



ENTHEOS ACADEMY

2018-2019

Student Handbook

801-417-5444

4710 WEST 6200 SOUTH

KEARNS, UTAH 84118

WWW.ENTHEOSACADEMY.ORG

Excellence • Service • Leadership

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ENTHEOS VISION

VISION

In 2003, a group of parents, teachers, and community leaders in West Jordan began designing an education model for students (grades K-8). With the belief that excellence in education is achieved when students are challenged and encouraged to learn through real life application, this team wanted to create an ideal learning environment for students. After a year of research, long board meetings, and work sessions, they introduced a powerful mission statement and nine values that they believed could redefine education in Utah. A tenth value, family, was added in 2008. The fundamental belief at Entheos is that learning is a choice. Parents and educators can but light the fire, create an engaging atmosphere, and provide students with opportunities for real learning and growth. Service and Leadership are key components to helping students reach their full potential. Entheos is a Greek word that means “to be inspired from within.” In fact, the word enthusiasm is derived from the original Greek word “Entheos.” Students learn, excel, and retain best when they are fully engaged and enthusiastic about the learning process.

School Goals

At Entheos we strive to improve our student’s learning and teacher’s instruction continually. This year our students will focus on reading, writing, and numeracy in their Expeditions. To help facilitate this goal, our staff will participate in multiple Professional Development opportunities offered by EL Education, the State of Utah, as well as highly qualified teachers from within our school. Our aim is to produce high quality mathematicians.

1. **Accountability**

At Entheos we are committed to emphasizing the documentation of student, staff and Board results. The student portfolio will have test scores and grade level evaluations of student progress as well as examples of quality work. Staff will be required to prepare a portfolio of their work, based on school wide goals, which will be the process Entheos uses to evaluate character and competence. The Board will evaluate each other individually and as a group against the results their individual committee assignments produce.

2. Community

Entheos will increase community outreach from the Board to raise funds and increase our community contacts and support. We will emphasize the community of students, staff, and parents inside the school as well. School climate will be emphasized with positive behavioral support and a clear sequence of behavior consequences.

3. Service Learning

We will continue the emphasis of service in all aspects of the school. Our Celebration of Service grows every year and service will continue to be provided through each of the expeditions.

Mission Statement

The mission of Entheos is to **inspire** the rising generation to reach the heights of their potential, **ignite** their curiosity to venture into new and challenging learning experiences, and **empower** them to be leaders through service, who are committed to family and community.

Then..... they can **achieve** their goals and dreams.

Values

- | | |
|------------|---|
| Enthusiasm | We believe that learning is a choice. As we create the atmosphere and inspire the mind, students gain wisdom, understanding, and a love for learning. |
| Excellence | We believe students and teachers should be challenged, and that they will naturally rise to the high standards expected of them. |
| Leadership | We believe that through the teaching of sound leadership principles today, students will be empowered to make a difference in their world tomorrow. |
| Service | We believe service is vital in the development of good leaders. We make service within the classroom, and the community, an integral part of our curriculum. |
| Respect | We believe all people have value and deserve respect. Our students and staff show proper respect to others, property, and self, by appropriate communication, dress, and actions. |

Integrity	We believe in honesty, accountability, and diligence.
Patriotism	We believe that love for country is developed at an early age. We teach and live the principles taught by the founding fathers of the United States of America.
Individuality	We believe each student is unique and gifted. We know each individually and tailor teaching methods to fit individual needs.
Adventure	We believe outdoor adventure helps participants learn teamwork, courage, craftsmanship, perseverance, and compassion while discovering they can accomplish more than they imagined.
Family	We believe the family is the basic social structure for rearing children. Schools are designed to serve the family and society. We intend policies and education that support and strengthen families. When there is a conflict of schedule or curriculum, the family comes first.

Entheos n. Greek

1. To be inspired
2. To have enthusiasm
3. Intense or eager interest; zeal

Board of Trustees

SCHOOL STRUCTURE

Jaren Gibson President
Nate Pilcher Vice President Annette Barney Secretary
Corey Mecham Treasurer

Stephanie Gibson
Alisha Cartier
Adrian Olsen
Xazmin Prows
Fabian Castro

You may email any member of the board using the following format:

firstname.lastname@entheosacademy.org

Example: john.doe@entheosacademy.org

The Entheos Board of Trustees is a non-profit board that consists of parents and community members. The main responsibility of the Board is to oversee the implementation of the public school chartered under the Utah State Board of Education. Entheos is a public school chartered under the Utah State Board of Education. We are separate from the jurisdiction of any of the larger school districts and report to the State Board of Education. General questions for the Entheos Board of Trustees can be addressed by sending an email to any member of the board.

Board meetings are held on a regular basis and are always open to the public. Time is allotted at each meeting for public comment and Crew reports. The Board welcomes public input and bases many of its decisions on the desires of parents, staff, and community. By law, the Board can only discuss and vote on issues that are on the agenda for a meeting that has been publicly announced 24 hours in advance. The Board values the opinions and desires of all of our families. We may not be able to please everyone with every decision; however, we carefully consider all input when voting on issues that affect Entheos. If you would like to have more input in the decisions being made for Entheos, please speak to a board member prior to a board meeting or submit your thoughts in writing, and if possible, attend board meetings. The time, location, and the agenda for each board meeting will be posted on the Entheos website at www.entheosacademy.org, on the doors of the school and at the location in which the meeting will be held, if different. If you are interested in any of the items on the agenda, please take the initiative to be present at the meeting.

We encourage parents of Entheos students to stay abreast of what has been discussed and voted on at the board meetings. This can be done by:

- 1. Attending board meetings.**
- 2. Viewing the minutes via our website.**
- 3. Attending Town Hall Meetings.**

Volunteering/Parent Crews (PCO)

Contact Info: PCO@entheosacademy.org

Families are partners in the education of their children, and charter schools depend on the willingness of parents to be involved in their child's education. It is recommended that parents volunteer and contribute 30 hours per school year per family. This volunteering can be done by parents, grandparents, or other family members. The best way to get involved and volunteer is through the PCO (Parent Crew Organization). The PCO will provide families several opportunities to earn the recommended 30 hours per year of volunteer work.

