



Family Handbook 2023-24 School Year

February 5, 2024

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Welcome to FIT Academy

Mission Statement

FIT Academy believes children must have a healthy foundation in order to achieve academic excellence. Our mission is to prepare students by providing a balanced approach to the mental, physical, and emotional development of children.

FIT Academy Guiding Principles

- To promote an environment where all students, families and staff feel safe and welcomed
- To promote whole child development through academic rigor and physical engagement
- To promote a collaborative relationship between teachers, staff, and families
- To empower students by promoting student centered responsibility and independence

FIT Academy will:

- Ensure a safe, respectful, and collaborative environment for all
- Communicate effectively with families regarding the school and their child's progress
- Adhere to state and national laws and standards regulating public education
- Hire and train highly qualified and motivated staff dedicated to serving our mission and families
- Strive for excellence by providing rigorous academic instruction and challenging physical activity

Teachers will:

- Provide learning opportunities that provide foundational knowledge
- Promote a positive and respectful classroom culture
- Be knowledgeable about their content and curriculum
- Get to know their students and prepare learning that is differentiated
- Challenge and motivate students to reach their full potential
- Provide support or resources to students who are struggling and advancement to students who master content
- Respond to parent/guardian email/phone call within 24 to 48 business hours

Parents will:

- Support our school mission and expectations
- Ensure student is on time and in regular attendance at school
- Notify the school of absences, transportation changes, etc. in a timely manner
- Support students in homework completion
- Approach communication with school staff from a collaborative mindset
- Reserve judgment until all parties have been heard when dealing with conflict
- Return school telephone calls within an hour of receiving a message
- Prioritize coming to school upon requested to do so by the school

Students will:

- Treat all staff, peers, self and property with respect
- Be on task, show effort and appropriately participate in classroom activities
- Actively engage in homework activities
- Proactively communicate questions and concerns to teachers
- Use school materials and technology in the manner directed by teachers/staff
- Adhere to our uniform guidelines

Welcome Meeting – Family Orientation

All newly enrolled students will be expected to attend a welcome meeting with their parents prior to beginning school. FIT Academy administration will reach out to families to schedule welcome meetings.

School Phone Number

(952) 847-3798

School Address

7200 147th Street West
Apple Valley, MN 55124

School Hours

Grades K-12: 7:45 am to 2:45 pm (Doors open at 7:30am) Breakfast served 7:30-7:40am.

After School Care

After School Care: 3:00pm – 5:00pm (late fees will be applied to pick-ups after 5:00 pm)

Students who are not picked up by 3 pm will be sent to After School Care where their fees will apply.

Field Days

On Fridays, students grades 3 through 8 will be bused in grade-level groups to various sports facilities where they will participate in a one-hour physical activity or sport. There will be no cost to the families for Field Days. This will take up to 90 minutes of the day and modify that day's schedule for students. Grade levels will rotate throughout the day and activities will be supervised by licensed physical education teachers.

Attendance**School Closings**

FIT Academy will be closed whenever District 196 (Rosemount-Apple Valley-Eagan) is closed due to severe weather conditions. All after-school activities will also be canceled in the event that school does close. School closures will be posted to the FIT Academy website and Facebook page. **We will not report closings to the media as we will follow the closures reported by District 196.** Messages may also be sent via text, phone call, and/or email. In the event of an early dismissal, parents are responsible for arranging alternative care for children. FIT Academy day care for essential workers and after-school care will be closed when school is closed due to severe weather and/or emergencies.

Regular Attendance

Regular attendance is expected of all students and is a necessary factor in achieving success. Tardies and absences are excusable for illness, recovery from an accident, professional appointments, death in the immediate family, and other reasons deemed acceptable by the administration. Tardies and absences for such reasons as vacations or non-school activities are discouraged and may not be excused. All absences and tardies will be noted on report cards and in student files. Students are marked tardy if they are not in the classroom when the 7:45 am bell rings, regardless if the reason is excused or unexcused. Students who are tardy must first report to the school office to receive a class admission pass. The office personnel will mark the student's attendance record accordingly.

Reporting Absences/Tardies

Parents are requested to call or email the school by 8:15 am on each day a student will be absent or tardy to school. Tardies and absences should be reported by calling the school at (952) 847-3798 or emailing Jen Iten at jiten@fitacademymn.org. A student whose absence from school is excused for illness or whose absence is unexcused will not be allowed to participate in after-school activities.

