning process. To facilitate this, Athlos Academy encourages that parents obtain and read the Core Knowledge Series book, What Your (appropriate grade level) Grader Needs to Know by E. D. Hirsch, Jr. This allows the learning to continue at home.

Athlos Academy requires thirty (30) hours of volunteer service per family per year as outlined in the Parent Commitment Contract (Appendix C). Volunteer hours can be completed in a number of ways: For example, helping in the classroom, helping in the cafeteria during lunchtime, yard duty, working on projects at home for teachers or staff, planning school events or helping PSP with special projects.

Parents also have the option of buying out their volunteer hours at \$25.00 per hour, which is a tax deductible contribution. This plan must be discussed with the principal (and/or designee). Athlos Academy is also aware that, at times, it may be difficult or impossible for a family to complete their volunteer hours due to unforeseeable circumstances. In such cases, Athlos Academy will work individually with the family to meet the requirements in some other way or to waive the requirements at that time.

Failing to meet the requirement of the Parent-School Partnership may make the student ineligible for continued enrollment at Athlos Academy.

Parent's Role in Education – A Partnership with Athlos Academy: We at Athlos Academy consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life - intellectually, morally, emotionally, socially, and physically. Your choice of Athlos Academy involves a commitment and exhibits a concern for helping your child to the greatest good in his/her life.

Once you have chosen to enter into partnership with us at Athlos Academy, we trust you will be loyal to this commitment. During these formative years (K-6), your child needs constant support from both parents and faculty in order to develop his/her intellectual, emotional, social, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home, or within the home, will only teach disrespect for all authority. If there is an incident at school, as parents, your first step must be to make a concerted effort to determine the facts of this incident. Evidence of mutual respect between parents and teachers will model positive, mature behavior and relationships.

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

- To set rules, times, and limits so your child:
 - Goes to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Completes class assignments on time
 - Has money for hot lunch or a nutritious sack lunch every day (no soda or candy)
- To actively participate in school activities, fundraisers, Parent/Teacher/Student conferences, and Back-to-School Night, and Open House
- To attend and keep your children with you during school events
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- 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
- To read school notes and newsletters and to show interest in the student's total education
- To support and cooperate with the Behavior Policy of the school

Athlos Academy's Parent School Partnership (PSP): The general goal of the PSP shall be to assist the school in matters pertaining to the school and its education program through parent participation. The PSP is an important vehicle for parents to support Athlos Academy and share their ideas. The PSP conducts fundraisers to support Athlos Academy's special and ongoing projects/programs that are approved by the PSP board. The PSP enhances the curriculum by their support of the Art and Music Docent programs.

PSP Officers:

President

Vice President

Treasurer

Fundraising Chair

Secretary

Parent Participation Program: The following is a partial list of various programs in which you can help:

- Parent School Partnership (PSP)
- Classroom help or room parent
- Library volunteer
- School fundraisers
- Art and music docents
- Teacher Appreciation
- Field trip chaperones
- Office help
- Community event help
- Clubs
- Crossing guard/traffic duty
- Lunch/yard duty

*If you are interested in any of the above programs, Athlos Academy's office can give you contact information for the parent coordinator in charge of the program.

Parent Volunteers with Siblings: Volunteers may not bring siblings when volunteering or attending events during the school day (with the exception of school performances). We encourage Athlos Academy families to work together to make arrangements for babysitting so that all parents have the ability to enjoy volunteer opportunities in their son or daughter's classes.

Megan's Law Website Review: The Board of Directors of Athlos Academy has authorized the Principal and the principal (and/or designee) to work with appropriate law enforcement agencies regarding any persons who are listed on the Megan's Law website. Athlos Academy will cooperate fully with law enforcement agencies, including but not limited to, notifying parents of any potential concerns or information law enforcement agencies request us to provide. Athlos Academy will also screen the parents and guardians of all enrolled students with the Megan's Law website.

Required Screening of All Volunteers: A key foundation of Athlos Academy is full partnership with parents; however, in order to ensure the safety of all children, Athlos Academy requires every volunteer to complete a Volunteer Requirements form (see Appendix D), and be approved. All applications to be a volunteer are screened using the Megan's Law website.

PUPIL PROGRESSION

Promotion: A student satisfactorily completing each grade's work will be promoted to the next grade.

Retention: Any decision concerning promotion vs. non-promotion will be made after considering all facts related to a child's development (emotional, physical, and social, as well as intellectual and academic), collected from a wide range of sources throughout the year. We will make every effort not to displace a student who is being retained, but will be on a space available basis.

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

- Scores on achievement tests
- Teacher evaluation of student's abilities and effort
- Student's motivation level
- Proficiency assessments
- Parental involvement and family commitment to supporting the student's academic achievement
- Attendance

When a student is identified as being at risk of retention, the student's parents/guardians will be notified in writing as early in the school year as practical. The student's parents/guardians shall be provided an opportunity to consult with the teacher(s) responsible for the decision to retain the student.

If a student is identified as performing below the minimum standard for promotion, the student may be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions, other than retention, that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement.

RECESS

Students are encouraged to play with other students. When the bell rings signaling the end of recess, students must stop recess activity and remain quiet and still. The yard supervisor will perform a quick, visual sweep of the entire area to see that students are calm, and then blow the whistle to signal the children to proceed to class.

Playground Rules:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Playground Consequences:

- Verbal warning.
- Sent to the end of the line.
- Moved to an empty table.
- Last to be dismissed from the cafeteria.
- Parents notified by letter.
- Parents will be asked to come to school to eat lunch with their student.
- Yard duties and/or the principal (and/or designee) will take whatever actions they deem appropriate to ensure the safety of all students.

SALES AND SOLICITATION

All selling of outside items (such as, but not limited to cookies, wallets, jewelry) is strictly prohibited on the campuses of Athlos Academy.

SCHOOL SAFETY DRILLS

School Safety Plan: Athlos Academy participates in a School Safety Plan. These plans cover such events as fire drills, school evacuations and school lockdowns. A copy of the School Safety Plan is available in Athlos Academy's offices.

Fire drills will be held monthly. Fire sprinkler checks will happen quarterly. Students will also participate in lockdown and natural disaster drills on an annual basis.

School Lockdown: In some situations, it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked
- No one will be permitted to enter or leave the building
- Lockdown will continue until the school receives an "all clear" signal from emergency personnel

In case of Emergency: Athlos Academy employees will follow the procedures outlined in the emergency procedures for the school, which vary depending on the type of emergency. As soon as possible, information will be communicated to parents via phone tree and the school's website will be updated.

In most situations, students will assemble on the field behind the school building. However, if an off-campus evacuation is necessary, the meeting location is _____.

School Closure Due to Weather: Athlos Academy will follow the lead of the local school districts in making the decision to close for a full or partial day due to weather. In such cases, information will be posted on the school's website and a phone tree will be enacted. Decisions will be made prior to 7am.

SEXUAL HARASSMENT POLICY

Athlos Academy is committed to maintaining a school environment that is free from sexual harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored activity. Any student who engages in sexual harassment of anyone at school, or at a school-sponsored or school-related activity, is in violation of this policy and shall be subject to disciplinary action.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Types of conduct which are prohibited at Athlos Academy, and which may constitute sexual harassment, include, but are not limited to:

- Unwelcome sexual flirtations or propositions
- Sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body or overly personal conversation

- Sexual jokes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Touching an individual's body or clothes in a sexual way
- Touching or showing private body parts
- Purposefully cornering or blocking of normal movements
- Displaying sexually-suggestive objects

Any student who feels that he/she is being harassed should immediately contact their teacher or the principal (and/or designee).

STUDENT RECORDS

Athlos Academy maintains educational records on all students, in accordance with state regulations, to help plan each student's educational program and to communicate student progress with parents/guardians. Student records include such information as standardized achievement and ability test data, grades, attendance, health and medical records, and evaluations by professional staff.

No one except appropriate Academy personnel, parents/guardians, and guardians of minors shall have access to individual student records without either a subpoena or appropriate written permission of the student's parents/guardians. Such information will not be released to an outside agency without a completed Consent to Release Educational Records form. Parents/guardians have the right examine the contents of their own student's educational records, except items made confidential by state or federal law. To view or receive a copy of these records, please submit a written request to Athlos Academy. Records will be available within 5 business days of request.

TELEPHONE/CELL PHONE USAGE

The telephone is for emergency use only. If a student has a cell phone, it must be turned off and remain in your child's backpack during school hours. Any violation of this rule will result in the phone being taken from the child and held in the office for parent pickup.

TOYS AND ELECTRONIC DEVICES

All types of toys, trading cards and electronic devices (other than e-reader devices) are not allowed on campus before, during or after school. They may not be brought for sharing or any other school related event. Any violation of this rule will result in the item being taken from the child and held in the office for parent pickup. The school will not be responsible if these items are lost or stolen.

Privately owned e-reader devices are allowed at school. E-readers are devices intended to be used to read an e-book. Devices intended to be used to play games, watch videos, or navigate the Internet are not allowed.

Guidelines:

- A student who brings their privately owned computer to school is personally responsible for the equipment.
- The school assumes no responsibility for the loss of, theft of or damage to any personal device.
- No privately owned student devices may be attached to the school's network or Internet services.
- Students must obtain teacher permission before using the device in class.
- Students must turn off and put away the device when requested by a teacher.
- Students may use the device before school, at lunch, and after school in adult supervised areas only, such as the playground or classrooms with a teacher present.
- The school may examine a student's personal device and search its contents if there is a reason to believe that school policies or regulations have been violated.
- Any violation of this rule will result in the device being taken from the child and held in the office for parent pickup.

Examples of Appropriate Use: reading e-books, highlighting text

Examples of Inappropriate Use: accessing social media, playing games, listening to music, watching videos, sending messages, viewing pictures not provided by the e-book publisher.

UNIFORM COMPLAINT PROCEDURES

The federal government has mandated that all school districts and charter schools adopt Uniform Complaint Procedures (UCP) for dealing with complaints regarding specific educational programs and civil rights issues. A copy of the UCP is available in Athlos Academy's office.

VISITORS

It is important that we know who is on campus. All visitors are required, by state law, to check in at Athlos Academy's office, and must wear a visitor badge while on campus. If you are bringing a lunch or materials during the day for your child, please bring them to the office to avoid disruption of instruction in the classroom.

WEAPONS

It is a felony to possess, store or keep a weapon on school property. No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon at Athlos Academy, except as provided by the Academy's Weapons Policy which is on file in the Academy office. The Academy will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, Academy employee, volunteer, or member of the public who violates this policy. Any student who becomes aware of a weapon being brought to school must immediately notify a staff

member and should NOT pick up or move the weapon. The consequences for violation of the weapons policy is immediate suspension (including early dismissal) pending a hearing with recommendation, dependent on the type of weapon and the seriousness of the situation, ranging from suspension (up to 15 days) to a one-year expulsion. Police may also be notified.

YEARBOOK AND PICTURES

School Pictures: School pictures are taken in the fall and in the spring. Dates and procedures are provided to parents. Parents have the opportunity, but are under no obligation, to purchase these pictures.

Photographing Students and Use of Student Photographs: The school must have written permission, this written permission is part of the emergency card, from parents or guardians for a student to be photographed at school or during any school sponsored function. Any reproduction of photo, video, and/or student work may be used for the purposes of education and/or promoting Athlos Academy and its programs.

Yearbook: Athlos Academy will arrange for individual and class pictures to be taken at least once per annum. In addition, Athlos Academy will publish a yearbook each academic year. Individual or classroom pictures will be featured, as well as other photographs portraying the many activities and events that take place.

APPENDIX A - School Calendar

APPENDIX B - Parent Petition for Special Consideration

Name: _____ Grade: _____

Date: _____ Teacher: _____

Please state below why you feel your child should be given special consideration for continued enrollment at Athlos Academy.

APPENDIX C - Parent Commitment Contract

Parent Commitment Contract

There is clear research that indicates grade schools are most successful when three primary support components are present. These three components are powerful teaching, strong sequenced curriculum, and dynamic parent participation. Athlos Academy's Board and Administration pledges to deliver the first two components, but without you, the parent, the formula is incomplete. Parents ensure the quality of the program by making a personal commitment to Athlos Academy's goals and philosophies and their child's education. After careful consideration, please read and sign the following:

1. I recognize that Athlos Academy is a public charter school of choice, not entitlement.
2. I have read the Parent/Student Handbook in its entirety and I agree to support Athlos Academy's philosophy, goals, and methodologies.
3. I agree to take a collaborative approach towards solving issues and problems that may arise. I will attempt to work out problems with the source, using proper Academy chain of command, if necessary, to reach resolution. I pledge to support a process that will preserve relationships and keep issues confidential.
4. I agree to abide by all rules and regulations adopted by the Board of Directors.
5. I agree to abide by the Attendance Philosophy and Procedures contained herein.
6. I agree to encourage my child to abide by Athlos Academy's "Behavioral Expectations" and, by word and deed, role model these same characteristics in my personal life. A copy of the Behavior Expectations is contained herein.
7. I support the parent partnership expectations and will fulfill 30 or more hours of annual volunteer service to the school. Recognizing that not all parents can be in the classroom for these hours, other specific service opportunities can and will be arranged on a one-on-one basis. A buy-out option is available at \$25.00 per hour and is a tax deductible donation.
8. I agree to provide a suitable time and place within my home that will support the completion of homework.
9. Athlos Academy is a Core Knowledge school. In order for our curriculum to be successful, parents need to participate in the learning process. To facilitate this, Athlos Academy requires that parents obtain and read the Core Knowledge Series What Your (appropriate grade level) Grader Needs to Know by E. D. Hirsch, Jr. This allows the learning to continue at home.
10. I agree to limit television and video games during the school week, thus allowing more time for reading, studying, and family time.
11. When providing food for my child, I agree to supply a healthy lunch and snack.
12. I promise to encourage my child to reach his/her highest academic achievement level and to develop a deep commitment and enthusiasm for learning.