The leadership and staff at Entheos strive to make families welcome, known, and actively engaged in the life of the school. Regular communication and multiple opportunities for participation encourage families to be strong partners in their children's learning. Town Hall meetings are held three times a year to communicate the culture and values of the school, as well as current volunteer opportunities. Parents can be assigned to crews in which they may or may not have expertise. Parent crews will help fulfill school needs and responsibilities, while being overseen by the school's director. PCO leaders will track family participation through Compass and will encourage families to give their full 30 hours of service.

Entheos has a variety of ways for families to participate, including:

PCO Crews

- A**fter School Clubs/4H
- T**eacher/Staff Appreciation
- B**ox Tops/Labels/Recycling
- C**lothing Exchange
- F**ine Arts
- S**chool History
- L**iteracy
- P**ublic Relations
- S**afety Crew
- S**ervice Learning
- S**ocial Media
- V**alues

Discovery

Tutoring

Presentations of Learning Panelist

Field Work

Overnight Trips

General Classroom Help

Entheos Adventure Trips

The Adventure Program at Entheos Academy is an opportunity for students to learn curriculum outside the classroom. We spend the days learning while the nights are spent camping in tents. Each adventure covers multiple standards from a variety of classes. Although learning curriculum is our main focus, students also have a great opportunity for building character. Taking students out of their comfort zone and into an unfamiliar environment gives them a chance to grow mentally, physically, and socially. Relationships with peers and teachers become deeper and more meaningful. They learn about the natural world and have opportunities for solitude and reflection. Students learn how to be responsible by taking care of themselves in the heat of the day or cool of the night. Some of our previous adventure trips include:

6th Grade: “The Story of Civilization” - Students work directly with an archeologist in Cedar City to document ancient rock art and learn about previous civilizations.

7th Grade: “To Tour or Not to Tour, Exploring Tourism in Utah” - We go to Moab to explore Arches and Canyonlands National Parks to gain a better understanding of how most of Utah thrives off of tourism. Students go around the city to survey tourists and provide that data to the local chamber of commerce.

8th Grade: “Dinosaur Art and Science Institute” - Students have the opportunity to learn geology and fossilization, landscape and perspective drawing, and life management / interpersonal skills while we spend time at the Dinosaur National Monument in Vernal.

We will have no fewer than three adults on any given trip, and the student/adult ratio shall not be greater than 6 to 1. All volunteers must pass a background check and participate in a training session in order to participate.

School Visits

Parents are encouraged to visit the school frequently and take an active role in the education of their children. Parents are welcome at the school at any time. All visitors must check in at the office upon entering the building.

Entheos Staff

ENTHEOS STAFF

We are pleased to have faculty members who have come to join our crew from all over the United States. Staff members are committed to the Entheos Mission and Values and are determined to make Entheos an exceptional school. All email addresses are in the firstname.lastname@entheosacademy.org format.

Example: john.doe@entheosacademy.org

Director: Esther Blackwell

Mallory Baggaley	Deb Bore
Karen Bogenschutz	Bryan Crown
Erica Crum	Stephanie Christensen
Raven Duran	Sharla Dugovic
Dawn Fullmer	Mark Gardner
Stephanie Gerrard	Gaylynn Hansen
Justin Harper	Janet Hone
Dalton Horscroft	
Deb Ivie	Stacey Leak
Becky Lindsay	Melanie Louviere
Annie Kosten	Tracy Kauffman
Tyrel Loertscher	Lilly Lublin
Susan Lunt	Amber McFarland
Chris Munsey	Lisa Noyes
Shirley Stephenson	Brandi Rasmussen
Michelle Safadi	Lucille Stearman
Misty Startup	Denise Taylor
Sue Talmadge	Dina Wecker
Sarah Whitley	

in·spire

verb

1. Fill (someone) with the urge or ability to do or feel something, especially to do something creative.

"His passion for literature inspired him to begin writing"

Service Learning

A team-based, problem-solving approach to service learning will be utilized to integrate service-oriented activities with core academics. Students will have the opportunity to learn and develop skills while making a positive impact in their community. Every grade has at least one expedition a year that has a major service component such as the kindergarten making quilts for Primary Children's Hospital, the 8th grade raising over \$45,000.00 for Huntsman Cancer Foundation, or the 4th grade creating trail markers for the Jordan River trail. Each year the school holds a Celebration of Service to highlight all of the service performed for the community throughout the year and community members, families, and students celebrate the school's dedication to service and creating a stronger and better community for everyone.

PROGRAMS/ CURRICULUM

EL Education Overview

Across the country, educators, policy makers, and parents are looking for ways to fix an education system that is failing far too many students. EL Education (formerly Expeditionary Learning) offers a different approach to school improvement, and we have the results to prove that it works. We engage our students so that they become self-motivated learners. We inspire our teachers and give them the tools they need to make a difference in their students' achievement. We give hope to communities that have lost faith in the ability of their schools to prepare young people for success. EL Education will play a key role in enabling Entheos to fulfill its mission. EL Education is built on the foundation of ten design principles. Five key areas of focus in this approach are Curriculum Instruction, Character & Culture, Assessment, and Leadership. For more information, visit www.elschools.org.

EL Education Design Principles

EL Education is built on ten design principles that reflect the educational values and beliefs of Outward Bound. These principles also reflect the design's connection to related thinking about teaching, learning, and the culture of schools.

1. **The Primacy of Self-Discovery:** People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected.

2. **The Having of Wonderful Ideas:** Curiosity about the world is fostered when learning situations provide something important to think about, time to experiment, and time to make sense of what is observed.
3. **The Responsibility for Learning:** Children and adults are encouraged to become increasingly responsible for directing their own personal and collective learning.
4. **Empathy and Caring:** Learning is fostered best in communities where students feel physically and emotionally safe and where students' and teachers' ideas are respected and where there is mutual trust.
5. **Success and Failure:** All students need to be successful if they are to build the confidence to take risks. But it is also important for students to learn from their failures, to persevere when things are hard, and to learn to turn disabilities into opportunities.
6. **Collaboration and Competition:** Students are encouraged to compete not against each other but with their own personal best and with rigorous standards of excellence.
7. **Diversity and Inclusion:** Both diversity and inclusion increase the richness of ideas, creative power, problem-solving ability, and respect for others.
8. **The Natural World:** A direct and respectful relationship with the natural world refreshes the human spirit and teaches the important ideas of recurring cycles and cause and effect.
9. **Solitude and Reflection:** Students and teachers need time alone to explore their own thoughts, make their own connections, and create their own ideas.
10. **Service and Compassion:** We are crew, not passengers. Students and teachers are strengthened by acts of consequential service to others.