Unexcused Absence/Tardy

For any student who has accumulated seven (7) unexcused absences, the school will notify Dakota County Human Services to file truancy or an educational neglect report. Reasons such as 'overslept,' 'missed the bus,' 'doesn't want to come,' etc. are considered unexcused reasons for being absent from or tardy to school. The school realizes that a student (and/or family) may experience a rare unexcused absence/tardy, but if a pattern develops the child's parents will be contacted. Two half-day absences equal to one day of absence.

Pre-Arranged Family Trips

Parents are urged not to plan vacations or activities except during specified vacation times and school holidays listed on the school calendar. Parents should be aware that the school cannot accept responsibility for educating students who are not present for class instruction. Requests for assignments in advance may not be honored. Students who are absent for major tests, projects, or assignments will be expected to make them up at the teacher's discretion. Parents are asked to contact the school office and the child's teacher well in advance of any planned absence.

Withdrawal from School

Parents/guardians are asked to notify the school office and the child's teacher as soon as possible if the family intends to move from their present address or enroll in a different school. Student records will only be released with written parent/guardian consent.

General Expectations**Visiting Procedures**

We welcome you to visit FIT Academy. When you do come to visit or volunteer, please stop in the front office first to register and to pick up a visitor nametag. This is for the safety of our students and staff. If you are not wearing a visitor nametag, please expect staff members to ask you to go back to the office to obtain one. In order to visit classrooms during school hours, adults must make a scheduled appointment or first check-in with the director, classroom teacher, and/or an administrator. All visitors who will not be accompanied by staff will be required to make an appointment and undergo a background check prior to visiting the building.

Bicycles/Rollerblades/Skateboards

Children are allowed to ride bicycles to and from school. Racks are provided for parking them on the West side of the building. The school does not accept any responsibility for bicycles or any other transport that students bring to school.

The use of wheel-bearing transportation such as roller skates, skateboards, etc. will not be permitted for student use during school hours. Students who decide to "blade" to and from school will be expected to put on street shoes as soon as s/he arrives on school property. The school is not liable for injuries to students riding bikes, skateboards, or using in-line skates. Students are strongly encouraged to wear helmets when biking, "blading," or skateboarding. The use of roller shoes ("wheelies") is not permitted on school grounds.

Closed Campus

FIT Academy is a closed campus, meaning that once students are on school grounds, they may not leave the premises without an approved excuse from parent/guardian during school hours.

Parking Privileges

FIT Academy will extend parking privileges to students who have a valid Minnesota drivers license, are in good standing with the school, and have a signed parent permission. Students will be required to register their vehicle with the office including providing proof of insurance and will be expected to park in designated areas. Failure to park in designated areas or any issues resulting from driving will result in loss of driving privileges. The school is not responsible for damage or theft of vehicles or their contents. It is a privilege to drive to school and park in the school parking lot and students are not allowed to return to their cars at any time during the school day without permission from administration. Our expectation is you drive responsibly in our parking lot. Student vehicles may be subject to search when there is reasonable cause to believe that tobacco, drugs, alcohol, weapons, stolen property or other contraband might be present in the vehicle in any of the lots adjacent to the school.

Classroom Parties & Birthdays

Classroom parties will be prearranged and pre-approved by administration. The classroom teacher will send out information in advance to parents. Special occasions, such as student birthdays, may be recognized in the classroom by the sharing of treats. Any food brought from home for this event must be commercially prepared and in a sealed, unopened package. If your child has any food allergies, please inform the student's teacher and note specific allergies on the School Health Form. Please be aware that there may be students in your child's class who have food allergies. Families will be notified by their classroom teacher if this pertains to your child's class. Please keep this in mind as snacks are sent to school.

Student Use & Possession of Electronics

All types of electronic devices are a distraction to the learning environment and must be off and out of sight during school hours, whether in the school building or at school-related events unless given special authorization by a staff member.

Noncompliance with the FIT Academy electronics policy will result in warnings, escalating to confiscation of the device, possibly requiring a parent meeting prior to return of item. Any staff member may confiscate electronics that are visible during school hours. Consequences will escalate based on frequency of repeat offenses. The school is not responsible if confiscated items are lost, stolen, or damaged.

Telephone Calls

Parents are encouraged to contact the school anytime there is a question, concern, or problem. If there is the need to talk to a particular teacher please call between before or after school is in session. Each teacher is assigned a voice mailbox, which allows parents to leave a message for the teacher. To keep classroom disruptions at a minimum, teachers and students are not called away from the classroom except in an emergency. We strongly discourage children from using the telephone during school hours.