APPENDIX D - Volunteer Requirements Form

ATHLOS ACADEMY VOLUNTEER REQUIREMENTS

2012-2013 SCHOOL YEAR

Per Athlos Academy's Parent/Student Handbook, each family is required to fulfill 30 hours of volunteer service to the school annually. ALL VOLUNTEERS, including parents, grandparents, aunts, uncles, etc., must turn in a signed copy of the Confidentiality Agreement to the office (below).

ALL parent/guardian volunteers of students who attend Athlos Academy will be checked, per Megan's Law Procedures, as outlined in Athlos Academy's Parent/Student Handbook. No person listed on the Megan's Law website will be approved as a volunteer.

ATHLOS ACADEMY FIELD TRIP CHAPERONES

If you volunteer as a field trip chaperone, Live Scan Clearance is required. Before you can drive students on a field trip, you must have, on file, an "Automobile Transportation Form" indicating you have the proper level of automobile insurance. TB Clearance is not necessary.

CONFIDENTIALITY STATEMENT

As a volunteer for Athlos Academy, 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's students, families, and internal Athlos Academy 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.

I, the undersigned, agree to the above statement of confidentiality.

_____	_____
Signature	Date

Print Name	

Appendix J: Governing Board Conflict of Interest Policy

CONFLICT OF INTEREST POLICY
OF ATHLOS ACADEMY

1. PURPOSE

1.1 Purpose. The purpose of the Conflict of Interest Policy is to protect this tax-exempt organization's ("Organization") interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of the Organization, or may result in a possible excess benefit transaction. This Policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

2. DEFINITIONS

2.1. Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2.2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (a) an ownership or investment interest in any entity with which the Organization enters a transaction or similar arrangement; (b) a compensation arrangement with the Organization or with any entity or individual with which the Organization enters a transaction or similar arrangement; or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or similar arrangement.

Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3.2 below, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3. PROCEDURES

3.1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

3.2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3.3. Procedures for Addressing the Conflict of Interest. (a) an interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest; (b) the chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement; (c) after exercising due diligence, the governing board or committee shall determine whether the Organization may obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that will not give rise to a conflict of interest; (d) if a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the governing board or committee shall make its decision as to whether to enter into the transaction or arrangement.

3.4. Violations of the Conflicts of Interest Policy. (a) if the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose; and (b) if, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

4. RECORDS OF PROCEEDINGS

4.1. Recording Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain: (a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed; and (b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

5. COMPENSATION

5.1. Compensation. (a) a voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation; (b) a voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation; and (c) no voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

6. ACKNOWLEDGEMENTS

6.1. Acknowledgements. Each director, principal officer and member of a committee with governing board delegated powers shall, upon appointment, sign an acknowledgement that affirms such person: (a) has received a copy of the Conflicts of Interest Policy; (b) has read and understands the Policy; (c) has agreed to comply with the Policy; and (d) understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

7. PERIODIC REVIEWS

7.1. Periodic Reviews. To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that may jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects: (a) whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; (b) whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

8. USE OF OUTSIDE EXPERTS

8.1. Outside Experts. When conducting the periodic reviews as provided for in Section 7, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

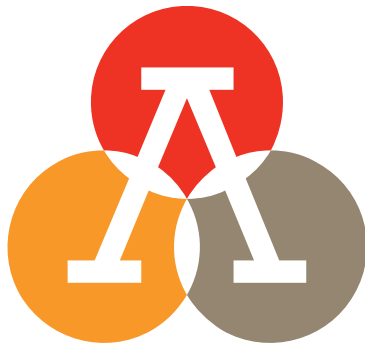
CONFLICT OF INTEREST POLICY ACKNOWLEDGMENT

I, _____, have been elected or appointed to serve as a member of the Board of Directors or as an Officer, or have been hired as a staff person, for the Complete Kids, Inc., an Idaho nonprofit corporation. I have received, read and understand the Corporation’s Conflict of Interest Policy and I agree to abide by its terms while I am a member of the Board of Directors or an Officer or an employee of the Corporation.

Name

Date

Appendix K: Athlos Academy Employee Handbook



ATHLOS
ACADEMY

Employee Handbook

Welcome!

[insert welcome message from principal]

Sincerely,

Principal

EMPLOYMENT STANDARDS

Introduction

It is a pleasure to welcome you as a new employee of Athlos Academy. We hope it will be a mutually beneficial association.

Athlos Academy abides by all applicable local, state and federal laws and regulations affecting employment and education. In case of any conflict between these policies and local laws, the applicable legal requirements will prevail.

This Handbook applies to all employees of Athlos Academy. Because this Handbook is intended to acquaint you with our personnel policies, regulations, benefits, and related information, please read it through carefully, and, if you have any questions, contact your supervisor.

The provisions set forth in this Employee Handbook indicate the current policies of Athlos Academy with respect to general employee matters. The provisions in this Employee Handbook supersede all existing policies and practices, oral or in writing, and may not be amended or added to without the express written approval of the Board of Athlos Academy.

It is each employee's responsibility to ensure he/she understands these policies and what is expected as an employee of Athlos Academy. Employees should always direct questions or concerns to their supervisors. It should be noted that Athlos Academy has an open door policy which means that any employee may contact any Administrator, the Business/Personnel Office and/or the Principal at any time. It is preferred that an employee start with his/her immediate supervisor.

Equal Employment Opportunity

It is the policy of Athlos Academy that employment shall be based on merit qualifications, and competence. It is our policy to abide by all laws pertaining to fair employment practices and to not discriminate against any employee or applicant for employment because of race, age, sex, religion, color, national origin or ancestry, disability, marital status, sexual orientation, gender identification, citizenship status, status as a Vietnam-era veteran, or other protected status under federal, state or local law. This policy governs all areas of employment, including hiring, promotion, assignment and discharge.

Reasonable Accommodation for Disabled Employees

It is Athlos Academy's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Athlos Academy recognizes that some individuals with disabilities can perform the essential functions of a position with reasonable accommodations made at work. If you are currently disabled or become disabled during your employment, you are invited to contact your supervisor and/or the Business/Personnel Office to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

Nature of Employment

Certificated employees and some classified employees are hired on a contract basis which sets employment with Athlos Academy for a specific period of time. The contract defines the conditions for termination of the agreement/employment.

All other employees not covered by a contract are employed on an **at will** basis which means that neither you nor Athlos Academy has entered into a contract regarding the terms or the duration of your employment. As an **at will** employee, you are free to terminate your employment with Athlos Academy at any time, with or without reason, with or without cause or advance notice. Likewise, Athlos Academy has the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without reason, with or without cause or advance notice.

Management Rights

Athlos Academy recognizes the importance of the policies, procedures, and other information set forth in this Handbook. However, Athlos Academy reserves the right to make changes or to eliminate policies and benefits, and the right to give current policies, procedures or benefits a different interpretation in a particular situation. Athlos Academy reserves the right to modify policies, procedures, and benefits at any time, for any reason with reasonable notice of material changes. All modifications must have the approval of the Board of Directors. You will be given a copy of any revision for your signature.

In addition, eligibility for some benefits described in this Handbook may require employees to satisfy certain eligibility requirements before obtaining coverage. In some instances, state or federal laws may impose requirements in addition to Athlos Academy's policy. In such cases, those legal requirements will prevail over general policy. Further, in any situation where insurance or other benefit plans are concerned, the terms of the policy or plan prevail over statements contained in this Handbook.

Athlos Academy values its employees and understands the importance of providing benefits. The following explain the benefits eligibility requirements and the programs we offer to eligible employees:

Eligibility

Athlos Academy's employees whose regular work schedule is at least 30 hours per week are eligible to participate in the benefits plans. If an eligible employee elects benefits, benefit coverage begins on the first day of the month following employment.

Group Health Benefits Offered

Medical:

Dental:

Vision:

Benefits allowance provided by the school

[insert or delete as necessary]

Short Term Disability

[insert or delete as necessary]

Long Term Disability

[insert or delete as necessary]

Group Life & Accidental Death and Dismemberment Insurance

[insert or delete as necessary]

Tax Sheltered Annuity [403(b) Plan]

[insert or delete as necessary]

Flexible Spending Accounts

Athlos Academy has its employees' FSA account administered through _____. Employees may choose to make pre-tax payroll deductions into an FSA account and use the funds to pay qualified expenses for daycare and/or medical expenses.

Sick/Personal Days

Athlos Academy allows for _____ sick/personal days for each full time employee. These days are not accrued and do not carry forward year to year. However, at the end of each year, the balance of any remaining days is paid out at a flat rate of \$_____/day. Contracted employees who are not full time will receive a pro-rated amount of days based on their contract.

TRA – Teachers Retirement Association

Eligible employees participate in the appropriate plan.

Loss of Coverage

Upon loss of coverage due to leaving Athlos Academy or a drop in hours making an employee ineligible, coverage will cease on the last day of the month in which the qualifying event occurs. For example: If an employee's last day with Athlos Academy is the 5th of February, his/her coverage will end on the last day of February.

Federal law, under the Consolidated Omnibus Budget Reconciliation Act (COBRA), requires companies to allow employee to continue coverage under the group plan if loss of coverage occurs due to a qualifying event. Information about continuation of coverage will be provided to all employees enrolled in the benefits plans.

Child Neglect and Abuse Reporting

Any employee who knows or reasonably suspects a child has been the victim of child abuse shall report the instance to a child protective agency. Child abuse is broadly defined as "a physical injury that is inflicted by other than accidental means on a child by another person." Athlos Academy employees are required to report instances of child abuse when the employee has a "reasonable suspicion" that child abuse has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause another person in the same situation to suspect child abuse.

Child abuse should be reported immediately to Athlos Academy Administration. The Administrator will then report, by phone, to a child protective agency. All employees are mandated reporters of suspected child abuse and are obligated to take immediate action by reporting to the Administration or calling CPS themselves. The phone call is to be followed by a written report within thirty-six (36) hours. There is no duty for the reporter to contact the child's parents. In fact, if a child is released to a peace officer or a

child protective agency agent, the reporter shall not notify the parent as required in other instances of removal.

At the time of hire, every employee at Athlos Academy must sign the “Duty to Report Known or Reasonably Suspected Child Abuse” form. This obligation remains in effect for the duration of employment.

Dispute Resolution

Complaints regarding allegations of harassment or discrimination should be made pursuant to the specific policies addressing those issues. The purpose of this Dispute Resolution Policy is to afford all employees of Athlos Academy the opportunity to seek internal resolution of their work-related concerns. All employees have free access to their immediate supervisors or to other Athlos Academy administrators of their choice to informally express their work-related concerns.

Filing of Complaint

If complaints cannot be resolved informally, employees may file a written complaint with the Principal as soon as possible after the events that give rise to the employee’s work-related concerns. The written complaint should set forth in detail the basis for the employee’s complaint.

Investigation

An objective and timely investigation of all complaints, which cannot be resolved informally, will be undertaken. This includes meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint.

Athlos Academy will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be necessary or appropriate.

Upon completion of the investigation, the Principal shall report the finding(s) to the employee in writing. If warranted, Administration will bring both parties to engage in the Dispute Resolution Process.

Mediation is conducted on the basis of the following points:

- Identifying both parties’ needs and interests.
- Generating alternatives and solutions.
- Choosing a solution that provides maximum joint benefit.
- Enforcing non-retaliation.

Non-Retaliation

If an employee has filed a complaint in good faith, the employee will not be disciplined or otherwise penalized for lodging the complaint. If an employee believes that he or she is being retaliated against for lodging a complaint, the employee should immediately notify the Principal or the Business/Personnel Office.

Communications

It is important that Athlos Academy always provides a consistent message when communicating inside and outside the organization. A consistent message is imperative to successfully “branding” an organization. Additionally, there are many regulations regarding the types of information that can/should be released outside the organization. This policy was developed as a guide to employees in relation to communications on Athlos Academy’s behalf.

Written Communications

Correspondence written on behalf of Athlos Academy that will be either on our letterhead or sent via one of our email addresses that will speak to policy, procedures, programs, etc. must be approved by the Administrator for the school.

This should not be confused with regular day to day correspondence necessary to perform one’s job.

In order to ensure a consistent message, all employees must abide by this policy.

Outside Media

If you receive an inquiry from the media, you should try to schedule an interview for a later time. The Principal often has background knowledge that would be useful. You are encouraged to refer the call to your Principal.

Personnel Matters

Inquiries regarding personnel-related information should be referred to the Business/Personnel Office. This includes verifications of employment.

Personal Points of View

It is recognized that all employees have the right to their personal points of view regarding any issue. However, personal points of view may conflict with Athlos Academy’s official policy. Therefore, employees who write letters to the editor of any newspaper may not use official letterhead. Employees should refrain from identifying themselves as an employee of Athlos Academy unless representing Athlos Academy. Employees must not represent Athlos Academy without prior approval from the Principal.

Dress Code Policy

All employees are the face of Athlos Academy. Athlos Academy wants employees to be proud of the organization for which they work – and the organization wants to be proud of its employees. As mentioned in the Ethics Policy, our personal conduct reflects on Athlos Academy. We need to present ourselves in a professional manner in not only our actions, but also our appearance while performing our work duties.

Work attire should be “business casual.” All employees should maintain appropriate standards of neat and professional dress and grooming. The key point in determining what is appropriate work attire is the use of common sense and good judgment, applying a dress practice that our organization deems conducive to our work environment. Clothing should be appropriate for activities such as field trips, conferences and other off-site activities.