Learning Expeditions

Curriculum and instruction at Entheos will be organized around learning expeditions. The Utah Core Standards will provide a basis for the selection of topics, questions, and learning goals associated with learning expeditions. Learning expeditions are the signature EL Education curricular structure. They make content standards come alive for students. These long-term, in-depth studies offer real-world connections that inspire students toward higher levels of academic achievement. Learning expeditions involve students in original research, critical thinking, and problem solving, and they build character along with academic scholarship.

Learning expeditions take multiple, powerful elements of the EL Education model and join them together: guiding questions, kickoff experiences, case studies, projects, lessons, fieldwork, experts, service learning, and a culminating event featuring high-quality student work. All of these structures can also be used independently, outside of full learning expeditions.

Methods of Assessment

Assessment will be primarily *for* learning and not just *of* learning. Primary emphasis will be given to performance-based assessments that require students to actively solve problems and apply knowledge in production-driven learning activities. The goal is to have students become Proficient in all Long Term Learning Targets. Student Portfolios and Student-Led Conferences will be part of the assessment methods at Entheos. Traditional Assessments, including teacher-developed tests and standardized tests, in reading, writing, and math will be conducted at the beginning and end of each year (and more often for students performing below grade level). Entheos will use DIBELS, and the Student Assessment of Growth and Excellence (SAGE) summative adaptive assessments as required for state and federal accountability for English language arts (ELA), math and science.

Compass

Compass is a web based system that allows you, as a parent, to have access to correct and updated information regarding your lunch and fees. You will be able to log on to the system at <http://student.entheosacademy.org>. Once logged onto Compass you will be able to see and pay for your student's lunch account and student fees. If you do not have a Guardian account you will click on "New Account" and follow the prompts to create one. Once your account has been created you will be presented with the "Student Management" screen. On this screen you can link your student(s) to your account. You will need three pieces of information, your student's ID number, student birth date, and student pin number. You will need to contact the office for the pin number if you have not received it via e-mail.

Mastery Connect

We are a standards based grading school. That means that you will not see the traditional letter grades on the progress reports that will be online and that we will send home. The progress reports that you will see will show the progress of your students on the Utah Core Standards. They will be measured on a four point scale with these indicators of mastery.

Beginning (B) – This level characterizes a non-proficient and inadequate knowledge of subject content based on one or more of the Utah Core Standards.

Developing (D) – At this level the student shows some progress and skill toward mastery of subject content based on one or more of the

Utah State Standards. At this level students are generally accurate, yet are below proficiency on the assessed standard or standards.

Accomplished (A) – This level characterizes a skilled and proficient demonstration of content knowledge of one or more of the Utah Core Standards. At this level the students have mastered or shown proficiency on the assessed standard or standards.

Exemplary (E) – This level characterizes an in depth and excellent knowledge of subject content. The exemplary student has gone above and beyond basic proficiency on the assessed standard or standards.

We have chosen Mastery Connect to be the vehicle that helps us to track the progress of your student(s) and to communicate that progress to you.

Mastery Connect Parent Log In Overview <https://vimeo.com/103560915>

Mastery Connect Entheos Parent

Video <https://www.youtube.com/watch?v=Y5BQHClr7NE>

One of the benefits of the Mastery Connect Program is that you will be able to have real time access to the progress that your students are making on the standards with color coded representations so that you can easily see where your students are struggling and succeeding.

Our teachers have enthusiastically entered the learning curve of using the program. They will continue to become more proficient at it as the year moves along.

Habits of a Scholar

Entheos believes that students are here not only to learn how to read and write and do math, but how to have good habits of learning and work. We call these Habits of a Scholar. In all classes, Discovery, Adventure, and in common areas, we stress not only how to do academics, but how to do them well, with pride, how to revise, and work well as a team, and to be a leader and a follower when the time is right. Our three Habits of a Scholar are:

- Accountability
- Perseverance
- Responsibility

Our four Character Habits to help every student be successful at school are:

- I belong to this academic community.
- My ability and competence grow with effort.
- I can succeed at this.
- This work has value for me.

Elementary Program Overview

1. **Looping:** At Entheos, teachers will generally continue with their group of students for more than one year. This will enable teachers to get to know their students better and facilitate stronger partnerships with parents. Teachers may loop for grades 4-5.
2. **Class Size:** In Kindergarten, classes will have approximately 26 students. For grades 1-5 classes will have between 25 and 28 students. If there are more than 25 students in classes at a given grade, an aide will be assigned to work with the teachers (providing two teachers and one aide for a maximum of 56 students).
3. **Class Configuration:** There will be two-three classes per grade, and the two classrooms at each grade level will be joined by doors and windows, where possible, to facilitate greater collaboration.
4. **Curriculum:** In addition to expeditions, the elementary program will utilize Fountas and Pinnell Reading Program, DIBELS, and Singapore Math. These programs will assist staff in helping our students develop a sound foundation in reading, writing, and mathematics.
5. **Community-Based Curriculum/Discovery:** At Entheos, we believe every student is gifted, and the Discovery Program is designed to help students recognize and utilize those gifts. A concerted effort will be made to engage students in their community, through service and otherwise, as well as to utilize community resources to help students identify their talents, develop their skills, and expand their interests.

Singapore Math

In the subject of mathematics, Entheos will use the Math in Focus, Singapore Math series for grades K-8. Singapore Math balances drill and creative problem solving. It incorporates abstract math concepts in a rational way encouraging greater problem solving skills. Basic concepts are presented with more than one approach to solving problems. 'Practice' and 'Revision' sections serve as unit tests. All main concepts have an effective mix of drill, word problems, and mental calculation instruction.

