ENTHEOS ACADEMY
MAGNA

2018-2019
Student Handbook

801-250-5233
2606 SOUTH 7200 WEST
MAGNA, UTAH 84044

WWW.ENTHEOSACADEMY.ORG

Excellence • Service • Leadership
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Entheos Vision

In 2003, a group of parents, teachers, and community leaders in West Jordan began designing an education model for students (grades K-9). 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 school work plan will focus on Instructional Cycles and implementing Habits of Character and Learning (HOCL). 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. As part of the implementation of Habits of Character and Learning (HOCL) the teachers selected two Habits of Character and two Habits of Learning before they left for summer vacation.

1. Habits of Character
   a. Kindness
   b. Collaboration

2. Habits of Learning
   a. Perseverance
   b. Accountability
**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
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 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)

President: Heather Kauffold
Contact Info: pcomagna@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
  After School Clubs/4H
  Teacher/Staff Appreciation
  Box Tops/Labels/Recycling
  Clothing Exchange
  Field Day
  Fine Arts
  School History
  Literacy
  Public Relations
  Safety Crew
  Service Learning
  Social Media
  Values

Discovery
Tutoring
Passage Portfolio 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.

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**

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 EL Education school. You may contact all staff members at any time via email. All email addresses are in the firstname.lastname@entheosacademy.org format.

*Example: john.doe@entheosacademy.org*

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<th>Last Name</th>
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<td>Burnham</td>
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**inspire**

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. 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.

**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 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](http://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.

EL Education Modules
EL Education’s Grades 3–8 ELA Curriculum has been designed by teachers for teachers to meet the needs and demands of the Common Core State Standards: to address and bring to life the shifts in teaching and learning required by these higher academic standards. To prepare students for college and the workplace, where they will be expected to read a high volume of complex informational text and write informational text, the shifts highlight the need for students to learn and practice these skills early on. This curriculum has been designed to make this learning process engaging with compelling topics, texts, and tasks.
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=Y5BQHCl7NE

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.

Elementary Program Overview

1. **Class Size:** In Kindergarten, classes will have approximately 18 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).

2. **Class Configuration:** There will be two classes per grade, and the two classrooms at each grade level will be joined by doors and windows, where possible, to facilitate greater collaboration.

3. **Curriculum:** In addition to EL Education Modules and Math in Focus, the elementary program will utilize Fountas and Pinnell Reading Program, and when possible, a nationally normed formative assessment program. These programs will assist staff in helping our students develop a sound foundation in reading, writing, and mathematics.
4. **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. Our 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. **EL Education Modules** – Students will engage in long term, in-depth studies of subject curriculum. Most students will experience two learning expeditions throughout the year.

   b. **Singapore Math Curriculum** is a problem-based approach that thoughtfully builds on a concrete-to-pictorial-to-abstract progression for greater depth of instruction and mastery of math concepts. Visualization strategies including model drawing allow students to master more complex problems. The program also uses powerful number bond models to enhance the instruction for mental math, number sense, and computation.

      • Carefully paced instruction that focuses on teaching fewer math topics per year to a level of mastery
      • Consistent use of visual models and manipulatives that carefully bridge the concrete and the abstract—encouraging algebraic thinking, facilitating communication of math ideas, and solidifying learning
      • Instruction centered around problem solving using multiple models to help students visualize and
understand the math concepts
• Ample practice for continuous ongoing assessment

c. Adventure – 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. Best Teaching Practices – With the support of EL Education, our teachers are trained in how to plan and deliver high quality instruction, using established best teaching practices.
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 801-250-5233.
**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.
# DISTRICT CALENDAR ENTHEOS ACADEMY

## 2018-2019

entheosacademy.org

<table>
<thead>
<tr>
<th>August 18</th>
<th>September 18</th>
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<tbody>
<tr>
<td><strong>Elementary School</strong></td>
<td><strong>Kindergarten</strong></td>
</tr>
<tr>
<td>Regular Days: 8:25-3:10</td>
<td>Regular Days: 8:25-3:20</td>
</tr>
<tr>
<td>Early Release: 8:25-1:30</td>
<td>Early Release: 8:25-1:40</td>
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<tr>
<td><strong>Middle School</strong></td>
<td><strong>Regular Days</strong></td>
</tr>
<tr>
<td>Regular Days: 8:25-3:20</td>
<td>AM: 8:25-11:25</td>
</tr>
<tr>
<td>Early Release: 8:25-1:30</td>
<td>PM: 12:15-3:10</td>
</tr>
</tbody>
</table>