Attire that should NEVER be worn includes:

- Clothing that does not fit correctly - too tight or too loose so as to not cover appropriately.
- Clothing that is faded, stained, discolored, torn, patched, ripped, or frayed.
- Clothing with missing buttons.
- Sandals, thongs, flip-flops, or similar footwear (when it would impede with safety).
- Shorts, halter tops, cleavage revealing necklines, gym, athletic, see through apparel or athletic clothes (athletic clothes are okay when appropriate for the situation).
- Clothing with offensive slogans or pictures, e.g., profanity and nude or seminude pictures, offensive gestures, suggestive cartoons.
- Clothing with political slogans, derogatory words, gang colors, or advertisements for competitive products or services.
- T-Shirts advertising companies (except for gym attire from Velocity Sports Performance and its partners such as Under Armour.)

In addition, we ask that there be no noticeable piercings, except for earrings, no visible tattoos, and no hair dyed unnatural colors.

Fridays

Dressy denim pants are acceptable for Fridays. Staff members are encouraged to wear school spirit wear, as well. While Fridays are more casual, it is still expected that the clothing will adhere to the above guidelines.

The management team is responsible for monitoring and enforcing this policy. Repeated policy violations will result in disciplinary action.

Staff

Athlos Academy believes that quality education is not possible in an environment affected by drugs. It will seek, therefore to establish and maintain an educational setting which is not compromised by the use or evidence of use of any controlled substance.

In accordance with Federal Law, Athlos Academy prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles (such as an employee car designated to transport students and other employees to a school-related event), or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance, as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with policy is mandatory for all staff members. Any part-time or full-time employee or independent contractor acting as a representative of Athlos Academy who violates this policy will be subject to disciplinary action, in accordance with due process up to and including termination. When appropriate or required by law, Athlos Academy will also notify law enforcement officials.

Athlos Academy is concerned about any staff member who is a victim of alcohol or drug abuse and will make efforts to assist the employee in seeking help through the programs and services available in the community. A staff member should contact his/her supervisor, human resources or the Principal’s office when ever such help is needed.

Athlos Academy shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia by any member of the Athlos Academy’s professional staff at any time while on Athlos Academy property or while involved in any Athlos Academy-related activity or event. Athlos Academy hereby establishes a “Drug Free School Zone” that extends 1000 feet from the boundary of any Athlos Academy school property. Athlos Academy prohibits the use, possession, concealment, delivery or distribution of any drug, alcohol or drug-related paraphernalia at any time on any Athlos Academy property within the Drug-Free School Zone, or at any Athlos Academy-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action or release from “At-Will” employment in accordance with the Athlos Academy guidelines.

Drug and Alcohol Prevention

Athlos Academy recognizes the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the entire school community.

As an educational institution of this community, our schools strive to prevent drug and alcohol abuse and help abusers by educational means.

Purpose

Persons who are impaired by substance abuse endanger students, themselves, fellow employees and other Athlos Academy stakeholders. By prohibiting substance abuse, and by establishing a program to

determine whether employees are engaged in substance abuse, this policy seeks to prevent its risks and ill effects.

For the purposes of this policy, “drugs” shall mean:

- all dangerous controlled substances as so designated and prohibited by applicable law (federal and state);
- all chemical which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Athlos Academy policy;
- “look-alikes;”
- Anabolic steroids;
- Alcohol;
- Any other illegal substances so designated and prohibited by law.

Definitions

Substance abuse shall mean:

- a. The use or possession of any drug in a manner prohibited by law; and
- b. The use of alcohol or any legal drug or other substance in such a way that the user’s performance as a school employee is impaired.

Impaired shall mean that a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability).

A positive drug test shall mean any drug test whose results indicate that the employee has committed substance abuse, according to the current NIDA standards and the definitions in this policy.

A negative drug test shall mean any drug test whose results do not indicate a positive drug test.

Reasonable cause shall mean that evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable cause include, but are not limited to:

- The odor of alcohol or drugs; impaired behavior such as slurred speech and decreased motor coordination; marked changes in personality or job performance; and unexplained accidents.

- “Covered employees” shall mean those employees, independent contractors, student’s involved in an onsite “work experience” approved program, substitute teachers and interns holding any/all positions and/or any/all contracted assignments at Athlos Academy.

Work Rules

Substance abuse is prohibited. Any covered employee or independent contractor representing Athlos Academy interests who engages in substance abuse at work or on campus may be discharged. Covered employees or independent contractors representing Athlos Academy who engage in substance abuse off campus and not during working hours may be discharged if their substance abuse does affect, or is likely to affect, their ability to perform their official duties.

Covered employees or independent contractor representing Athlos Academy interests who refuse to participate in a drug test required under this policy may be discharged.

In no event should covered employees or independent contractor representing Athlos Academy perform their official duties while they are impaired.

If a covered employee or independent contractor representing Athlos Academy is convicted (or given first offender treatment, or pleads nolo contendere) in any court for a crime which constitutes substance abuse, they must report this to their supervisor. Covered employees who fail to do so may be released from their employment agreement.

Drug Testing Procedures

Should administration deem drug or alcohol testing is necessary, an evidential breath testing device shall be used for alcohol testing. Drug testing shall be performed through urinalysis, using a laboratory certified by the U.S. Department of Health and Human Services. If a covered employee or independent contractor representing Athlos Academy employee disagrees with a positive test result determination, he or she shall have the right to request, within 72 hours of notification of the test result that a "split specimen" be sent to a second lab for analysis, at the employee's expense.

The covered employee or independent contractor representing Athlos Academy must comply with the request to submit to testing at the date and time specified by administration. The procedures by the testing laboratory shall ensure that the sample identified to an employee independent contractor representing Athlos Academy actually contains materials from that employee or independent contractor, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.

The tests shall screen for the use of drugs whose use is either illegal, or which are prone to abuse. If the drug test is being performed pursuant to reasonable cause to believe that a “covered employee” is

abusing a particular drug or substance, then the test shall also screen for that particular drug or substance.

The results of a covered employee or independent contractor's drug test shall be communicated by the laboratory to the Business/Personnel Manager, who shall notify the employee's supervisor of any positive drug test. The supervisor together with BPM shall notify the covered employee or independent contractor representing Athlos Academy. The results of a faculty member's drug test shall be communicated by the Business/Personnel Office to the Principal.

The selected laboratory may bill the employee for the tests performed pursuant to this policy.

For Cause Drug Testing

All covered employees or independent contractor representing Athlos Academy shall undergo a drug screening test when reasonable cause exists to believe that they have committed substance abuse.

If any employee or independent contractor representing Athlos Academy has reason to believe that a covered employee is engaged in substance abuse in violation of this policy, they are required to report this fact to the supervisor of the apparently abusing employee.

If a supervisor has reasonable cause to believe that a covered employee or independent contractor representing Athlos Academy under their supervision is engaging in substance abuse in violation of this policy, then they are required to seek permission from the Principal to perform a drug test. To document this process, [Attachment A](#) should be completed.

Authorization for a drug test for cause must be obtained from:

- The Principal or Designee

If authorization for a drug test for cause is given, then the employee or independent contractor representing Athlos Academy shall be directed to provide a sample for testing immediately. The Human Resources Department in cooperation with the Principal and the employee or independent contractor representing Athlos Academy's supervisor shall coordinate with a pre-designated/approved laboratory to arrange the test. Supervisors will verbally advise covered employees not to drive to the testing laboratory. Failure to have requested drug test performed at the time of request will result in disciplinary action up to and including termination. Pending the results of such a test, covered employees or independent contractor representing Athlos Academy shall be removed from duty. It is the responsibility of the impaired employee or independent contractor representing Athlos Academy to arrange for their own safe transportation from Athlos Academy schools.

Covered employees or independent contractor representing Athlos Academy with a positive for cause drug test may be discharged.

Counseling and Rehabilitation

It is recognized and accepted that early treatment is the key to rehabilitation for substance abusers. Covered employees or independent contractor representing Athlos Academy are encouraged to voluntarily request counseling or rehabilitation at their own expense before their substance abuse leads to disciplinary or work related problems. If, prior to an arrest for substance abuse, a covered employee or independent contractor representing Athlos Academy notifies their immediate supervisor that they illegally use alcohol, a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program, such covered employee or independent contractor representing Athlos Academy shall be *considered* to be retained only if they are able to successfully complete any and all job duties as outlined in the covered employee or contractor's written contract or job description and abide by all policies and procedures as outlined in Athlos Academy's Employee Handbook. In addition, the covered employee or independent contractor representing Athlos Academy must immediately enroll in and successfully follow a drug and alcohol treatment program recommended by state approved rehabilitation programs under the care of a licensed physician engaged in the treatment of substance abuse. The consideration of employment retention is on a case by case basis and in no way alters the "At Will" employment agreement and/or contracts of any and all Athlos Academy employees. Despite being granted an employment consideration, Athlos Academy reserves its right to exercise any and all release options under "At Will" employment as stated in Athlos Academy's Employee Handbook and under the conditions of contracts.

If the covered employee or independent contractor representing Athlos Academy fails to successfully follow the program, they will be released from their employment agreement or independent contractor written contract. No statement made by a covered employee or independent contractor representing Athlos Academy to their supervisor in complying with this program shall be admissible against the covered employee or independent contractor representing Athlos Academy in any proceeding. The rights granted in this section shall be available to a covered employee only once during a five year period, and shall not apply to a covered employee who has been asked to provide a sample for cause, or a covered employee who has refused a drug test, or tested positive for alcohol, controlled substance, marijuana, or a dangerous drug. Management reserves the ability to remove rights granted in this section to an independent contractor. The sole discretion of management will prevail.

Eligible fulltime employee medical insurance benefits may offer treatment and counseling for substance abuse. Please contact Personnel or consult your individual medical insurance plan for more detailed information.

For detailed information on Federal and State substance abuse agencies and programs please visit www.samhsa.gov or www._____ (insert MN website).

Legal Compliance

Athlos Academy shall take necessary steps to ensure compliance with such federal and state record keeping and notice requirements as apply to employee drug and alcohol testing programs.

Attachment A

For Cause Drug Testing Authorization

(To be completed by Principal or Designee)

1. Name of covered employee or independent contractor representing Athlos Academy suspected of substance abuse. _____
2. Date: _____
3. Reasons why you suspect them of substance abuse. Be specific as possible, including times and dates where unusual behavior was observed, and the names and whereabouts of those witnessing the behavior. If you suspect the employee of abusing any particular substance, please list it.
4. Based on the information above, it is my opinion that there is a reasonable cause to believe that this employee has engaged in substance abuse.

Name of Principal or Designee completing this form:

Date: _____

If Designee; approval obtained from Principal:

Principal

Date

Copy to HR:

HR. Initial

For Employee:

Are you taking any medications, or is there any other information you believe might explain your behavior or assist the physician interpreting your test. Please explain below:

Employee Signature

Date

This original form must be given to Human Resources for inclusion in employee records.

Electronic Communications

Athlos Academy provides its employees with a computer and electronic mail (Email) system as a tool to conduct business on behalf of Athlos Academy. Employees are expected to utilize the electronic systems (email, computers, internet access, etc.) in a manner that is consistent with the same professional expectations in other areas of conducting business. The electronic systems should be used ONLY for Athlos Academy's business. The email address assigned to employees should NOT be used for personal business. Additionally, employees must not use their personal email accounts to conduct Athlos Academy business.

The electronic systems belongs to Athlos Academy; therefore, all messages and attachments sent, received, or stored on the Email system are and remain the property of Athlos Academy. A password will be issued to each employee upon being added to the email system. Employees should be aware that the Principal or Designee maintains the right to access the emails and documents stored in the email system. Employees who use the electronic systems should have no expectation that such use will be private.

Athlos Academy is a public entity; therefore, all emails and other correspondence must be archived, rather than deleted, for a period of three years.

No employee should attempt to access another employee's email, nor should an employee share his/her user name and password with any other person.

The Email system should not be used to create or distribute any offensive or disruptive messages. Among those that are considered offensive are messages that contain sexually explicit wording or images, sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, gender, sexual orientation, religion, national origin, ancestry, or disability.

The Email system should not be used to commit any crime and will comply with all state, federal and local laws and regulations.

Federal laws prohibit:

- Using the Internet to make available intellectual property belonging to another in such a way as to cause the loss of \$2500 or more;
- Infringing copyright by electronic communications.

Minnesota laws govern the use of computer equipment, systems and services which apply to electronic communications as well. There are criminal penalties for:

-
-

-
-
-
-
-
-

Teachers and Staff members should “lock” their computers before stepping away from them. Confidentiality and protecting assessment materials is imperative.

Text Messaging

Employees (including substitute teachers) may not read or send non-work related text message except during designated breaks, meal periods and before and after school. If there is an emergency, inform your family and friends to contact the school site office and the office staff will contact you directly.

Athlos Academy understands that designated administrators may elect to communicate to employees via text messages throughout the day.

Telephone and Voicemail Usage

The telephones and voicemail are property of Athlos Academy and should be utilized only for Athlos Academy business. Personal calls should be made on an exception basis only and when there is a serious need.

Athlos Academy Issued Cell Phones

Administrators and employees who have a need for a cell phone in order to conduct their work, may be issued a cell phone. If an eligible employee prefers to utilize their own phone, they may waive Athlos Academy cell phone and expense up to \$_____ of their personal cell phone bill.

Ethical Conduct

The highest standard of ethical conduct and fair dealing is expected of each administrator, teacher, employee, volunteer and all others associated with Athlos Academy. Our reputation is our most valuable asset, and we must continually earn the trust, confidence and respect of our staff, students, families, volunteers, and our communities.