Middle School Program Overview

1. **O**ur middle school is intent on providing high quality instruction and support that will enable students to become proficient in the required standards for their grade. Middle school students will engage in a rigorous, standards based curriculum which includes:
 - a. **L**earning **E**xpeditions – Students will engage in long term, in-depth studies of subject curriculum. Most students will experience two learning expeditions throughout the year.
 - b. **I**ntensives – Intensives are similar to expedition, but are shorter in duration. They are typically designed to delve deeply into subject matter that might not fit into the expedition.
 - c. **A**dventure – Our adventure program supports the EL Education model. The outdoor adventure trips will support the curriculum that is being taught in the expeditions or intensives. They also provide students with an opportunity to learn teamwork, perseverance and provide them with an opportunity to discover that they can accomplish more than they imagined.
 - d. **B**est **T**eaching **P**ractices – With the support of EL Education, our teachers are trained in how to plan and deliver high quality instruction, using established best teaching practices.

TITLE 1

Parents Right to Know Right to Review Teacher Qualifications

As a parent of a student at Entheos Academy, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

Whether Utah State Office of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

Whether Utah State Office of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call 801-417-5444.

Entheos Academy

Title 1 Parent Involvement Policy

Entheos Academy recognizes the vital positive impact that parental involvement in their child's academic work has on student achievement.

The following Parent Involvement Policy—created in consultation with parents, and in conjunction with section 1118 of the Elementary and Secondary Education Act

(ESEA)—sets forth the parameters and conditions for parental involvement in the educational programs at Entheos Academy which are support in part by Title I program funds.

Entheos Academy shall:

- **Convene an *annual meeting*** to explain the Title I program to parents and inform them of their opportunity to be involved in the program;
- **Be flexible** in scheduling meetings to meet parents' needs. Title I funds may be used to pay *related expenses* such as child care, transportation or home visits;
- **Involve parents**, in an organized, ongoing and timely way, in *planning, reviewing and improving (including dissenting views)* the school's programs supported in part by Title I funds;
- **Provide *timely information*** about its programs to parents; describe the curricula, the student assessments and proficiency levels students are expected to meet; provide opportunities for regular meetings, such as SEP Conferences, where parents can provide input, and respond promptly to parent suggestions.

In order to build capacity for involvement, the Entheos Academy staff will provide assistance to parents in such areas as understanding the State's content standards and student performance standards and other associated assessments.

Entheos staff members will also provide parents with information as to how they can work with staff to improve the performance of their children and consult with teachers as to how they can participate in decisions relating to the education of their children. This information will be shared at the annual meeting mentioned as well as in newsletters and on the web site.

Entheos Academy will provide additional materials and trainings to help parents work with their children to improve achievement. Materials will be distributed by such methods as e-mail, written notices, and/or handbooks.

Entheos Academy

Parent-School Compact

AS A PARENT, I WILL:

- **Take the initiative to:**
 - **Volunteer** time to benefit the school.
 - **Understand** what my student is learning, through active communication with my student and his or her teacher(s).
 - **Follow up** at home with teaching and modeling school values and Habits of a Scholar.
 - **Provide** an environment at home that encourages successful continuation of learning and completion of homework.
 - **Attend** Student Led Conferences, Celebrations of Learning, and other Entheos events.
 - **Become** an active partner with teachers and school in helping my student achieve to their highest potential.
 - **Show** proper respect to others, property and self by appropriate communication, dress and actions whenever visiting, volunteering or attending any school activities.

AS A SCHOOL, WE WILL:

- **Engage** students through quality lessons and active learning activities.
- **Provide** an environment that is both emotionally and physically safe.
- **Be** receptive to parent questions and suggestions.
- **Show** professional level respect to others, property, and self by appropriate communication, dress, and actions.
- **Be** an active partner with parents/ guardians in helping students achieve their highest academic potential and become good citizens to their communities.
- **Communicate** in a timely manner with parents/guardians about all aspects of student learning including praise, struggles, and upcoming work and after school events.
- **Provide** a variety of ways for families to volunteer both in and out of the classroom.
- **Provide** opportunities for students to have access to functional computers/equipment on a regular basis.
- **Continuously** provide high quality, relevant Professional Development, coaching, and evaluations for teacher and staff to ensure students are receiving innovative instruction.

**SCHEDULE/
CALENDAR**

Daily Schedule

Regular Day

- 7:55 Teachers' official work day begins
- 8:00 Breakfast
- 8:25 Beginning of School Day – students to be in classrooms
- 11:00 Initial Lunch Period (lunch times will vary by grade)
- 3:10 Elementary School Day Ends – students dismissed
- 3:20 Middle School Day Ends-students dismissed
- 4:00 Teachers' official work day ends and front office closes

Early Release Day

- 7:55 Teachers' official work day begins
- 8:00 Breakfast
- 8:25 Beginning of School Day – students to be in classrooms
- 11:00 Initial Lunch Period (lunch times will vary by grade)
- 1:30 Elementary School Day Ends – students dismissed
- 1:40 Middle School Day Ends-students dismissed
- 4:00 Teachers' official work day ends and front office closes

1. Recess times for the various grade levels will be flexible and will be determined by the teachers at each grade level.
2. Once the school year begins, parents will be given more detailed schedules for their children.

Meal Program

Entheos will serve Breakfast and Lunch. Our goal is to provide healthier meals than the typical school menu. Lunch will cost \$2.00 for grades K-5, \$2.15 for grades 6-8. Breakfast will cost \$1.25 for all students. Extra milk or juice will be \$.30 per container. Entheos participates in the Federal Food Program. Don't forget to check out the Income Eligibility Application Form to see if your family qualifies for free or reduced price meals. Regardless of whether you qualify, please fill out the Income Eligibility Application Form. These forms provide additional funding for the school. Lunch money can be checked online through Compass. Please make payments in the form of cash or check (preferable) in the lunch payment box located at the front office.

Meal Charge Policy

We highly encourage all families to prepay for all school meals and have available a secure box at each school for cash and check payments. We also make available a credit card payment method through our web site.

Free/Reduced lunch applications are available from the front office at any time during the school year. They can also be sent home or emailed.

Meal charges are tracked daily and are able to be viewed by parents via the Compass portal. Instructions to access the parent portal are available at the front office at any time.

All lunch accounts are "family" accounts. This enables our parents to add payments and track each child in one location.

The students will never be told of account balances unless they ask.

Students will never be told of their free/reduced status.

The charges will be as followed:

Lunch: reduced \$0.40	Breakfast: reduced \$0.30
K-5 \$2.00	k-9 \$1.25
6-8 th \$2.15	A La Carte milk/juice \$0.30
Visitor \$3.30	

All students who request a lunch will be fed regardless of family account balance.