Appropriate Dress & Uniform Policy

FIT Academy requires that students dress in a uniform that meets the school requirements. Students will be expected to be in the school uniform during school hours and the only exception will be school sanctioned non-uniform days or with prior approval for a school related exception. Please note that clothing must be fitted properly. Baggy, cargo, cut, torn, or tight/form fitting clothing are prohibited. Students who are not in proper uniform may be offered alternative items to wear for the day, may be asked to put non-uniform items in their lockers, or parents may be required to bring appropriate uniform

items to school. **For additional information on our school dress policy, please review school policy 506 on the school website.**

Approved for School Wear

- FIT Logo Tops from *SchoolBelles*

[Click HERE to order FIT uniform tops](#)

- Short and Long Sleeve Polo Shirts

White, Black or Navy solid color long sleeve

t-shirts may be worn under short-sleeve uniform shirts

- School T-shirts
- Sweatshirts
- Sweatshirts w/FIT Tiger Logo
- Under Armour Warm-up Jackets

- Pants/Slacks

- Cotton/Twill Material
- Navy or Black—solid color

- Athletic Pants

- Navy or Black—solid color

- Skirts

- Navy or Black—solid color
- Knee Length

- Leggings/Yoga Pants (Grades K-5 only)

- Navy or Black—solid color
- School Appropriate

- Shorts/Capris (Seasonal)

- Cotton/Twill Material
- Navy or Black—solid color
- Knee Length

Not Approved for School Wear

- Jeans/denim (any color)

- Jeggings

- Leggings/Yoga pants for grades 6-12

- Cargo Pants/Shorts

- Carpenter Pants/Shorts

- Mesh/Nylon/Polyester Blend Athletic Shorts

- Hooded Sweatshirts w/out the FIT Tiger Logo

- Shirts/Sweatshirts/Warm-ups/Sweaters
without the school logo

- Pants with

- With stripes or multi-colors
- With large logos or team names

- Sandals, flip-flops, crocs, shoes with wheels, boots

--Snow Boots allowed for outside use only--

Lockers & Locker Searches

Minnesota State Statute 121A.72 states “School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions

of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.” FIT Academy is not responsible for any lost or stolen items. It is recommended that items of high personal value not be brought to school.

Personal Property

The school is not responsible for lost, stolen, or broken personal items. Children should not bring expensive jewelry, valuable toys, electronics, money, etc., to school. All outer garments, caps, overshoes, or tennis shoes should be plainly marked on the inside with the child's name.

Winter Wear

Unless the temperature or wind chill are below zero, our students are outside before school and during their recess. It is imperative that each child be dressed properly for the cold weather. A warm coat, mittens or gloves, hats, and boots are "must" items. Students will not be allowed to wear coats or non-uniform sweatshirts during instructional times.

Toys

Toys or manipulatives such as yo-yo's, fidget spinners, etc. are generally discouraged in school and not allowed in the classrooms unless special administrative or teacher permission has been granted.

Behavioral Expectations

Our primary goal when addressing inappropriate behavior is to change/improve the behavior, it is not to punish. When consequences are necessary, every effort will be made to give appropriate and natural consequences. **For additional information regarding school policies regulating student behavior, including those addressed below, please review the 500 series policies on the school website.**

Minor Behavioral Infractions

Consequences are based on, but not limited to, the severity of the action and frequency/repetition of the behavior. Examples of consequences include but are not limited to: a verbal warning, parent contact, removal from the classroom, dismissal for the day, or other appropriate interventions and consequences. Examples of minor behavior infractions include, but are not limited to, dangerous behaviors such as running in the halls, minor insubordination towards staff, minor disrespect towards others or school property, and minor disruption of the learning environment or school climate.

Major Behavior Infractions

FIT Academy takes major behavior infractions very seriously and will address these immediately upon discovery in compliance with applicable laws and board policies. FIT Academy will investigate and respond to all Major Offenses in a timely manner and will strive to protect the well-being and dignity of all those involved. School investigations will be subject to the Tennessen warning and students will be afforded due process as defined by Minnesota law. Due process ensures that students and families are heard, informed, and have the right to continued education.