This Policy provides general guidance on the ethical principles that we all must follow. But no guideline can anticipate all situations. We must all depend on basic honesty and good judgment and remain sensitive to the way others see us and may interpret our actions.

If you have any questions about this Policy, it is your responsibility to consult your supervisor or exercise the agency's Open Door Policy.

Whistleblowers are Protected

We require our employees and volunteers to practice the highest levels of business and personal ethics when conducting their duties and responsibilities. This means that employees and other representatives of our organization must practice honesty and integrity in their job duties and comply with all applicable laws and regulations. The objectives of this Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or auditing matters by employees, officers or any other interested party, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by our organization regarding accounting, internal controls, or auditing matters.
- The protection of reporters from retaliatory actions.

How to Report

An employee or other representative of our organization may choose to report a concern to the site administrator or any other administrator.

Handling of the Reported Concern

After a report is made, it should be immediately conveyed to the Principal. The Principal shall notify the Board. The Principal will notify the sender and acknowledge receipt of the concern within ten business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated by a Special Task Force appointed by the Principal, and appropriate corrective action will be taken, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern. The investigation, corrective action, and conclusion shall be documented in a written summary and preserved indefinitely.

The Principal has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

Confidentiality

Reports of concerns and investigations pertaining thereto shall be kept confidential to the extent possible. However, the reporter's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to assure accused individuals their legal rights to defend.

No Retaliation

This Whistleblower Policy is intended to encourage and enable employees and volunteers to raise concerns within our organization for investigation and appropriate action. With this goal in mind, employee or volunteer who, in good faith, reports a concern shall be subject to retaliation or adverse employment action. Any person who so retaliates will be subject to disciplinary action, including termination.

Likewise, an individual who reports a concern who is not acting in good faith, does not have reasonable grounds for believing the information disclosed indicated an improper accounting or auditing practice, or who make unsubstantiated allegations that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, may be subject to disciplinary action, including termination.

Compliance with Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, to recognize potential dangers, and to know when to seek advice.

Conflicts of Interest

You must avoid any interest, influence, or relationship which might conflict, or appear to conflict, with the best interests of Athlos Academy, or which might affect your judgment or loyalty. You must avoid any situation in which your loyalty may be divided, and to promptly disclose any situation where an actual or potential conflict may exist. Anyone with a conflict must disclose the conflicting interest. Failure to disclose shall constitute grounds for disciplinary action.

Personal Conduct

We strive to provide all employees with a healthy, safe and positive environment. The climate at Athlos Academy must be free from discrimination and harassment based on race, color,

religion, sex, sexual orientation, age, national origin, disability, veteran status, or any other factors unrelated to Athlos Academy's legitimate interests.

We will not tolerate sexual advances or comments, or any other conduct that creates, in the opinion of the administration of Athlos Academy, an intimidating or otherwise offensive environment. Similarly, the use of racial or religious slurs, or any other remarks, jokes or conduct that encourages or permits an offensive environment will not be tolerated.

If you believe you are subject to improper conduct, or become aware of the improper conduct of others, you should bring this to the attention of your Principal or the Business/Personnel Office. All complaints will be investigated promptly.

Other activities that are prohibited are threats or violent behavior or possession of a weapon. Also prohibited is the use, distribution, sale or possession of alcohol, drugs or any controlled substance on Athlos Academy's premises or while conducting Athlos Academy business. You may not be on work premises if you are under the influence of controlled substances, including medical marijuana, illegal drugs, and/or alcohol.

The success of our schools is based on building trust with our stakeholders. In order to build and maintain this trust, we must act in a way that is always above reproach and free from any actions that may taint our reputation.

Employee Privacy and Other Confidential Information

The only personal information about employees that Athlos Academy collects is that which relates to their employment. Access to this information is limited to people with a need to know and any release of the information to others must be authorized in advance by the Principal. Personal information is released outside Athlos Academy only with employee approval, except to satisfy legitimate investigatory or legal requirements.

If you have access to any of Athlos Academy's confidential information, including private student and/or employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Family Education Rights and Privacy Act (FERPA)

The student education records contained in Athlos Academy's electronic and physical data sources are subject to the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.

With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written parent consent. Violation of FERPA could subject Athlos Academy to severe penalties including the termination of eligibility to receive funding under any applicable federal program.

However, one exception, which permits disclosure without prior parent consent, is disclosure to school officials with legitimate educational interests.

As a staff member of Athlos Academy, you agree not to disclose any of the personally identifiable information you acquire in the course of your duties to other parties who are not school officials unless you have obtained prior written parental consent in accordance with FERPA guidelines for the disclosure.

Definitions

- **Student education records:** records that are directly related to students and maintained by the school or a party acting for the school
- **Personally identifiable information:** includes, but is not limited to:
 - Student names;
 - Names of students' parents or other family members;
 - Student or student families' addresses;
 - Personal identifiers, such as student social security numbers or school-assigned student numbers;
 - Lists of personal characteristics that would make student identity easily traceable; and/or
 - Other information that would make a student's identity easily traceable.
- **A school official:** a person employed by Athlos Academy as an administrator, supervisor, instructor or support staff member; a person serving on the school's board of directors; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, therapist, food provider); or a parent or student serving on an official committee or assisting another school official in performing his or her duties.

- **Legitimate educational interest:** a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Use and Protection of Athlos Academy's Assets

You have a duty to preserve Athlos Academy's assets. Because we are a public, non-profit organization, it is imperative that everyone demonstrates cost control and follows vigorous procurement standards. Acquisitions of goods and services must be at the best possible price and quality.

You may not use Athlos Academy's employees, materials, equipment or other assets for any non-school related purpose.

Should your employment with Athlos Academy end, you must return any Athlos Academy owned equipment and supplies to your supervisor or person designated by your supervisor.

Accounting and Financial Reports

You must record and report information accurately. Reimbursable business expenses must be reasonable, accurately reported, and supported by receipts.

Athlos Academy's financial statements, and all books and records on which they are based, must accurately reflect all of the organization's transactions. All disbursements and receipts of funds must be properly authorized and recorded. No undisclosed or unreported fund may be established for any purpose.

Those responsible for the handling or disbursement of funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accordance with Generally Accepted Accounting Principles.

Any violation, misrepresentation or fraudulent act will result in involuntary termination.

Misconduct Subject to Discipline or Dismissal

The following violations are considered misconduct and may result in disciplinary action up to and including termination of employment. Since it is impossible to enumerate every act or omission that would justify the imposition of disciplinary action, the list is not intended to be all-inclusive.

- Unexcused absence and/or lack of punctuality;
- Release of confidential information without authorization;

- Possession of or reporting to work while under the influence of alcohol, narcotics, and/or other controlled substances;
- Theft;
- Willful destruction of property;
- Conviction of a felony or conviction of a misdemeanor which makes the employee unfit for the position;
- Falsification, fraud, or omission of pertinent information when applying for a position;
- Any willful act that endangers the safety, health or well-being of another individual;
- Any act of sufficient magnitude to cause disruption of work or discredit to Athlos Academy;
- Misuse of school property or funds;
- Possession of firearms, or any other weapon, while acting within the course of employment with Athlos Academy;
- Acts of discrimination or illegal harassment based on gender, ethnicity, or any other basis protected by state or federal law;
- Failure to comply with Athlos Academy's safety procedures as outlined in Safety Schools and the Employee Handbook;
- Insubordination;
- Failure to keep a required license, certification or permit current and in good standing;
- Failure to follow any known policy or procedure of Athlos Academy, or gross negligence that results in a loss to Athlos Academy;
- Failure to perform as outlined in a performance improvement plan;
- Violations of federal, state, or local laws affecting the organization or your employment with the organization;
- Unacceptable job performance;
- Dishonesty;
- Job Abandonment.

Compliance

Failure to comply with any portion of this Policy will result in disciplinary action that may include termination of employment and referral for criminal prosecution. Action will also be taken against others who fail to report a violation or withhold relevant information concerning a violation of this Ethics Policy.

Each employee will receive performance reviews conducted by his or her supervisor. Performance evaluations will be conducted at least annually, prior to the end of the school year. All teaching staff will undergo frequent observations by the Principal throughout the school year.

The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance.

Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Athlos Academy and depend upon many factors in addition to performance.

Teachers at Athlos Academy participate in an interactive evaluation process. Details about the nature of this process are available through Athlos Academy Principals. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Newly hired employees will have their performance goals reviewed by their supervisor/manager within the first 120 days of employment.

On a periodic basis, your supervisor will review your job performance with you in order to establish goals for future performance and to discuss your current performance. Athlos Academy's evaluation system will in no way alter the employment at-will relationship.

Athlos Academy will not tolerate harassment of any kind. Additionally, Athlos Academy will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

The U.S. Supreme Court declared that both quid pro quo harassment and the existence of a hostile work environment are violations of Title VII. (*Harris v. Forklift Systems, Inc.* (1993) 510 U.S. 17; *Meritor Savings Bank, FSB v. Vinson* (1986) 477 U.S. 57.)

Athlos Academy's position is that harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive,

including sexual harassment. Anyone engaging in harassing conduct will be subject to disciplinary action, up to and including involuntary termination.

Harassment

Harassment is defined as unwelcome verbal, visual, written or physical conduct, which creates an intimidating or hostile work environment. Some examples include, but are not limited to the following: derogatory comments or jokes regarding a person's race, color, age, religion, sex, national origin/ancestry, sexual orientation, citizenship, disability, physical appearance or any other legally protected characteristic or activity; or the distribution or display of written or graphic materials which have the same effect.

Sexual Harassment

According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of your employment;
- Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you;
- Such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

Co-workers, supervisors, subordinates and non-employees can all initiate and be the target of unwelcome harassment. Sexual harassment can be initiated by a female or male, against a female or male.

Examples (not an all-inclusive list)

- Demands for sexual favors
- Unwelcome sexual flirtations, touching, advances, jokes or propositions
- Verbal abuse of a sexual nature
- Graphic or suggestive comments about an individual's dress or body
- Sexually degrading names or words to describe an individual
- Sexually suggestive or insulting sounds or gestures, including whistling

- Creating, transmitting, viewing, storing or displaying in the workplace any sexually suggestive objects, pictures, electronic images or words.
- Suggestive or obscene letters, emails, notes or invitations

What should you do if you believe you have been harassed?

If you feel that you have been the recipient of harassing behavior, report it immediately to your site administrator or the Business/Personnel Office. It is preferable to make a complaint in writing, but you can accompany or follow up your written complaint with a verbal complaint.

What happens after a complaint is made?

Complaints under this policy will be investigated by the Business/Personnel Office or person appointed by the Principal. Complaints will be investigated promptly and in as confidential a manner as possible. A timely resolution of each complaint will be reached and appropriately communicated to the parties involved. If an investigation confirms that a violation of this policy has occurred, Athlos Academy will take corrective action as appropriate against the violator up to and including involuntary termination.

The Federal Equal Employment Opportunity Commission and the appropriate state agency investigate and prosecute complaints of prohibited harassment in employment. If you believe you have been harassed or discriminated against or that you have been retaliated against for resisting or complaining, you may also file a complaint with the appropriate agency in addition to exhausting the above complaint procedures.

Holidays

The holidays listed below are observed by Athlos Academy as paid holidays for eligible employees who are not hired on a contract basis. Full-time employees are eligible for holiday pay.

The employees should log their regularly scheduled amount of hours on the timesheet with a designation of "Holiday Pay."

Observed Holidays

Additionally, if a holiday falls on a Saturday or Sunday, the day on which the holiday will be observed will be communicated to employees.

Job Classifications

Different jobs fall into different classifications based on guidelines established by various State and Federal agencies and by Athlos Academy's own policies.

The Federal Fair Labor and Standards Act and the State establish wage orders which detail how companies must pay their employees. Among these wage orders are the establishment of minimum wage, overtime pay, schedule of pay, etc. The two classifications of employees are **Non-Exempt** and **Exempt**. The exemption pertains to the scope of work performed, education required, and minimum income amount. Non-exempt employees are eligible for overtime for any hours over 8 in one day or 40 in one work week. Exempt employees are paid a monthly salary to get the job done and are not paid based on the actual hours worked. **Non-Exempt employees are *not exempt* from receiving overtime pay. Exempt employees are *exempted* from overtime pay.**

Non-Exempt

Any employee in these classifications must be paid overtime at a rate of 1.5 times his/her hourly rate for: any hours worked in excess of 8 hours in one day up to and including the 12th hour; any hours worked on the 6th work day of a given workweek; the first 8 hours worked on the 7th consecutive work day in a workweek; and any hours over 40 hours in one week. Any employee in this classification must be paid double his/her regular rate of pay for all hours worked in excess of 12 hours in any work day and for all hours worked in excess of 8 hours on the 7th consecutive day of work in a workweek.

As required by law, overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. Time off for holidays, Paid Time Off (PTO), training seminars, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Non-exempt employees are required to report all hours worked including starting and ending times and lunch breaks. Employees need to manage their time carefully so that they have enough time to complete administrative tasks while still meeting the property requirements within their properties' contracted hours.

Non-Exempt Positions:

All secretarial, administrative assistants, clerks, yard duties, IT support and non-credentialed instructors are Non-Exempt in classification.

It is Athlos Academy' policy that non-exempt employees shall not work any overtime hours as described above without obtaining the expressed, prior approval of their supervisors.

Non-exempt employees who so choose may utilize "comp time" for compensation of their overtime. "Comp time" must also be pre-approved by the site administrator. The employee must log the overtime

on the second tab of the Timesheet Excel workbook. The comp time will be provided at 1.5 hours for every hour of overtime. The time must be used before the next pay period.