Any student requesting an additional milk/juice that has a negative family account will be denied the extra a la carte item to minimize the burden to the parents.

Daily emails are sent to parents that have a negative family lunch account balance. This email is system generated and goes out at the same time every day.

When a family lunch account exceeds -20.00, a personal email is sent to the parents.

If the family lunch account stays in the negative for 3 weeks a 2nd notice letter will be sent via U.S. mail.

If the family has made no attempt on the lunch account and it continues to stay in the negative for an additional 3 weeks a 3rd notice will be sent via email and U.S. mail. This letter is signed by the school director.

If the family lunch account remains negative for more than 90 days and all collection attempts have been ignored, a final notice with the explanation that the account will be turned over to a collection agency will be sent via priority U.S. mail. This notice will have a 15 day deadline. This final letter will state that charges still may occur and they are still responsible for them.

School Closing: Weather

Entheos will close at the discretion of the director. Please check the school's Facebook page and your email. Also, listen to the radio station KSL 1160 and/or watch Channel 5 morning news for school closure announcements.

Student Supplies

At registration you will receive a list of recommended school supplies that each student will need for the upcoming school year. These items are not required, but it would be very helpful if each family could donate the supplies.

**SUPPLIES/
FEES**

Logo Shirts

The Entheos Uniform Policy states that all students must have at least one shirt with the school emblem. It is suggested that the Logo be worn whenever students leave the school building for fieldwork OR that a navy polo is worn on all field work. All shirts will be navy with tan or white embroidery. Contact the office for information: 801-417-5444.

Middle School Fees

Fees for all 6th through 8th graders will be \$0.00 for the 2018-19 school year. This does not include a lock for the locker and a student suggested supply list will still be given.

Discovery Donation

A one-time donation of \$35.00 per student is suggested to help cover the cost of the Discovery classes for the year for Kindergarten through 5th grade.

Suggested Camping List for Middle School

There will be specific gear lists for trips sent home with students at least two weeks in advance and at registration. Some of the gear will be provided by the school, and we will have parent meetings before each trip for any questions or concerns.

Entheos Fundraising Philosophy

The Entheos Founding Committee and Board of Trustees oppose the "fundraising sales" approach used in many schools. They often encourage students and parents to collect money from friends and family for things like cookie dough, chocolate, wrapping paper, etc. In reality, only a small percentage actually gets back to the school. Instead, we have a Corporate Sponsors Crew that focuses on obtaining Community Donors and Sponsors. These Sponsors can and should be parents of Entheos

students as well as businesses, Corporations and other community members.

We are also encouraging parents to participate in quiet fundraising programs. Check the bins located at the front entrance of the school to see the items that can be donated. Please collect and turn in these items during the year. This is something that does not require very much time and will help our school earn money for our great programs.

Fieldwork Donations

There may be occasional requests for donations associated with fieldwork. Teachers will be in constant communication with parents regarding fieldwork and adventure trips. Also, teachers may use donorchoose.org for donations. **Please be sure to bring all cash or check donations to the office and it will be applied to the correct teacher budget.**

Library Policy

Lost or damaged library books can be replaced by either providing a \$5 replacement fine to the office or by donating a comparable replacement copy of the book.

Text Books Policy

Text books are checked out to students by number by their teacher. It is the student's responsibility to ensure that books are kept in good condition and returned in a timely manner. For some classes the check-out period will be for the entire school year, for others it is just a few days. Please communicate with teachers about when a text book is coming home and ensure that it is kept in good condition and returned on time. Guardians will be held financially responsible if a text book is lost or damaged beyond use. Price will vary depending on replacement cost of actual book.

em·pow·er

verb

1. make (someone) stronger and more confident, especially in controlling their life and claiming their rights.

Immunization Requirement

In compliance with state law and in consideration of the safety of all students, immunizations must be kept current. A five-day notice will be given when an updated immunization is needed. Failure to comply will result in exclusion from school. An immunization waiver may be obtained from the Utah Health Dept. Remember 7th Graders need Tdap and meningococcal vaccinations prior to 7th grade.

PARENT
RESPONSIBILITIES
/PROCEDURES

Labeling

Please label all clothing, lunch bags, and backpacks. This makes it possible for lost items to be returned to their owner. All items left in the lost and found will be donated to charity during winter break and at the end of the year.

ig·nite

verb

1. arouse or excite feeling and
passions

"he ignited the student's passion for
learning"

DROP OFF- AM

Drop students off between 8-8:25 AM. Please pull forward as much as possible in the loading zone to allow the maximum number of cars to enter the drop-off area. We want to avoid cars backing up onto 6200 S. and pulling forward helps us to alleviate that concern. Please only allow students to leave the vehicle when you are stopped in a loading/unloading zone.

PICK UP – PM

Parents with ONLY ELEMENTARY STUDENTS in their carpools will pick up students at 3:10 PM (Mon.-Thurs.) and 1:30 PM (Fridays) and may begin arriving at 3:00 PM. Parents of students with middle school/elementary or middle school students only in their carpool will pick up at 3:20 PM (Mon.-Thurs.) and 1:40 PM (Friday). We require that these parents wait until 3:20 to arrive. When parents with middle school students in their carpools arrive before 3:20, cars with only elementary students are prevented from entering the loading zone and the entire process of pick-up is slowed. Pick-up runs the most smoothly when parents show up at their assigned times and follow the procedures listed below.

Students who are picked up by a daycare bus and students who are only able to enter a vehicle on the right side of the vehicle should wait on the sidewalk near the office. All other students should wait along the horseshoe. All students should locate their carpool group as quickly as possible and should be actively looking for their vehicle.

a·chieve

verb

1. reach or attain (a desired objective, level, or result) by effort, skill, or courage.