### Schedule Details:

- **August 20, Labor Day - No School**
- **September 18, First Day of School**
- **September 18, Early Release**
- **September 19, School Closed**
- **September 20, First Day of Class**
- **September 24, Last Day of Class**

### Important Dates:

- **Fall Break: No School**
  - **October 19**
- **Winter Break: No School**
  - **December 24 - January 4**
- **Spring Break: No School**
  - **March 21 - 23**
- **Summer Break: No School**
  - **May 27 - June 9**
- **Summer School**
  - **June 10 - July 12**

### Holiday Dates:

- **Martin Luther King Jr. Day - No School**
  - **January 21**
- **Presidential Inauguration Day - No School**
  - **January 20**
- **Cesar Chavez Day - No School**
  - **April 15**
- **Douglas Day - No School**
  - **May 30**
- **Independence Day - No School**
  - **July 4**
- **Memorial Day - No School**
  - **May 27**
- **Labor Day - No School**
  - **September 3**
- **Teacher Appreciation Day - No School**
  - **May 10**
- **Thanksgiving Day - No School**
  - **November 22**
- **Veterans Day - No School**
  - **November 11**
- **Christmas Day - No School**
  - **December 25**
- **New Year’s Day - No School**
  - **January 1**

### Additional Notes:

- **Parent-Teacher Conferences**
  - **March 21**
- **Fourth of July - No School**
  - **July 4**
- **Election Day - No School**
  - **November 6**

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*Note: All dates are approximate and subject to change.*
Daily Schedule

Regular Day
7:45  Teachers' official work day begins
8:00  Students may arrive or be dropped off at school
8:15  Line up and enter the school
8:20  Beginning of the School Day – students to be in classrooms for
      breakfast and crew
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
7:45  Teachers’ official work day begins
8:00  Students may arrive or be dropped off at school
8:15  Line up and enter the school
8:20  Beginning of the School Day – students to be in classrooms for
      breakfast and crew
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 and $2.25 for 9th grade (larger portions). Breakfast
will be served free to Entheos Magna students. Extra milk or juice will be
$.30 per container. Entheos will participate 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 website.

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:

K-5 $2.00
6-8th $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.

**Logo Shirts**
The Entheos Uniform Policy states that all students must have at least one shirt with the school emblem. This shirt will be worn whenever students leave the school building for fieldwork. All shirts will be navy with tan or white embroidery. Contact the office for information: 801-250-5233.

**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.

empower
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.

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.

*ignite*
verb
1. arouse or excite feeling and passions
"he ignited the student’s passion for learning”
Drop-off/Pick-up

Parents are responsible for safely transporting students to and from school. Parents are encouraged to carpool, when possible, to reduce traffic.

Entheos has a defined process for pick-up and drop off. It is vitally important that it is followed for the safety of our students.
Parking lot Safety Plan
It is important to remember the following:

DROP OFF – AM

Drop students off at South doors between 8:00-8:20am. Please pull forward as much as possible so many cars are able to get into the parking lot. You can drop off students along the sidewalk loading and unloading zone. Students can walk to the doors. When everyone tries to drops off their student right in front of the front doors, we back up traffic all the way to 7200 West. Please pull forward so more cars are able to get to the unloading zone. Please only let students out of your car when you are stopped in a loading/unloading zone and not in the red curb zone. (Loading/unloading zone is anywhere along the sidewalk and the yellow curbing. The passing lane is for passing, not loading/unloading). Do not leave your car unattended.

PICK UP – PM

ELEMENTARY ONLY students pick up at 3:10pm (Monday – Thursday) 1:30pm (Fridays or Early Days). Middle school students are released at 3:20pm (Monday-Thursday) 1:40pm (Fridays or Early Days)
Elementary ONLY please arrive at 3:00 pm, line loading zone all the way to end of horseshoe shaped drive and wait for students to come to you. Please do not get out of your car, if you need to get out of your car, park in the parking lot. Please help us keep the flow of traffic moving by pulling forward as far as possible if there is space. When your student is loaded, pull away from the loading zone and exit the parking lot through the passing lane. If your student has not arrived and there is space in front of you, please pull forward.