Exempt

Exempt employees as defined by the Fair Labor Standards Act and state law are those whose duties meet the legal definition of primarily executive, administrative or professional, and whose minimum salary is at least twice the state minimum wage. While exempt employees are expected to adhere to regular schedules to ensure effective workflow, the number of hours actually worked in a given week may vary. An exempt employee is paid a salary which does not, except in limited circumstances authorized by law, change based on the number of hours worked. Employees in exempt positions are not entitled to overtime pay. Exempt employees are always paid in full-day increments, although they use PTO for absences for personal reasons in one-half day increments.

Exempt Positions:

All teacher and school administrator positions are Exempt in classification.

In addition to the Exempt and Non-Exempt classifications, employees are either full-time or part-time.

Full-Time

Full-time employment applies to employees whose normally scheduled work week is a minimum of 30 hours per week.

Part-Time

Part-time employment applies to employees whose normally scheduled work week is less than 30 hours per week.

Leave of Absence

Athlos Academy understands that, while rare, there are times when events in our lives require us to take extended time away from work. There are many State and Federal regulations detailing which employers and which employees are eligible for such leaves. These leaves are unpaid leaves of absence. Employees on leave must use any unused Sick/Personal Time.

When required, Athlos Academy allows time for an employee to be away from work for a defined period of time during which his/her job is held for said employee as business allows and without undue hardship to the running of Athlos Academy.

Leaves granted for an employee's own health condition or the health condition of a family member shall require written confirmation from a health care provider.

FAMILY CARE AND MEDICAL LEAVE

Athlos Academy fully complies with the federal Family and Medical Leave Act (FMLA) which require our agency to grant eligible employees leaves of absence for specified purposes.

Athlos Academy calls these leaves “FMLA Leave,” “Military Caregiver Leave,” and “Military Qualifying Exigency Leave.”

POLICIES APPLICABLE TO ALL FAMILY CARE AND MEDICAL LEAVES

A. **ELIGIBILITY:** Employees are eligible for FMLA, Military Caregiver Leave, and Military Qualifying Exigency Leave if they have been employed by Athlos Academy for at least 12 months (consecutive or nonconsecutive months), they worked at least 1250 hours during the 12-month period immediately preceding commencement of the leave, and they are employed at a worksite where Athlos Academy employs at least 50 employees within a 75-mile radius.

B. Except in the case of Military Caregiver Leave, an eligible employee’s leave entitlement under the FMLA is limited to a total of 12 workweeks of leave in a 12-month period for any one or combination of the events for which FMLA Leave or Military Qualifying Exigency Leave is available. The “12-month period” in which up to 12 workweeks of leave may be taken for these purposes is the 12-month period measured backward from the date the employee uses any leave.

C. An eligible employee who takes Military Caregiver Leave is entitled to a combined total of 26 workweeks of FMLA Leave during a single 12-month period for Military Caregiver Leave, FMLA Leave, and Military Qualifying Exigency Leave. For this purpose, the 12-month period is the 12-month period measured forward from the date an employee’s first Military Caregiver Leave began.

D. FMLA Leave is an unpaid leave.

E. When possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt Athlos Academy’s operations.

F. An employee should request FMLA Leave, Military Caregiver Leave, or Military Qualifying Exigency Leave by completing a Request Form and submitting it to the Business/Personnel Office. Employees requesting FMLA or Military Caregiver Leave should provide not less than 30 days’ notice, or such shorter notice as is practicable, for foreseeable childbirth, adoption or foster placement, or any planned medical treatment for the employee or his or her spouse, child, parent, or next of kin. Employees requesting Military Qualifying Exigency Leave should provide notice as soon as practicable. Failure to provide such notice is grounds for delay or

denial of a leave request, except if the need for leave was an emergency or was otherwise unforeseeable.

G. Retaliation against employees for taking leave protected by the FMLA is prohibited by law.

FMLA LEAVE

A. FMLA Leave may be taken for any of the following reasons:

1. For the birth of a child of the employee, for the placement of a child with the employee for adoption or foster care, or to care for the employee's newborn child or the employee's newly adopted or new foster child. Leave for this purpose must conclude 12 months after the birth, adoption, or placement.
2. Because of the employee's own serious health condition (including serious health conditions resulting from on-the-job illness or injury) that makes the employee unable to perform his or her job at all or unable to perform any one or more of the essential functions of his or her job.
3. To care for a spouse, child, or parent with a serious health condition.

B. If FMLA Leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, parent, or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full time to part time. If an employee takes leave on an intermittent or reduced leave schedule, only the amount of leave actually taken will be counted toward the employee's total leave entitlement. The minimum leave increment for intermittent leave or leave on a reduced leave schedule is the shortest period of time Athlos Academy's payroll system uses to account for absences.

C. Unless Athlos Academy agrees otherwise, FMLA Leave taken to care for a newborn child or a child placed with the employee for adoption or foster care may be taken intermittently or on a reduced leave schedule only in minimum increments of 2 weeks, except that the employee may take an FMLA Leave of less than 2 weeks for this purpose on any two occasions.

MILITARY CAREGIVER LEAVE

A. Military Caregiver Leave may be taken to care for the employee's child, parent, spouse, or next of kin who is a current member of the Armed Forces (including a member of the National

Guard or Reserves) or a member of the Armed Forces, the National Guard, or Reserves who is on the temporary disability retired list, and has a serious injury or illness that was incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy or otherwise is in outpatient status or is on the temporary disability retired list.

B. Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the covered service member. If an employee needs leave intermittently for planned medical treatment of a covered service member, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt school operations. The minimum leave increment for intermittent leave or leave on a reduced leave schedule is the shortest period of time Athlos Academy's payroll system uses to account for absences.

C. The "12-month period" in which 26 workweeks of Military Caregiver Leave may be taken begins on the first day of Military Caregiver Leave and ends 12 months after that date. If an employee does not take all of his or her 26 workweeks of leave entitlement during this 12-month period, the remaining part is forfeited. However, the employee would be entitled to additional leave to care for a different covered service member or to care for the same service member with a subsequent serious injury or illness, except that, in the case of overlapping 12-month periods, no more than 26 workweeks of leave may be taken within any single 12-month period.

D. In the case of leave that qualifies as both Military Caregiver Leave and FMLA Leave to care for a family member with a serious health condition during a single 12-month period, Athlos Academy will designate such leave as Military Caregiver Leave.

MILITARY QUALIFYING EXIGENCY LEAVE

A. Military Qualifying Exigency Leave may be taken for "any qualifying exigency" arising out of the fact that "a covered military member" (e.g. the employee's spouse, son, daughter, or parent) is on active duty, or has been deployed to any foreign country.

B. Examples of "Qualifying exigencies" include short-notice deployment, military events and related activities, certain childcare and related activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities and any other event that the employer and employee agree constitute a qualifying exigency.

C. Military Qualifying Exigency Leave will run concurrently with FMLA leave to care for a spouse, parent, or child with a serious health condition to the extent permitted by federal law.

D. Military Qualifying Exigency Leave may be taken intermittently or on a reduced leave schedule basis. However, the employee must make a reasonable effort to schedule leave so as not to unduly disrupt Athlos Academy's operations. The minimum leave increment for intermittent leave or leave on a reduced leave schedule is the shortest period of time Athlos Academy's payroll system uses to account for absences.

OTHER TIME AWAY FROM WORK

Jury Duty: Employees are allowed unpaid time off to serve on an inquest jury, trial jury, or to appear in court as a witness as required by law. Once an employee receives a summons, he/she is required to notify his/her supervisor. The employee should keep the supervisor informed of any changes.

Non-Exempt employees do not receive pay for any time away from work. Exempt employees will receive their regular weekly salary except when unable to perform any work for an entire week. If an exempt employee is not able to work for an entire work week, that jury duty time would be unpaid.

As jury duty often does not require the potential jurors to stay at the court house the entire day, it is expected that the employee will report to work if released from duty on any given day.

Bereavement: Athlos Academy understands that losing someone close to us is one of the most difficult life situations to endure. In support of this, we will allow employees to be away from work to grieve, attend a funeral and to handle any associated business relating to the death. Bereavement time is unpaid. Employees who are eligible for Sick/Personal days, and still have days available, must use their remaining time to cover the lost wages.

As with any absence, employees must make prior arrangements with their supervisor for these absences.

REQUESTING A LEAVE

All leaves of absence must be requested in writing and provided to your supervisor for approval. The supervisor and employee will work with the Business/Personnel Office.

DISABILITY BENEFITS

Leaves as a result of an employee's illness or childbirth may be covered through our short term disability benefits. Please contact the Business/Personnel Office.

MEALS & REST PERIODS

Athlos Academy complies with Minnesota's requirements for meal periods and rest periods for eligible employees. **This policy applies to non-exempt employees.**

Meal Periods

Non-exempt employees who work for a period of five or more hours per day must be provided with an *unpaid* meal period of not less than thirty minutes, except that if the total work period per day of the employee is no more than six hours, in which case, the meal period may be waived by mutual consent of both the employer and employee. A second meal period of not less than thirty minutes is required if a non-exempt employee works more than ten hours per day, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and employee only if the first meal period was not waived.

Rest Periods

Non-exempt employees are required to take a rest period that must, insofar as practicable, be taken in the middle of each work period. The rest period is based on the total hours worked daily and is ten consecutive minutes in duration for each four hour work period, or major fraction thereof. A rest period is not required for employees whose total daily work time is less than three and one-half hours. The rest period is counted as time worked and is therefore paid time. Since employees are paid for their rest periods, they can be required to remain on the employer's premises during such periods.

Meals and Rest Periods at a glance:

- Non-exempt employees working over 3.5 hours need to take a 10 minute break – you do not clock out for this break. You should take the break as close to the middle of your shift as possible. If you're working less than 3.5 hours you do not take a 10 minute break;
- If you are going to work 5 or more hours in a row, you need to take a 30 minute meal break; This is a break from work, so the 30 minutes must be uninterrupted by anything work-related.
EXCEPTION: If you will be working no more than six hours total, you may waive the 30 minute break; but, this must be done in advance via email with your supervisor.
- If you're eligible for and taking the meal break, you need to do so before hour 5 begins;
- On your timecard, you need to log the time out and the time back in from the meal break.

Paydays, Timecards & Expenses

All non-exempt employees are required to complete a timesheet recording their actual hours worked.

PAYDAY/TIMECARDS

1. Non-exempt employees must reflect the actual times they started and ended work on each day on their timecards. Lunch breaks, where applicable must also be noted on the timecards. Athlos Academy expects its employees to always act in professional and ethical manner. Falsifying any records regarding time worked and/or expenses will not be tolerated and will result in disciplinary action up to and including involuntary termination.

2. Athlos Academy pays its employees on a monthly pay schedule.
3. The pay periods are from the _____ of the previous month to the _____ of the current month. Timesheets are due to the Business/Personnel Office by 10:00am on the _____ of each month. Payday is the last week day of each month. Timesheets are turned into the site secretary who will ensure they are delivered to the Business/Personnel Office.
4. Timecard
 - a. **Timesheet -**
 - i. Non-Exempt employees will record time “In” and time “Out” daily as well as record the total hours worked. (Please note any meal periods for those working 5 or more hours in one day. There is no need to indicate your rest breaks, which are 10 minutes for every four consecutive hours of work.)
 - ii. To record approved Sick/Personal Time or a school Holiday, enter “Sick/Personal Time” or “Holiday” in the section in which you would normally enter your hours worked. You will then note your regularly scheduled hours in the “Total Hours” column. For example: if you would have normally worked 8 hours on the holiday, enter 8 in the “Total Hours” column.
 - iii. If an employee worked overtime, the actual hours are noted on the first tab of the timesheet; however, in the Total Hours column, the employee will just reflect 8 hours. If an employee is using earned Comp Time, the employee will reflect the actual hours worked (which will be less than their regular schedule) but will place the regular hours in the Total Hours column. In the column to the right, the employee will type in how much Comp Time is being used.
 - b. **Comp Time –**
 - i. If an employee receives prior authorization to work overtime (over 8 hours worked in a day and/or 40 hours worked in a week – Sick/Personal Time and Holidays do NOT count in this calculation), the employee may choose to bank this time as Comp Time.
 - ii. Comp Time only applies to overtime. The additional hours will be noted on this tab on the corresponding date. The Comp Time will automatically be calculated by the spreadsheet. If using Comp Time, this will be recorded in this tab, as well. The spreadsheet will keep a running total for the month.
 - iii. Comp Time must be used by the next pay period. Exceptions to this would need the approval of the Principal and the Business/Personnel Office.
5. Expense Reimbursement

All expenses must be pre-approved by the principal. Employees will complete a Check Request Form and obtain the Principal's signature. The request will then go to the Business/Personnel Office for processing.

6. Work Week

Athlos Academy's work week is from _____ am Sunday to _____ pm the following Saturday. Work hours should be limited to approved and allotted hours. Any deviation from scheduled hours must have prior email approval from the Principal.

Recruitment & Selection

It is a primary responsibility of Athlos Academy to recruit qualified individuals in accordance with Athlos Academy policies of equal employment opportunity and on the basis of demonstrated ability, experience, training, and potential, whether from inside or outside Athlos Academy. Qualified persons are selected without prejudice or discrimination as stated in Athlos Academy's Equal Employment Opportunity policy. Offers of employment are made only by the Principal or Business/Personnel Manager and are contingent upon satisfactory references and any associated tests that may be requested by Athlos Academy.

Credential Requirements for Teachers

Athlos Academy's core academic teachers are required to hold a current teaching certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold.

In addition, all teachers must be "No Child Left Behind" (NCLB) compliant. Teachers must have graduated from a credentialing program with ESL compliance parameters imbedded into the credentialing program. Transcripts must be submitted at time of hire.