"he achieved his ambition to become a
journalist"

Reminders:

- **Only load/unload in the correct zones described above.**
- **Do not leave car unattended in loading/unloading zones. If you need leave your car, please park in the parking lot.**
- **Please drive cautiously and at a slow speed and safe speed.**
- **Do not turn left on to 6200 S. during morning drop-off and afternoon pick-up. Parents who turn left create a safety hazard and back up the other cars who are exiting and entering our parking lot. Please be considerate of others and TURN RIGHT when leaving the school during these times.**
- **Please do not pick up or drop off in the neighborhood east of the school.**
- **Please follow the directions of staff, volunteers, and safety crew.**
- **Please do not drop-off students before 8:00 AM.** Teachers and staff are preparing for the day and there is no supervision for students arriving earlier than 8:00.
- **Students who are not in class by 8:25 AM are considered tardy. Students being dropped off late will need to be signed into school by a parent or guardian.**
- **Carpools with only elementary riders, please arrive no earlier than 3:00 PM.**
- **Carpools with both elementary and middle school riders or only middle school riders, please arrive no earlier than 3:20 PM.**
- **All students need to be picked up from school at 3:30 PM unless they are participating in sanctioned after school programs. Please do not leave siblings of students who are participating in such programs unattended.**

Recommendations for Home Support

HOME SUPPORT

Literacy:

- **Read with or to your child every night.** This continues to be important as children get older; it helps build comprehension, models the importance of reading, and allows for the enjoyment of more sophisticated texts.
- **Read the same book as your child.** You can both check copies out at the library. Make time for book talks throughout your reading and at the end.
- **Have a household library or collection of books, both fiction and nonfiction.**
- **Entheos Academy believes in the use of *living books* and *narration*.** A living book is:
 1. **Written** by an author who took special interest about his subject.
 2. **The facts** are presented in story form.
 3. **They are well-written literatures** that present noble thought.

Students of all ages can learn how to narrate. Narration can be done orally, accomplished through writing, and even by drawing pictures. Students listen to or read a section of text and then tell back, in their own words, what happened in an orderly, descriptive manner. They begin with a small amount of text at a time and gradually increase to larger sections. This tool can be used individually, or as a group. Parents might ask guiding questions to help students improve at this practice. Narration is a great tool for comprehension and retention. It naturally develops students' writing skills especially when they've been exposed to living books.

- **Let your child see you reading!**
- **Buy children's magazines for your child.**
- **Write notes to your child.** Use new vocabulary words.
- **Give books as gifts.**
- **Use reading as a reward!**
- **Visit the library frequently.**
- **Read the newspaper with your child.** The newspaper is a great way to learn about local, national, and local events.
- **Encourage and support curiosity.** Encourage children to question and then try to find answers together through research or scientific

investigation.

- **T**rack student's progress in Compass
- **C**ontact teachers early about concerns.

Arts & Humanities:

- **T**ake children to see dance performances (professional and amateur). Ask them what they observed and discuss the style, emotion, and movements.
- **P**lay different music and allow the children to explore with movement.
- **T**ake children to museums and art shows.
- **E**stablish a small art center at home. Keep a variety of materials handy for children to use when creating: different types of paper, yarn, glue, crayons, paint, beads, markers, etc.
- **W**hen the arts are included in home and family life, children (and whole families) become more expressive, imaginative, intuitive, and tolerant.

Physical Education:

- **W**hen physical fitness and health are included in the everyday life of the family, they help students to be more expressive, energetic, and tolerant of others.
- **P**arents should try to find time during the week to join in some type of physical activity with their child. This provides the child with a great model for a healthy life.
- **W**alking is one of the best forms of exercise for children and adults.
- **P**arents model and help children increase their endurance by walking to places that are close by rather than driving.
- **S**et physical goals with your children, like running a 1/2 mile in a certain amount of time.
- **P**arents should introduce their children to all types of team and individual sports.
- **C**heck out a book at the library that has hiking trails in or around the Salt Lake area. Even the youngest child can enjoy a simple hike. Discuss the world around you as you walk.

Uniform Policy

SCHOOL POLICIES

A key element of our dress code is for students to take pride in their appearance. In support of this concept, necessary emphasis will be placed on students' grooming and hygiene as well as attire. The dress code is in place to encourage our students to respect themselves and their peers, while working in a professional environment.

The purpose of the Uniform policy at Entheos is to improve the learning environment by:

- Ensuring clothing is modest and non-offensive.
- Reducing peer pressure and emphasis on brand name clothing.
- Minimizing health and safety concerns.
- Helping to teach children respect in the way they dress, which influences the way they act.

TOPS:

Students may wear any solid **Maroon, Navy, or White** collared shirt that:

1. Is a polo style shirt, button down, or full folding turtleneck.
2. Is long enough to be tucked in. Particular attention will be paid to the length of students' shirts.
3. Has no printing or graphics on it except the Entheos Logo.
4. Has sleeves that cover the shoulders and under the arm.
5. Is not sheer or otherwise revealing.
6. Is not torn or purposely frayed.
7. Is clean.

Students may wear any shirt underneath their collared shirt as long as it is consistent with the dress code colors and has no printing on it. Students may wear a solid sweater, vest, or jacket (no hoods) over their collared top as long as it is consistent with one of the allowable shirt colors. Student may wear a navy blue hooded sweatshirt as long as it has the Entheos Logo on it. Students should purchase at least one navy shirt with the school emblem on it. This will be worn whenever the students leave the school building for fieldwork. A shirt with a small brand name logo (smaller than a quarter) is acceptable.

BOTTOMS:

Students may wear any solid **tan or navy** pant, capris, short, or skirt that:

1. **Is** made of chino, twill, corduroy, or of dress pant quality material.
2. **Is** not denim, Levi, nylon, sweatshirt, leather, knit, velour, or any other stretch type or vinyl material.
3. **Goes to the middle of the knee or longer.**
 1. **Has** no holes.
 2. **Is** clean.
 3. **Pants** may not be “skinny” or revealing. Pants must be worn around the hips.

Belts must be conservative and of one solid color.

DRESSES:

Girls may wear any solid **Maroon, Navy, or Tan** dress that:

1. **Has** a collar.
2. **Goes to the middle of the knee or longer.**
3. **Has** sleeves that cover the shoulders and under the arm.
4. **Is** not denim, nylon, sweatshirt, leather, or vinyl material.
5. **Is** not sheer or otherwise revealing.
6. **Is** clean.
7. Navy or white leggings may be worn, but dresses and skirts must go to the middle of the knee or longer when standing straight.

SHOES:

Students must wear shoes that can be used for everyday use. All shoes must have a strap or some kind of back on the shoe so that it doesn't slip off the foot. Students **may not** wear:

- **S**hoes with wheels.
- **S**lippers
- **F**lip-flops
- **S**hoes that distract from learning

Students will need a pair of sturdy hiking or walking shoes for outside excursions. It is possible that a specific type of shoe will be needed for a specific activity, e.g., horse riding, rock climbing, back packing, and water activities. If so, notification will be given in advance.