Examples of major behavior offenses include but are not limited to:

- Property damage and or theft
- Bullying/Cyberbullying

- Verbal assault/threat
- Physical harm to self or assault/fighting with others
- Weapon/paraphernalia violation
- Inappropriate touching/comments
- Possession and/or use of tobacco, vape, drugs or other mood altering products or paraphernalia

Consequences for behaviors that are deemed Major Offenses will be subject to the following range of consequences, depending on the facts, severity, resulting damages, injury, and frequency surrounding the behavior or incident:

- Suspension from school ranging from one to ten days
- Possible recommendation for expulsion
- Notification of law enforcement
- Other appropriate interventions or consequences

Harassment, Violence, & Hazing Prohibition

It is the policy of FIT Academy to maintain a learning and working environment that is free from religious, racial, or sexual harassment and/or violence. The school prohibits any form of religious, racial, or sexual harassment or violence. The school will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual misconduct. FIT Academy reserves the right to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Harassment is defined as when someone does or says something to you of a sexual, racial, religious, or violent nature that makes you feel uncomfortable. If this happens to you or you witness it happening to another, the incident should be reported to a trusted adult immediately.

Weapons Policy

FIT Academy School takes a strong position on the possession, use of, or distribution of weapons by students and a similar position with regard to non-students. The weapons policy applies to any actual weapons, replica weapons including toys, or any other object used as weapons. Possession of such items at school will be treated as a major infraction. To review our weapons policy, please refer to FIT Academy's website fitacademymn.org or request a paper copy from the front office.

Tobacco/Vape/Chemical Use & Possession Policy

FIT Academy School will not allow the use, possession, or distribution of tobacco/vape, cannabis, illegal drugs, over-the-counter medications, or alcohol by students as it jeopardizes personal safety and interferes with the learning process. A written and signed permission slip from a licensed medical professional for over-the-counter medications that are deemed necessary for the student must be turned into the Nurse and stored in the Health office.

Playground Rules & Guidelines

During the school day, students will be allowed outside/on the playground only when supervised by school personnel or qualified volunteer staff. Students will go outside for recess in suitable weather above zero degrees (including wind-chill). Exceptions to daily recess due to weather will be determined by Administration. Please dress your child appropriately for the weather. Children who do not have appropriate winter clothing may need to remain indoors for recess. Sports equipment that is brought from home should be checked by the recess supervisor before use. Food, gum, and candy may not be used during recess time. Phones, tablets, and other electronic devices are not allowed on the playground.

Complaints & Investigations

FIT Academy at times receives complaints from staff, students, or guardians. Complaints should generally be reported directly to the individual best positioned to address the concern. For instance, complaints about classroom issues should first be reported to the teacher and complaints about student behavior should be reported to the dean of student affairs. At times, complaints may need to be escalated or may involve staff and should be reported to the administration. For additional information about complaints, please see policies 103 related to general complaints or policy 215 related to complaints about academic content.

Complaints of any kind may result in a school investigation. State and federal law recognizes that teachers and school administrators have a need to stand in the place of parents over children entrusted to them at school. This is a legal concept called *in loco parentis*. While this authority is not equal to a parent's authority over a child, it does permit school personnel to exercise a degree of supervision and control over students while students are on school grounds. This includes the authority of school staff to interview students in the process of a school investigation with or without parent consent. In the case of more serious matters of investigation, it is the school's practice to notify parents to notify them that an investigation has taken place.

Busing & Transportation

Student Dropoff & Pick-Up

When dropping off and picking-up please follow the carpool instructions that will be communicated to families. Please do not drop-off students before 7:30 am. Student pick-up begins at 2:45 pm. Please drop-off and pick-up using the carpool lane as instructed rather than parking to enter the building. Students who are not picked-up by 3:00 pm will be taken to after-school care and parents will be charged . The drop-in after-school rate.

Bus Transportation Eligibility

FIT Academy will be providing bus transportation to students who reside within the District 196 boundaries and District 191 within the city of Burnsville. Students who live beyond the district's boundaries may be allowed to catch a district bus to the middle school closest to the edge of district boundaries upon District 196 approval. From the District 196 designated school, FIT students will catch a transfer bus routed directly to FIT Academy. An Out of District Transportation Request Form must be completed by the family **before** the start of the school year in order to arrange this.

Bus Discipline Procedures

FIT Academy's general student behavior rules are in effect for all students on school buses or vans. Consequences for school bus/bus stop misconduct will be imposed by FIT Academy under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the FIT Academy Executive Director. Serious misconduct may be reported to local law enforcement.

The school bus services provider's school bus safety rules are posted on every bus. If these rules are broken, FIT Academy's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school bus services provider's transportation office and to FIT Academy.