Substitute teachers must be cleared in the same manner as other certificated employees. An Athlos Academy application, applicable tax forms, Federal Form I-9, and a copy of acceptable ID must all be on file in the Business/Personnel Office at all times.

Clerical, Other Staff, Substitutes and Consultants

Athlos Academy's clerical and non-teaching staff and consultants will demonstrate the abilities necessary to effectively carry out their responsibilities as further specified in applicable job specifications.

Other Certifications

Current CPR certificate for all employees must be on file in the Business/ Personnel Office. District Office staff are exempt from holding CPR certifications. At time of hire, all employees working with students or in the school office must have a tuberculosis clearance.

A person who transfers his or her employment from one school or school district to Athlos Academy shall be deemed to meet the requirements of subdivision (a) if that person can produce a certificate which shows that he or she was examined within the past four years and was found to be free of communicable tuberculosis, or if it is verified by the school previously employing him or her that it has a certificate on file which contains that showing. A person who transfers his or her employment from a private or parochial elementary school, secondary school, or nursery school to a school or school district subject to this section shall be deemed to meet the requirements of subdivision (a) if that person can produce a certificate that shows that he or she was examined within the past four years and was found to be free of communicable tuberculosis, or if it is verified by the school previously employing him or her that it has a certificate on file which contains that showing.

Background Checks

[insert information relating to what the state requires]

Eligibility to Work

In compliance with the Immigration Reform and Control Act of 1986, all newly hired employees must complete the employment eligibility verification Form I-9 before starting work and present documentation establishing proof of identity and eligibility to work in the United States within three (3) business days from the date of hire.

RESIGNATION

Athlos Academy would like employees resigning from their employment to provide the resignation in writing to the principal (hard copy or via email is acceptable) as soon as possible once they know they will be leaving the organization.

JOB ABANDONMENT

If an employee does not show up to work for three consecutive scheduled work days, without a prior request for or notification of time off approved by his/her supervisor, the organization will consider the employee to have voluntarily resigned from his/her employment with Athlos Academy. We are a caring organization and will attempt to make contact with the employee prior to processing the voluntary termination; however, it is the employees' responsibility to notify their supervisors if they will be away from work.

RETURN OF PROPERTY

Terminating employees must return all Athlos Academy equipment, keys, etc.

PROCESSING THE FINAL PAYCHECK

The terminating employee must provide the final timesheet and, if applicable, any outstanding expenses report in order for the Business/Personnel Office to process the final check. If an employee owes any money to Athlos Academy at the time of termination, he/she agrees and understands that Athlos Academy will deduct that amount from the final pay.

BENEFITS & SICK/PERSONAL DAYS

Employees eligible and signed up for health benefits will retain their benefits until the last day of the month in which they terminate. Sick/Personal Days are not paid out if an employee terminates before the end of the academic year.

Athlos Academy grants sick/personal time to eligible employees to use for personal illness, medical leave, personal necessity or to care for an ill family member. All employees with a regular work schedule of thirty hours or more per week are eligible to receive sick/personal time.

Employees regularly scheduled to work 40 hours per week receive an allocation of 10 days per academic year (July 1 – June 30). Employees regularly scheduled to work at least 30 hours, but less than 40 hours, will received a prorated amount of days. **For faculty**, absences must be in full or half day increments as Athlos Academy must secure and pay for substitutes in the same increments. If the time requested off does not allow for a half day substitute and a full day substitute must be secured, the employee must utilize a full day's absence. **For office staff**, absences may be taken in hourly increments and must be arranged in advance so that coverage may be secured.

Donation of Sick/Personal Time

Any employee wishing to donate an unused sick/personal day may do so by contacting the Business/Personnel office.

Sick/Personal Time Balances

[revise as needed]

Sick days do not carry over from year to year. Any unused sick/personal days remaining at the end of an academic year will be compensated to eligible employees at a rate of \$ _____ .00 per day.

If an employee exhausts his/her maximum allocation of sick/personal days, his/her normal daily base rate shall be deducted from his/her pay warrant for each day of absence over the allocated days.

For absences due to illness that exceed seven days employees may be eligible for paid disability leave. Employees should contact the Business/Personnel Office if they will be disabled due to an illness. See also "Leaves of Absence."

Notice and Scheduling

Employees **must complete a “Request for Absence” and obtain prior approval** from their site administrator. Reasonable advance notice should be provided. In the instance of an unplanned absence due to illness or emergency, the employee must inform his/her site administrator with as much advanced notice as possible. Faculty must also follow the substitute procedure in order to obtain coverage for the classroom.

“Request for Absence” forms will be utilized to track absences against eligible employees’ sick/personal time.

Absence Reporting – Part-time Employees

Employees who do not receive sick pay must follow the same requesting process when they will be absent from their normal shift. Requests should be made in advance when possible. If an unexpected absence occurs, the employee must notify the appropriate people well enough in advance for a substitute to be secured, if needed. Please check with the Principal to see who should be notified.

Social Media

Athlos Academy recognizes that many of its employees use social media such as Facebook, Twitter, LinkedIn, YouTube, etc. However, employees' use of social media could become a problem if it, for example:

- Interferes with the employee's work
- Is used to harass or discriminate against co-workers or our clients
- Creates a hostile work environment
- Divulges confidential information about our organization, students and/or staff;
- Violates Athlos Academy’s policies and/or
- Harms the goodwill and reputation of our schools.

As a result, we encourage employees to use social media within the following guidelines. If you are uncertain about the appropriateness of a social media use or posting, check in advance with your supervisor.

Social Media Guidelines:

- Do not post any comment or picture involving an employee or other non-minor stakeholder of Athlos Academy unless you have received their permission to do so. Respect the privacy of others and Athlos Academy’s confidentiality policy.
- Do NOT post any photographs or identifying information of our students.
- Due to boundary issues, Athlos Academy employees should not be “friends” with students. This distance is important to maintain appropriate boundaries.

- All postings on social media must comply with Athlos Academy policies, including our policies on confidentiality, electronic communications, ethics, equal employment opportunity, harassment-free workplace and against disclosure of proprietary information. If you are unsure about whether information you are considering posting complies with Athlos Academy policies, consult your supervisor.
- Always remember that you are responsible for what you access, write or present on social media sites. You can be sued by other employees or any individuals that view your social media posts as defamatory, harassing, libelous, or creating a hostile work environment. Supervisors should respect social media boundaries and not initiate social networking relationships with employees or applicants nor intrude into areas of social media sites not set up for them to enter without authorization.
- All organizational policies that regulate on-duty and job-related off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, ethics/code of conduct, non-discrimination, and protecting confidential and/or proprietary information.
- Employees may not use organizational equipment for non-work-related activities without permission. Additionally, our Electronic Communications Policy applies to social media use at work including our statement that personal business should not be conducted during work hours.
- Please respect Athlos Academy's goodwill and reputation, and refrain from using social media in such a way as to negatively impact or bring into disrepute Athlos Academy or its employees and other stakeholders. The only exception would be communications that are otherwise legally protected.

Violation of this policy may lead to discipline up to and including the immediate termination of employment.

Workplace Safety

Your safety is of the utmost concern of this company. Common sense and personal interest in safety are the greatest guarantees of your safety at work. Athlos Academy takes your safety seriously and is sincerely concerned for the health and well being of each member of the team.

The cooperation of every employee is necessary to make this company a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to the Facilities Manager. In your office, be diligent in ensuring it is ergonomically set up and free of any potential hazards. Always think of safety as you perform your job.

Accident reporting

Any injury at work **must** be reported immediately to the principal and receive first aid attention. Athlos Academy has a Workers' Compensation insurance policy. In order to be compliant with Workers' Compensation regulations, employees **must** report injuries immediately to the principal. Your principal

will provide you with an incident report to complete and report the incident to the Business/Personnel Office to ensure proper processing.

Violence

A safe workplace is also one that is free of violence. Athlos Academy takes threats of violence very seriously and will, to the best of our ability, create a safe working environment for our employees.

Specific safety rules and guidelines

To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:

- In case of sickness or injury that limits one's ability to do the job, report it at once to your supervisor. In no case should an employee treat his/her own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by appropriate response personnel.
- Pile materials, bins, boxes, or other equipment so as not to block pathways or exits.
- Keep your work area clean.
- Running and horseplay are strictly forbidden.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any UNSAFE condition to the Facilities Manager or your supervisor.
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Employees should not lift heavy items on their own - ask for assistance from others. When you must lift an item, please lift properly—use your legs, not your back.

Seat belts

All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on company business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Cell Phones

Employees should refrain from using cell phones while driving on Athlos Academy business. The use of a hands free device is acceptable. When driving on Athlos Academy business, the **only** acceptable manner in which to do so is using a hands-free device. However, it is recommended that employees do not operate cell phones at any time while driving on school business.

Good Housekeeping

Your work location should be kept clean and orderly. Objects should not impede your ability to freely move in your work area.

Security Protocols

Please familiarize yourself and follow the processes outlined in the event of various disasters and threats that your school site follows.

Be aware of unknown persons loitering in parking areas, walkways, entrances and exits, and service areas. Staff should report any suspicious persons or activities to the site administrator or office staff immediately. Secure your computer, desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable or personal articles around your workstation that may be accessible. In addition, all staff must lock or log off their computers when away for extended periods of time. The security of facilities, as well as the welfare of our employees, depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when keys are missing or if security access codes or passes have been breached.

Communication

All administrators, supervisors and team leaders are responsible for communicating with all staff and students about safety and health in a form readily understandable by all. Our communication system encourages all staff to inform their site administrator, office staff and/or Business/Personnel Office about work/school hazards without fear of reprisal.

Our communication system includes the following items:

- New staff/student orientation including a discussion of safety and health policies and procedures.
- Safety Training Program through Safe Schools and regular exchange between faculty and the Business/Personnel Manager about the program.
- Annual safety discussion in staff meetings.
- Posted or distributed safety information.

Hazard Assessment

Periodic inspections to identify and evaluate work/school hazards shall be performed by the Principal.

We shall inspect all areas where Athlos Academy staff and/or students are physically located.

Periodic inspections are performed according to the following schedule:

- When new substances, process, procedures or equipment, which represent potential new hazards are introduced into our work/site.
- When new or previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever work/site conditions warrant an inspection.

Accident Exposure Investigations

Procedures for investigating work/site accidents and hazardous substance exposures include:

- Interviewing injured staff, students, and witnesses.
- Examining the work/site area for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.
- Bringing the recording findings to the site supervisor's attention.

Hazard Correction

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures when observed or discovered.

- When an imminent hazard exists which cannot be immediately abated without endangering students, employee(s) and/or property, we will remove all exposed persons from the area except those necessary to correct the existing conditions. Any staff member that is required to correct the hazardous condition shall be provided with the necessary protection.

Training and Instruction

[insert information regarding safety training and instruction]

General office/site/classroom safety and health practices include, but are not limited to, to following:

- Emergency action and fire prevention plan.
- Provisions for medical services and first-aid, including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely affect safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including staff and student awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Keys, Access and Restroom Locations

Certain employees are issued keys (restroom, mechanical and/or electronic) to Athlos Academy offices and facilities. These keys are never to be loaned out or given to anyone except management. For each Athlos Academy classroom, office or facility, the designated personnel open and close the classrooms, office or facility. Closing or opening an Athlos Academy classroom or office includes turning off the lights, stereos, equipment and locking windows and doors.

Certain employees will also be issued alarm codes to Athlos Academy offices and facilities with a personal code that identifies each employee. This alarm code will change at intervals determined by Athlos Academy administration. It is the responsibility of the employee to learn procedures from their supervisor for arming and disarming the alarm when entering and leaving Athlos Academy facilities. False alarms are to be reported to local authorities and Athlos Academy administration to avoid penalty fees. Employees should take great care to protect themselves whenever entering or leaving the site buildings before and after school hours.

Emergency Contact Cards

Athlos Academy requires each employee to complete an Emergency Contact Card that contains emergency numbers and contact person(s) in case of an emergency. The Emergency Contact Cards are turned in to the Business/Personnel Office. Please contact the B/P Office to update Emergency Card with address, telephone or emergency contact changes.

Employee Change Form

Athlos Academy requires employees to inform the Business/Personnel Office immediately whenever there are changes of address, telephone, marital status, credentialing etc. Please utilize the “Employee Change Form” to update information. In the event that it is necessary to mail payroll checks, they will be mailed to the address on file with the Business Office. Failure to update address changes may result in delayed or lost payroll checks.

*All employee calendars, organizational chart, policy addendums and other annual information pertaining to each school site will be provided in a supplemental packet each calendar year.

EMPLOYEE ACKNOWLEDGMENT FORM

This Employee Handbook describes important information about Athlos Academy and I understand that I should consult my supervisor regarding any questions not answered in the Handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to Athlos Academy’s policy pertaining those employees hired under employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Principal has the ability to adopt any revisions to the policies in this handbook.

Athlos Academy is free to change any provision at any time within its sole discretion.

Nothing in this handbook creates or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for any employee.

I have received the Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any subsequent revisions provided to me.

--	--

Employee Name

Employee Signature

--

Date

PLEASE RETURN A SIGNED COPY OF THIS FORM TO THE BUSINESS/PERSONNEL OFFICE

Appendix L: Facility Parameters and Photographs

Facility Parameters and Photographs







An outline of the facility parameters (subject to location and site constraints) is detailed below.

Total building size at approximately 90,000 s.f.;

- 162 parking spaces;
- 10 bicycle spaces;
- 30 classrooms at 628 s.f. each;
- 30 classrooms at 542 s.f. each;
- 1 cafeteria at 3,430 s.f.;
- 1 kitchen at 1,008 s.f.;
- 20 single restrooms at 125 s.f. each; and
- 2 gang restrooms.