HAIR:

Students may wear their hair in any way that is not so extreme in style or color that it distracts from the learning environment.

ACCESSORIES:

- **B**ody piercing will be limited to one pair of conservative earrings that do not draw attention.
- **J**ewelry may not be excessive or distract from the learning environment.
- **N**o chains may be worn other than around the neck or wrist.
- **J**ewelry must be unobtrusive.
- **O**ne conservative bracelet per arm.
- **O**ne conservative necklace.
- **T**attoos must be covered and unseen at all times.
- **T**ights must be solid white or blue. Long stockings and socks must be a solid non-distracting color.
- **B**ackpacks, purses, and bags should be conservative and non-distracting.

Uniform items not specifically covered but considered inappropriate or contrary to the purpose of the Uniform Policy are subject to review and interpretation by the Board or the Administrators in charge of executing the Uniform Policy. Uniform compliance is mandatory with no opt-out policy other than stated below and consequences for violation will be enforced.

Uniform Policy exemption may be granted by the Board of Directors based on:

1. **R**eligious beliefs
2. **E**xtenuating circumstances

The school will help with the acquisition of the required uniforms by:

1. **F**acilitating the gathering and distribution of used uniforms.
2. **H**elping with the funding of uniforms for economically disadvantaged students through scholarship or work programs.
3. **O**ther programs to make school uniforms available.

CONSEQUENCES FOR VIOLATION OF THE UNIFORM POLICY:

If a teacher or administrator feels that a student has come to school inappropriately attired according to the Uniform Policy, the student will be sent to the Administrator in charge of executing the Uniform Policy to make the determination if the student is in violation. If the administrator determines that the student has violated the Uniform Policy then:

1. **P**arents will be called to bring proper clothing and the student will remain in the office area until clothing arrives.
2. **F**or subsequent violation, a note will be sent home and the student will be required to compensate the teachers and/or administrators for their time in dealing with the violation. Compensation will be required and

may involve after school hours.

3. **Perpetual violation** of the Uniform Policy will be handled on an individual basis according to the nature of the violation and may result in suspension or expulsion from Entheos.
4. **The student** may be subject to the School Governance Committee action, or may appeal decisions to the Governance Committee.
5. **The student or parent of the student** may appeal decisions made to the Board of Trustees for final decision.

Attendance

Attendance: Please plan your vacation schedule around the existing school calendar. When possible, please notify the school in advance of any absence. Students and Parents are responsible for obtaining homework or project assignments for the time period in which the student will be absent. Excused absences are defined by the State of Utah as: illness (Doctor's note will need to be provided), medical appointment (notice must be given to office before appointment), family death, IEP or 504 accommodating educational reasons, or preapproved extended absence for an educational experience (approval must be given by Entheos executive crew through the school's director).

1. After three (3) unexcused absences the crew teacher makes personal contact to parents.
2. After five (5) unexcused absences, the principal sends attendance email to parents.
3. After seven (7) unexcused absences, attendance letter #1 is sent by certified mail and a mandatory attendance meeting is scheduled with principal, teacher, parent/guardian and student.
4. After ten (10) unexcused absences, attendance letter #2 is sent by certified mail requesting attendance mediation or a referral to truancy court.

Tardies: Entheos Academy strives to create a positive learning environment free from distractions where all students can learn and succeed. Learning is best facilitated when students are in class and prepared. Chronic lateness disrupts the learning environment and inhibits students from reaching their full potential. Students are considered tardy when they arrive late to school or class. Tardies will be excused if they are for medical, bereavement, or extenuating circumstances approved through school administration. Examples of unexcused tardies include: oversleeping, traffic, running late, etc. Tardies will be dealt with on an individual basis with the teacher. If a student's tardies become excessive, as determined by the school administrator, the administration of Entheos will become involved. Administrator may use taking away reward trips, school activities and/or assign student to an after-school program. It is the student's responsibility to reach out to the teachers to get and make up all worked missed due to the tardy.

Check-in/Check-out

If a child is checking out, a parent/guardian must sign the appropriate sheet in the office. School personnel must make personal contact with the parent/guardian before the child can leave. A child will not be released from school to anyone but the legal guardian or designated adult by the parent/guardian on the emergency form.

Student Rights/Responsibilities

All Students of Entheos will be required to sign a student contract. The student's Parents, Teacher, and the Director will also sign that student's contract.

ENTHEOS PRIDE POSITIVE BEHAVIOR SYSTEM

**ENTHEOS
PRIDE**

Entheos Pride is our school wide positive academic and behavior program. PRIDE is using our Habits of a Scholar and Growth Mindset and stands for:

**Perseverance
Responsibility
Inclusion
Dedication
Engagement**

The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially accepted behavior. Entheos Academy intends for students to grow towards self-discipline, to accept responsibility, to learn to appreciate the rights of others, and to learn how to solve conflicts in a peaceful manner. Our goals are to protect each person's rights, and to help each person learn to make wise choices, caring for themselves and others.

The system of discipline at Entheos handles disruptive behavior simply and easily. Our discipline process builds self-discipline, respect for self and others, and builds individual and social responsibility. Entheos Academy has a school-wide discipline system where teachers and staff use a common language as well as a consistent and common discipline process within the classroom.

1. **Expectations:** Clear Classroom/Teacher expectations and rules are discussed at the beginning of the year. Through the Entheos Pride program, the school wide expectations are posted in all common areas and common language used in classrooms.
2. **In class Warnings:** Students will be given clear and appropriately private warnings about their behavior and consequences before moving on to step 3.
3. **Move Away and Reflection Sheet:** If undesirable behaviors aren't able to adjust with in class warnings and adjustments. Teacher will move students to an alternative location and give student's a reflection sheet that will be sent home for parent's signature and accompany student to the office. Behavior Plan will be designed with student, teacher, and parent.
4. **Director Intervention/Suspension:** (Note: 4 and 5 are interchangeable) If the student does not follow the behavior plan

or if the behavior warrants, the Director may recommend Suspension. To be reinstated the student must complete the assigned work and the student with the student's parent(s) must meet with the Director.