Carpools with middle school riders please wait to arrive until 3:20 pm or later to enter the parking lot. All students will be released at this point. Students need to leave the building as soon as school is released. If parents need to meet with a teacher, please park in the parking lot, do not leave your car unattended in the loading/unloading zone.
Reminders:

- Only load/unload in loading/unloading zones.
- Do not leave a car unattended in the loading/unloading zones.
- Please refrain from using and talking on cell phones while maneuvering through parking lots and/or at drop off and pick up times.
- When exiting the parking lot, please do so at a slow and safe speed.
- Please remember not to turn left on to 7200 West during morning drop off and after school pick up. Parents who turn left create a safety hazard, back up cars in the parking lot, and back up cars trying to enter the parking lot. Please be considerate of others.
- Do not pick up or drop off in the neighborhood east of the school.
- Please have students ready to drop off in the morning. If students or parents are not ready, please pull as far forward as possible in loading/unloading zone so you are not backing up traffic.
- Please follow the directions of staff/volunteers in the morning and afternoon.
- 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 early.
- Students not in class at 8:30 am are tardy.
- Carpools with elementary only rider(s), please arrive no earlier than 3:00 pm.
- Carpools with both elementary and middle school riders or middle school only rider(s), please arrive between 3:20-3:30 pm.
- All students need to be picked up from school at 3:30 pm unless they are participating in a school sanctioned after school program. Please do not leave siblings of students in sanctioned after school programs at school unattended.
Recommendations for 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.
• Track student’s progress in Compass
• Contact teachers early about concerns.

**Arts & Humanities:**
• Take children to see dance performances (professional and amateur). Ask them what they observed and discuss the style, emotion, and movements.
• Play different music and allow the children to explore with movement.
• Take children to museums and art shows.
• Establish 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.
• When the arts are included in home and family life, children (and whole families) become more expressive, imaginative, intuitive, and tolerant.

**Physical Education:**
• When 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.
• Parents 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.
• Walking is one of the best forms of exercise for children and adults.
• Parents model and help children increase their endurance by walking to places that are close by rather than driving.
• Set physical goals with your children, like running a 1/2 mile in a certain amount of time.
• Parents should introduce their children to all types of team and individual sports.
• Check 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

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 feet. Students **may not** wear:
- Shoes with wheels.
- Slippers
- **Flip-flops**
- Shoes 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:**
- **Body piercing** will be limited to one pair of conservative earrings that do not draw attention.
- **Jewelry** may not be excessive or distract from the learning environment.
- **No** chains may be worn other than around the neck or wrist.
- **Jewelry** must be unobtrusive.
- **One** conservative bracelet per arm.
- **One** conservative necklace.
- **Tattoos** must be covered and unseen at all times.
- **Tights** must be solid white or blue. Long stockings and socks must be a solid non-distracting color.
- **Backpacks, 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. Religious beliefs
2. Extenuating circumstances

The school will help with the acquisition of the required uniforms by:
1. Facilitating the gathering and distribution of used uniforms.
2. Helping with the funding of uniforms for economically disadvantaged students through scholarship or work programs.
3. Other 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. Parents will be called to bring proper clothing and the student will remain in the office area until clothing arrives.
2. For 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**

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/guarding 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.
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.

2. **Teacher Intervention:** A meeting with the teacher and with the student to clarify appropriate conduct with a pledge from the student to maintain acceptable behavior. Independent Study can be used at this time. At an escalated level, an email or phone call will be made to the parents.

3. **Parent Intervention:** If the problem persists, the parent will be required to meet with the Teacher, Director and Student to discuss the best way to help the student. A student behavior plan will be created and parents will be reminded of the next steps in the process.

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:

- Verbally abusing others
- Intentionally hurting another person
- Not following directions outside or off school property
- Rough housing during school activities
- Threatening 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:

- Stealing
- Defacing school property or property of others
- Unauthorized use of equipment
- Inappropriate 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
- Forging
- 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

**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 cell 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.