Specialty Classrooms:

- 2 science rooms at 630 s.f. each;
- 3 special education rooms at 350 s.f. each;
- 1 art room at 350 s.f. ;
- 1 media room at 524 s.f.;
- 1 music room at 1,256 s.f.; and
- 1 library/media center at 827 s.f.

Admin Space:

- 9 offices at 125 s.f. each;
- 7 storage/janitor rooms at 100 s.f. each;
- 1 workroom at 364 s.f.;
- 1 teacher lounge/work room at 370 s.f.; and

- 1 nurse room at 273 s.f.

Gym/Auditorium/Outside Space:

- 1 gym with hardwood floors and bleachers at 7,000 s.f.
- 1 athletic training room with indoor turf at 6,717 s.f.
- 1 weight training space at 593 s.f.;
- 2 locker rooms at 191 s.f. each;
- 1 soccer field (high school size);
- 1 football field (NCAA size);
- 1 baseball field (MLB size); and
- 2 basketball courts (with cross court hoops).

Playgrounds:

- 1 play structure (for grades K-3);
- 1 play structure (for grades 4-8);
- Four square courts;
- Tetherball courts;
- Swing set (3 bay); and
- 1 stage (and stage area) at 1,335 s.f.

Appendix M: Marketing and Recruitment

Marketing and Recruitment

Site Billboard and Onsite Staffed Admissions Trailer: During construction of the facility, Athlos Academy will utilize its relationship with The Charter School Fund to place a billboard at the school construction site. A trailer on the building site will be staffed during normal business hours by school staff conducting outreach activities and will include informational packets and enrollment forms. As an example and to provide some perspective on this marketing approach, a school opening fall 2014 in Texas has already *exceeded* enrollment (1200 students).

Construction Site Signs: Construction site signs will be placed at two site locations that are determined to be most visible and effective for communicating to traffic and local audience. The site billboards will include a school rendering, site plan, and the school's name, phone, and website information needed for enrollment.

Public Parent Meetings: The Founders and school leadership will conduct public parent meetings as necessary. Meeting notifications will be communicated through community partnership platforms, press releases, on the school website, and through the school's contact lists. These venues are effective platforms to build the enthusiasm for the school by describing the school's unique academic and fitness programming and opportunities for parental involvement, including participation on the board.

Direct Mailings: Athlos Academies will blanket the community with direct response mailings and will purchase target mailing lists. Informational mailings will target the primary attendance area and generate interest in enrollment.

School Website: Within 30 days of approval of this application, Athlos Academy will launch a school website that provides information about the school's vision, mission and programs. It will also provide the option to complete an online enrollment application or print a hard copy, and it will give parents the opportunity to register for our mailing lists. The website will also track the progress of the building site and include pictures of the facility during its development. The school website will meet all requirements set out ISDE and the Commission, including clear access to the school's non-discrimination policy, and acknowledgments of the school's obligation to meet the needs of students who qualify for IEP, 504, and/or ELA services.

Press Releases & Advertising: On an ongoing basis, Athlos Academy will release statements to the press notifying them of our progress and programs and purchase advertising space in local publications to help in its efforts to create awareness in the community. This will include periodic releases to local newspapers that highlight building progress and enrollment successes. Advertising will be used only if deemed necessary.

Word of Mouth: Word of mouth will be essential to our ability to achievement enrollment targets, therefore we will work diligently to engage the parents and community leaders who have expressed

interest and give them the tools and materials necessary to encourage other families to consider Athlos Academy as an educational choice for their children. This will be accomplished through a database system that tracks all contact information for people who have expressed an interest and/or enrolled their child at the school. Athlos Academy will send out frequent email updates, through an effective system, such as Constant Contact, of the school's progress and include information and enrollment materials these primary contacts can use to inform others. Athlos Academy will also identify parents and community members who are enthusiastic about the school and engage them in outreach and enrollment activities, including taking part in the public parent meetings.

Social Media: Athlos Academies will execute an ongoing social media campaign. Social media outlets, including the school's website and the Athlos App, will be managed jointly by Athlos Academy and Athlos Academies.

Facility Tours: Prior to school opening and subject to construction timelines, the facility will be open for tours for the general public. We believe that onsite tours will only increase enrollment numbers by providing families with the opportunity to see our innovative facility.

Appendix N: Curriculum Details and Research





Curriculum Research

Athlos Academy will implement high-quality and well-researched programs in Language Arts and Mathematics such as the Romalda Spalding's Writing Road to Reading and the Saxon Math program. High quality literature is an essential element to developing decoding and comprehension skills. To ensure that teachers are making efficient choices, Athlos Academy will adopt a program such as Junior Great Books.

The details of programs likely to be adopted at Athlos are outlined below.

Spalding Language Arts Program

Athlos Academy's language arts curriculum incorporates a sequential, phonic based decoding program that is effective with on-grade, below-grade, and advanced learners. Athlos Academy will incorporate the Spalding Method, a strong, research-based, instructional program, based on Romalda Spalding's book "The Writing Road to Reading." The Spalding Method is:





-  Explicit
-  Sequential
-  Multisensory
-  Diagnostic

As part of the research base for The Writing Road to Reading, Arizona State University conducted a four-year longitudinal study of the effectiveness of The Writing Road to Reading program. Arizona State University summarized the study as follows:

"According to the year four results, students who used The Writing Road to Reading demonstrate higher and statistically significant learning as measured by DIBELS (Dynamic Indicators of Basic Early Literacy Skills). Since both the control groups and the experimental groups used detailed teacher guides evaluated by Arizona Department of Education for research-based reading components, theoretically, they should have produced similar results. This was not the case. The four-year findings strongly suggest that use of The Writing Road to Reading program is an effective method for enhancing performance on critical early literacy skills."¹

The Spalding Method is based on the concept that students' physical and mental well-being is a primary concern and that all children can learn. The learning objectives are as follows:

1. Spelling lesson objectives:

-  Phonemic awareness
-  Phonics with handwriting
-  Spelling rules
-  Writing high-frequency vocabulary words in a notebook

¹ <http://www.spalding.org/index.php?tname=research>

2. Writing lesson objectives:

- 👤 Meaning and usage of the same high-frequency spelling words
- 👤 Morphology
- 👤 Parts of speech
- 👤 English conventions
- 👤 Grammar
- 👤 Compositions

3. Reading lesson objectives:

- 👤 Literary appreciation
- 👤 Text fluency
- 👤 Text structure
- 👤 Listening and reading comprehension strategies

Core Knowledge Literature and Junior Great Books

The Core Knowledge literature sequence is rich and engaging, and builds the cultural literacy of students. It includes poetry, sayings and phrases, and classic literature at all grade levels... This dovetails well with the Spalding Method, as the literature can be used as the reading instructional material. Additionally, the Core Knowledge literature sequence is easily integrated with the history content for each grade level which assists the teacher in developing and implementing thematic instructional strategies.

The Junior Great Books program starts in third grade and will be used to engage students in high-quality literature, and to help develop critical thinking skills. Junior Great Book literature is age-appropriate and compliments the Core Knowledge literature selections. The program challenges readers, encourages critical examination and rigorous review, and promotes thoughtful discussion through the process of shared inquiry. The skills developed through the Junior Great Books Program builds students' higher order thinking skills that are applicable in every subject area.

This program has a strong research base. Over one million students participate in Junior Great Book programs in the United States and eight other countries. It also has been identified as a successful, research-based program by the U.S. Education Department.

Saxon Mathematics Program

Athlos Academy will use the research-based Saxon Math Program for Kindergarten through eighth grade mathematics instruction. Saxon Math covers grades K-12 and is based on incremental development and continual review of mathematical concepts to give students time to learn and practice concepts throughout the year. The program is built on the premise that students learn best when instruction is incremental and explicit, previously learned concepts are continually reviewed, and assessment is frequent and cumulative. Incremental development is information being taught in small and easily learned pieces. The instructional approach, specifically incremental development, continual review of

concepts, and frequent and cumulative testing, embodied in the Saxon Math curriculum is consistent with that used by Core Knowledge. Studies conducted have revealed math performance for students using the Saxon Math program are higher than for students in schools using other types of math curriculum².

² <http://ies.ed.gov/ncee/wwc/publications/quickreviews/QRReport.aspx?QRID=117>
http://ies.ed.gov/ncee/wwc/reports/middle_math/topic/index.asp

Perlstein, L. (2007), *Tested: One American School Struggles to Make the Grade* New York: Henry Holt and Company

Appendix O: Athlos Athletic Curriculum Research

Athlos Athletic Curriculum Research

Foundational Research: Research compiled by Stewart G. Trost, PhD, Associate Professor, Department of Nutrition and Exercise Sciences at Oregon State University and Active Living Research, a national program of the Robert Wood Johnson Foundation, verifies that physical education, physical activity and academic performance are all connected. Their research found that “fourteen published studies analyzing data from approximately 58,000 students between 1967 and 2006 have investigated the link between overall participation in physical activity and academic performance. Eleven of those studies found that regular participation in physical activity is associated with improved academic performance.” Specifically, their research found that “activity breaks can improve cognitive performance and classroom behavior. According to five studies involving elementary students, regular physical activity breaks during the school day may enhance academic performance. Introducing physical activity has been shown to improve cognitive performance and promote on-task classroom behavior.”³

Centers For Disease Control: Research conducted by the Centers for Disease Control and Prevention entitled *The Association Between School-Based Physical Activity, Including Physical Education, and Academic Performance*, July 2010, found that “there is substantial evidence that physical activity can help improve academic achievement, including grades and standardized test scores” and “Nine studies (reported in nine articles) explored physical activity that occurred in classrooms apart from physical education classes and recess. In general, these studies explored short physical activity breaks (5–20 minutes) or ways to introduce physical activity into learning activities that were either designed to promote learning through physical activity or provide students with a pure physical activity break. These studies examined how the introduction of brief physical activities in a classroom setting affected cognitive skills (aptitude, attention, memory) and attitudes (mood); academic behaviors (on-task behavior, concentration); and academic achievement (standardized test scores, reading literacy scores, or math fluency scores). Eight of the nine studies found positive associations between classroom-based physical activity and indicators of cognitive skills and attitudes, academic behavior, and academic achievement; none of the studies found negative associations.”

State Level Educational Research: The California Department of Education prepared a report in April 2005 entitled *A Study of the Relationship between Physical Fitness and Academic Achievement in California Using 2004 Test Results*. The study involved students in grades 5-9 and compared the results of their physical fitness test scores to their scores in English and Geometry. The results were as follows:

³ www.activelivingresearch.org/files/Active_Ed.pdf

As the overall PFT score improved, the mean scale score on the CST in English–language arts also improved. The average scale score on the CST in English–language arts for fifth-grade students who did not achieve any of the fitness standards was 311. The same scale score for seventh and ninth graders was 300 and 304, respectively. The average scale score on the CST in English–language arts for fifth-grade students who achieved all six fitness standards was 355. The same scale score for seventh and ninth graders was 350 and 352, respectively. The change in average scale scores on the CST in English–language arts from those who achieved none of the fitness standards to those who achieved all six was around 50 points. Results indicate a positive relationship between academic achievement and physical fitness. As one measure improved, so did the other.

Mathematics results were consistent with English–language arts results. That is, as

Results

Figure 1 shows the mean scale scores on the 2004 CST in English–language arts by the number of fitness standards achieved (i.e., the overall PFT score).

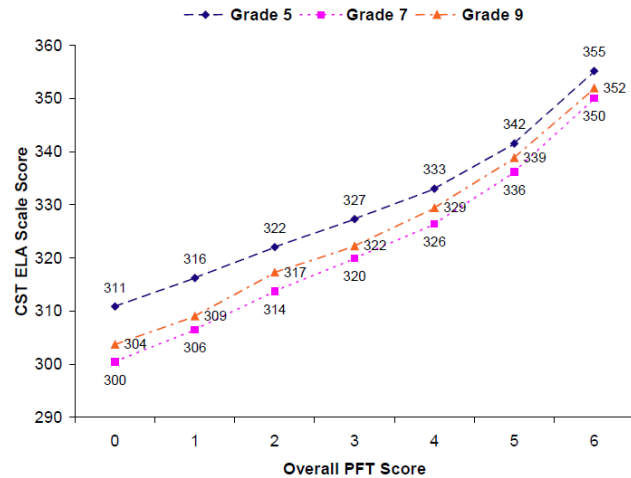


Figure 1. 2004 CST in English–language arts mean scale scores for grades 5, 7, and 9 by overall PFT scores. In grade 5 there were 371,198 students, grade 7 had 366,278 students, and grade 9 had 298,910 students.

Figure 2 shows these same results using 2004 CST in mathematics scale scores.

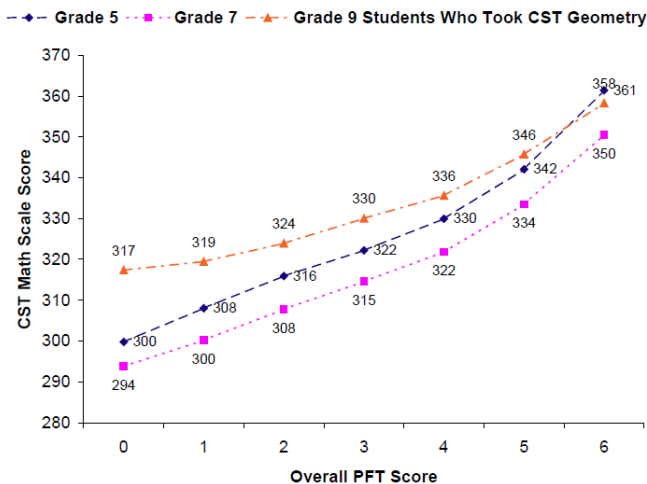


Figure 2. 2004 CST in mathematics mean scale scores by overall PFT scores for grades 5, 7, and 9. The numbers of students in grades 5 and 7 were the same as those in Figure 1. The number of grade 9 geometry students was 63,028.

the overall PFT score improved, the mean scale score on the CST in mathematics also improved. Results indicate that even when the measure of academic achievement changed, a positive relationship between academic achievement and physical fitness remained.