5. **In School Suspension:** (Note: 4 and 5 are interchangeable) Students may be removed from the classroom and referred to In School Suspension. The student will be required to complete packets of work as assigned by the teacher(s) or administration and show proper behavior before being reinstated back into the class. Students in the In School Suspension may be supervised by their parents or a qualified para-educator or substitute paid by the parents through the school. The minimum for In School Suspension is 2 days. (Note: In School suspension may be used before suspension on a case by case basis)

6. **Expulsion:** Upon recommendation of the Governing Board, the student may be expelled from school. Students who are expelled shall have the right to appeal the decision before the Governing Board (see Utah State Code 53A-11-904).

Safety of Self and Others

In order to ensure that Entheos is a place where learning is a priority, the school must be safe at all times. Any student action or interaction that can be deemed as violating the safety of one's self or others can result in serious consequence. Examples of safety violations include:

- **V**erbally abusing others
- **I**ntentionally hurting another person
- **N**ot following directions outside or off school property
- **R**ough housing during school activities
- **T**hreatening others physical or emotional safety

Respect for Property

Building upon the need to have a safe and nurturing school, students must respect the property of the school and others at all times. Any student action or intention that can be deemed as damaging the property of the school or others can result in serious consequence. Examples of property violations include:

- **S**tealing
- **D**efacing school property or property of others
- **U**nauthorized use of equipment
- **I**nappropriate use of the internet

Suspension

Students can be suspended from 1-10 days in length. If a child is suspended, the parent/guardian will be called and a letter sent home with the child stating the violation. Students who are suspended will be required to return home for the duration of the day on which the violation is made.

Upon the student's second suspension in one year, the student will be referred to the Student Study Team. The Student Study Team, made up of the director, the student's teacher, the referring teacher (if applicable), and any outside consultants necessary (school psychologist, etc.) will meet to devise an intervention plan for the student. The Student Study Team reserves the right to refer the student to the Entheos Board of Directors for an expulsion hearing.

The following behaviors may result in immediate suspension:

- **Fighting**
- **Biting**
- **Forgery**
- **Causing, attempting to cause, or threatening to cause physical harm to another person**
- **Disrupting school activities**
- **Defying the valid authority of a teacher, administrator, or other adult at the school**
- **Stealing or attempting to steal school or private property**
- **Committing an obscene act or engaging in habitual profanity or vulgarity**
- **Sexual harassment**
- **Using hate language**
- **Vandalism**

Expulsion

The following behaviors may result in an immediate expulsion:

- **Causing serious injury to another person**
- **Possession of, use, sale of, or furnishing of any firearm, knife, explosive, or other dangerous object**
- **Unlawful possession of, use or sale of any controlled substance**
- **Robbery or extortion**
- **Offering, furnishing, or selling drug paraphernalia**
- **Criminal behavior**
- **Two or more suspensions in one year**

Behavior Expectation Matrix:

Entheos Pride						
	Computer Lab	Library	Hallways	Bus and Fieldwork	Drop Off	Ride Up
Persistence	<ul style="list-style-type: none"> Track the speaker Stay on assigned websites or programs 	<ul style="list-style-type: none"> Focus on reading Track the speaker 	<ul style="list-style-type: none"> Walk quietly in the hallway 	<ul style="list-style-type: none"> Focus on fieldwork learning target Sit face forward on bus 	<ul style="list-style-type: none"> Walk to the cafeteria door enter quietly Keep your hands to yourself 	<ul style="list-style-type: none"> Enter vehicles in timely manner in the appropriate area Watch for your ride
Responsibility	<ul style="list-style-type: none"> Take care of computer equipment Log off computer Keep screens and keyboards as is Leave food & drink outside Appropriate voice volume 	<ul style="list-style-type: none"> Handle books with care Turn books in on time 	<ul style="list-style-type: none"> Go directly to your destination Keep your hands to yourself Walk quietly in hallway 	<ul style="list-style-type: none"> Remain seated, facing forward Say with chaperone Bring necessary supplies and lunch 	<ul style="list-style-type: none"> Exit car on sidewalk Use crosswalks Look both ways Be on time at 8:15 	<ul style="list-style-type: none"> Stay on sidewalk Use crosswalk Look both ways Make safe choices
Inclusion	<ul style="list-style-type: none"> Honor other's personal space 	<ul style="list-style-type: none"> Honor other's personal space Speak quietly 	<ul style="list-style-type: none"> Keep hallways clean Honor other's personal space Keep your hands to yourself Be quiet for learners in the hallway 	<ul style="list-style-type: none"> Be polite Remember you are representing Entheos Honor other's personal space Keep your hands to yourself 	<ul style="list-style-type: none"> Honor other's personal space Keep your hands to yourself Clean up your mess Walk quietly to class 	<ul style="list-style-type: none"> Make safe choices Listen to any adult Keep your hands to yourself
Dedication	<ul style="list-style-type: none"> Stay on task, even when it is hard 	<ul style="list-style-type: none"> Keep reading even when there are distractions 	<ul style="list-style-type: none"> Walk quietly, even when in a hurry 	<ul style="list-style-type: none"> Sit facing forward Listen to instructions 	<ul style="list-style-type: none"> Go straight inside and avoid playground 	<ul style="list-style-type: none"> Go directly outside wait for your ride patiently
Engagement	<ul style="list-style-type: none"> Always do your best 	<ul style="list-style-type: none"> Use library time appropriately 	<ul style="list-style-type: none"> Go safely and quietly to your destination 	<ul style="list-style-type: none"> Complete field work goals Always do your best 	<ul style="list-style-type: none"> Walk carefully into the cafeteria Stay in cafeteria quietly until 8:15 	<ul style="list-style-type: none"> Go directly outside Wait for your ride outside on the sidewalk

Non-School Property/ Electronics' Policy

Students may use the phones in the office or classrooms when needed. Please do not send your students to school with cell phones. This includes smart watches and watch phones.

Personal property not related to the school's program are not to be brought to school. CD players, iPods, iPads, electronic games, cell phones, etc. may be confiscated and returned to the child at the end of the school day according to the electronic device policy. The school prohibits faculty and staff from allowing students to listen to music through earphones in the classroom or calling home with personal phones for any reason. E-readers may be used for reading in class during reading time only, at the student's risk, and may not be connected to the internet and may not be used for games. Personal computers may not be used. The school has laptops, Chrome Books, and electronic-typers for student use.