Appendix P: Performance Character Research

Reasoning and Research Behind the Performance Character Education Program

Grit: Angela Duckworth and Christopher Peterson in *Grit: Perseverance and Passion for Long Term Goals*, 2007, asked the question “why do some individuals accomplish more than others of equal intelligence?” They labeled this character trait as “grit”. The authors developed a Grit Scorecard and conducted six field research studies to test their hypothesis. One such study included assessing 1,152 cadets at West Point prior to a rigorous summer training program to predict who would complete the program. Cadets higher in grit score were more likely to complete the training. Another study of undergraduates at an elite university revealed that those who scored higher in grit also earned higher GPAs than their peers, despite having lower SAT scores.

Duckworth and Peterson concluded from the studies that “a gritty individual approaches achievement as a marathon; the advantage is stamina”. Other observations were that grit increases with age; more educated adults were higher in grit than less educated adults of equal age; and parents and educators should prepare youth to anticipate failures and misfortunes and should point out that excellence in any discipline requires years and years of time on task. Achievement involves both intensity and stamina. The athletic venue provides a place to develop grit, especially for students who may not have the natural ability to succeed in the traditional classroom setting. Performance Character traits Athlos Academy focuses on with in Grit are focus, optimism, and curiosity.

Social Intelligence: Social intelligence is the capacity to effectively navigate and negotiate complex social relationships and environments. This skill is best learned in a group setting such as athletics. An article in Psychology Today by Christopher Bergland states: “To navigate complex social environments a person has to learn to read cues from body language, tone of voice, and eye contact - all needed to learn to predict what someone might say or do next. Before social media revolution athletics was just one component of a much enriched social environment. Today, it may be one of the few times during the day when practicing the art of competition and camaraderie can be fine-tuned. You can take the lessons you learn about being both a competitor and comrade on the playing field back to your real life. This is one reason that it is critical for us as a society to continue funding and supporting athletic programs in our schools. Both individual and team sports can flex your brain’s ability as a social creature. You learn to be competitive and compassionate at the same time through sports. This is one reason that in a digital age it is more important than ever that young people are encouraged to participate in athletics. Team sports force human interaction by their nature⁴.” Within social intelligence, Performance Character traits emphasized are humility, Integrity, and Creativity.

Leadership: Every student needs leadership skills. Leadership is much more inclusive than simply being in charge of others. It is the ability to analyze a situation, determine needs, and implement solutions. The Performance Character traits emphasized under the Leadership umbrella are energy/zest, courage, and initiative; all key components in motivating self and others.

⁴ <http://www.psychologytoday.com/blog/the-athletes-way/201205/cooperation-and-teamwork-build-intelligence>

Performance Character: Athlos Academy teaches the twelve Performance Character traits throughout all of the curriculum, incorporating the use of videos, examples from literature the students are reading, activities within the athletic curriculum, and “chalk talk”, where students analyze situations both on and off the field to identify, implement, and strengthen Performance Character. Growth of Performance Character is determined collaboratively by the classroom teacher, the turf coach, parents, and students. For each trait, students are required to fill out a “Student Launch Report” (illustrated below), and then try to exemplify it in their lives. The Athlos Academy community focuses on each of the three main domains—grit, leadership, and social intelligence—for three months each, emphasizing one of the three main traits within the umbrella for one month at a time. The scores from each of the four stakeholders are averaged to create an overall score for each Performance Character trait, creating the Performance Character Report Card (also illustrated below).

Student Launch Report

Courage Student seeks to accomplish new goals or challenges and shows willingness to take risks, even if failure may be the initial outcome. Demonstrates ability to stand up for what he/she thinks is right, even if it's not favored.

ATHLOS ACADEMIES
BALANCING MIND & BODY

Student Goal For Developing Courage

Write a specific goal for developing more Courage in your life during this module of study:

Evaluate Your Goal

Evaluate how you did in accomplishing your Courage goal for this module. Be specific about your effort.

Character Huddle on Courage

Explain what was most impactful for you during the Character Huddles on Courage and why?

Athlos Report Card

Athlos Cumulative Grade
Combined average of all performance character trait grades **3.64**

Student name: Aaron Evans Grade Level: 5 Homeroom Teacher: Merritt

Grit	Focus / Self Control	Optimism	Curiosity
3.7	2.3	4.3	4.7
Leadership	Energy / Zest	Courage	Initiative
3.7	4.7	4.3	3.7
Social Intelligence	Humility	Integrity	Creativity
4	2	2.3	4

Comments:

Student Signature: _____ Date: _____
Parent Signature: _____ Date: _____

Parents: The Athlos Score is provided to encourage conversation between you and your student. Performance Character Trait scoring is subjective and is intended to give you an opportunity to see your student focus on improving and to encourage conversation between you and your student on what traits they excel at and what traits may need improvement. The Athlos Score is not provided for comparative value against other students. Continued improvement is the goal of Athlos Performance Character Traits.


<https://tools.athlosacademies.org>

Athlos Academy Performance Character Development Report Card Grade Kindergarten – Grade 3

Teacher Name:

Student Name:

Grade:

Grading Period:

Performance character traits consist of those qualities that a person needs to realize his/her potential for excellence and his/her highest potential in any performance environment (such as the classroom or workplace) and throughout life. Performance character is learned and developed in school and at home. Our commitment is to work with the family in the development of these performance character traits in all our students through Athlos Academy's unique academic and athletic education. This report card is an important way to track and discuss the progress of your child in his/her development of these critical character traits. Your child's teacher(s) have provided a description of your child's behavior or actions that they have observed for each attribute. (An entry may not be made for each attribute):

Attributes

1. Grit

Student sees projects and assignment through to the end, is internally motivated to set and achieve long-term goals (delayed gratification). Works passionately towards meeting long-term goals; continues on even when experiencing failure, shows determination, self-motivated.

A. Focus/ Self- Control

Student displays age-appropriate self-control and self-discipline. Ignores distractions, follows directions thoroughly, concentrates on task at hand, shows attentiveness while others are speaking.

B. Optimism

Student works through frustrations and setbacks quickly. He/she believes that effort will improve his or her future.

C. Curiosity

Student takes an interest in experience for its own sake; finds things fascinating.

2. Leadership	Student leads by example, is able to stand alone and doesn't automatically follow the group, successful at enlisting support from classmates, rallies classmates for accomplishment of a single task.
A. Energy/ Zest	Student displays a strong desire to know and learn, and shows a willingness to participate. Role models positive attitude and behavior.
B. Courage	Student seeks out to accomplish new goals or challenges and shows willingness to take risks, even if failure may be the initial outcome. Demonstrates ability to stand up for what he/she thinks is right, even if it's not favored.
C. Initiative	Student displays readiness and willingness to assist without being asked. Generates action from intrinsic prompting and is self-motivated to be the first one to act on serving.
3. Social Intelligence	Student displays age-appropriate ability to understand other's feelings and abilities and work with others. Student is able to overcome conflict, knows the appropriate time for inclusion of others, knows how to interact in different social settings (peer to peer, student to teacher), uses manners/is respectful, has developed interpersonal problem-solving skills.
A. Humility	Student allows his/her accomplishments to speak for themselves; not seeking to be center of attention. Recognizes equal importance of one's self to others.
B. Integrity	Student demonstrates consistency of actions, methods, principles, and measures regardless of supervision. Is genuine and internalizes the effort to do the right thing all the time. He/she acts upon something because they understand what is right or wrong.
C. Creativity	Student is insightful and able to make new discoveries on ordinary tasks. Thinks "outside the box" and constructs alternate solutions or possibilities to a problem.

Appendix R: Draft of Emergency Procedures

Athlos Academy Emergency Procedures

A school's goal in the midst of crisis is to ensure the safety and comfort of students and staff. Rational and effective thinking on the part of every staff member is key to that goal. This guide is intended to maximize safety by reducing panic and facilitating effective action during a school crisis.

Listed are steps for school staff to take quick, timely decisions to safely manage students in their care. Post-traumatic counseling should be offered whenever necessary.

The most critical think to remember is: **“stay calm: your attitude and actions will be mirrored by the students.”**

The actions presented in this guide should be applied with common sense.

As with all plans, flexibility is crucial.

Directed Response

WHAT: Directed Response is used to move students and staff to a specified location inside the building when it is safer to remain in the building than to evacuate.

WHEN: Directed Response is used when the location of an actual or potential threat is known and can be confined to a specific area.

EXAMPLE: A potentially civil disturbance is occurring outside the building.

PROCEDURE

1. Take roll book and go immediately in a calm orderly fashion to the area designated by the principal.
2. Follow the route indicated.
3. Stay with students, keeping them in a group
4. Account for all students and remain in designated area until notified by a school authority.

Lockdown

WHAT: Lock Down protects staff and students from a threat inside the building such as an armed intruder, when it may be safer to “shelter in place”.

WHEN: Lock Down is used when it is safer to stay in an area that can be secured than it is to move through the building where the potential threat may be.

EXAMPLE: An armed intruder in the building.

PROCEDURE

1. Lock doors and windows and pull shades immediately.
2. Keep students away from doors and win-dows.
3. If a gunshot or explosion is heard, get everyone on the floor.
4. Try to contact the office immediately if the emergency is in your room.
5. Keep doors locked until notified by law enforcement or school administrator.

Evacuation

WHAT: Evacuation is used to get students and staff out of the building by a route designed to avoid contact with a potential threat.

WHEN: Evacuation is used when the location of the potential threat is known, allowing an evacuation route away from the threat.

EXAMPLE: The fire alarm is activated.

PROCEDURE

1. Leave the building immediately in orderly fashion, using designated exits. Take your roll book with you.
2. Close the doors to the fire area after people are out.
3. Go to your pre-designated area.
4. Account for all students and stay with them.
5. Remain in the designated area until notified of an “all clear”.
6. Refer all media to Community Relations to _____

FIRE

WHAT: Fire in the school is a very serious situation. A fire will double its size every two minutes.

WHEN: It is very important that quick action is taken when the alarm sounds.

- Make sure that all students know what the alarm sounds like.
- Maps indicating a primary and secondary means of egress are posted in every room.

PROCEDURE

1. Follow evacuation procedure. Take your roll book.
2. Report to pre-designated area, account for all students, and remain there until given the "all clear".
3. Do not reenter the building for any reason.
4. Follow the directions of the emergency responders.

BOMB THREAT OR SUSPICIOUS PACKAGE

Found Something Suspicious

1. Do not touch or approach a bomb or suspicious device.
2. Notify the office immediately.
3. Identify the area clearly so it can be barricaded.
4. Evacuate students from the immediate area and wait for directions.
5. Follow principals instructions.

Recipient of Threat

1. Be Calm. Listen closely for possible clues about the caller and bomb location. (Sex, age, accent, etc.)
2. Quietly get the attention of another adult if possible
3. Record the time and contact the Administration immediately.
4. Notify an administrator immediately.
5. Call 911

HAZARDOUS MATERIALS AND BODILY FLUID SPILLS

REMEMBER: Location, quantity, concentration and other factors affect how a spill will be handled. Unless you are familiar with the material, risk, and specific clean-up procedures, do not try to clean up the spill.

PROCEDURE

Bodily Fluids

1. Notify the office immediately
2. Do not attempt to clean-up. Custodians are trained and equipped for this.

Hazardous Materials

1. Notify the office immediately.
2. Secure the area to limit further contamination.
3. Evacuate the immediate area.
4. Do not attempt to clean-up.

DEATH OR SERIOUS INJURY

REMEMBER: The cause of a possible death or injury and the circumstances surrounding the incident will affect your behavior during the event and during post-trauma procedures.

If the death or injury is the result of aggressive behavior by a student or intruder, protection of the students and staff becomes a key issue on how the event is handled.

PROCEDURE

1. Only trained persons may administer first aid or CPR
2. Notify the office and call 911 immediately
3. Evacuate the immediate area to ensure that students are not unnecessarily exposed to trauma.
4. Do not disturb any potential evidence.
5. The school principal will notify the family of the injured student or staff member and the board of directors.
6. Refer any media contact to _____.
7. Arrange for post-traumatic counseling for students/staff

SUICIDE THREAT OR ATTEMPT

REMEMBER: When a person makes verbal or physical gestures to inflict self-harm, staff members should make every effort to **protect students from witnessing a traumatic event.**

PROCEDURE

1. Notify office immediately (provide student name if known)
2. Implement “room clear” protocol .
3. Call 911
4. The Principal or designee will contact parents immediately.
5. Arrange for post-traumatic event counseling for student witnesses, staff and/or suicide attempt survivor.

STRANGER

REMEMBER: *To avoid kidnapping* do not release a child to any other than the designated parent or guardian, as indicated in the student file and do not accept substitutes for the designated parent or guardian.

EXAMPLE: During a custody dispute, a parent attempts to pick up a child without proper authorization

PROCEDURE

1. Report kidnapping or attempted kidnap-ping to the office immediately.
2. Note the person's appearance and any other information about him or her.
3. Issue appropriate emergency procedure if necessary.
4. Call 911
5. Refer all media inquiries to _____