Curriculum & Communication Information

School to Home Communication

The school expects teachers and instructional staff to communicate regularly with parents/guardians and respond to parent communications in a timely manner (usually 24-48 hours). FIT Academy also expects and asks that parents/guardians respond to school communications in a timely manner, including returning messages from the school nurse or administration regarding urgent matters within one hour. FIT Academy believes that effective communication between home and school is critical to student success and a healthy school community. Communication regarding student behavior will be respectful and focused on problem-solving for the purpose of supporting enhanced student opportunities while supporting a healthy school climate. Our hope is to answer questions and resolve issues at the source. As a result, communications should be directed to the appropriate staff person or teacher. Should the question or issue not be resolved, we would encourage parents to contact the grade level coordinators or principal.

Homework

FIT Academy expects homework to be relevant and meaningful. Under normal circumstances, homework assignments should average between 15 and 60 minutes per night. If you have questions or concerns regarding homework, please communicate these directly to the teacher. If the concern persists, please contact the school director.

Field Trips

It is the expectation of the Board of Directors that all field trips will be pre-planned, conducted in an orderly manner, and take place in a safe environment. Field trips will relate directly to the objectives of the class curriculum or beneficial activity for which the trip is requested.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled twice during the school year. Dates and times for each school are posted on the district calendar. Additional conferences may be scheduled when a parent and teacher agree it is necessary. Please contact the teacher to arrange for before or after school appointments.

Grading Policies

A formal report of student progress is issued every quarter in grades K-12. Informal progress reports are available upon request, and information is often sent home with students. Letter grades will be given to students based on their progress in meeting the Minnesota Department of Education's grade-level state standards.

Grades will be updated online weekly with written reports emailed home at the end of each quarter. Mid-quarter notification will be mailed home only for students who are at-risk of not meeting standards or getting a "D" or below grade in any of their classes. Middle & high school parents are encouraged to check their children's weekly grade progress in JMC online.

Health Services Information

Student Health Records

FIT Academy, in accordance with state law, develops, maintains, and monitors student health records and statistics. Every effort is made to safeguard the privacy of all personal health data that is accumulated. Data that is required by law appears on all students' health records. This information includes, but may not be limited to, immunizations and screening results. Parents are required to provide updated health

information at the beginning of the school year regarding student health diagnoses/concerns, medications, immunizations, and allergies. During the school year, please notify the school health office about infectious diseases, major illnesses, injuries, and planned surgeries for your student.

Accidents & Injuries

In case of an injury or an emergency the school will, if needed, call 911 and immediately afterward notify parents/guardians so the necessary arrangements can be made. If it is not possible to reach the parents/guardians at the time, the school will leave a detailed message for parents and continue to try to reach a listed emergency contact.

Immunizations

In accordance with Minnesota Statutes, sections 121A.15 and 135A.14, parents of all children who are enrolled in a Minnesota school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and varicella or submit signed exemption forms. Students entering Kindergarten and 7th grade must also be immunized against hepatitis B. Immunization records of all children entering FIT Academy will be reviewed. No child, unless s/he meets allowable exemptions, is allowed to attend school if those records are not up to date. Allowable exemptions include either (1) a medical exemption signed by a physician stating that the immunization is prohibited for medical reasons or because an adequate immunity already exists or (2) a conscientious exemption signed by the parent or legal guardian as well as officially notarized stating that the child has not been immunized because of conscientiously held beliefs of the parent or legal guardian. Minnesota law permits schools and clinics to share immunization information with each other. The health office personnel may also look up immunization records on MIIC, the Minnesota Immunization Registry.

Allergies

Our goal is to provide a safe environment for students with severe allergies, which can be life-threatening. The risk of accidental exposure to allergens can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for students with severe allergies. Health needs of students take precedence over the wishes of others to bring allergens into the school environment. Controlled allergens include, but are not limited to, animals, foods, and latex products. The following outlines the specific responsibilities of families, students, and FIT Academy staff.

Family Responsibilities:

- Notify the school of the student's allergies.
- Provide medical documentation, written instructions, and medications as directed by a physician. Parents/Guardians may be asked to contact the physician for recommendations for accommodations during the school day.
- Work with the school team to develop a plan for reasonable accommodations for the student's needs during the school day including in classrooms, in the cafeteria, on the playground, and during field trips.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Provide safe alternative snacks that do not contain allergens.
- Review the school lunch menu for possible unsafe foods.
- Educate their student in the self-management of their personal allergy.

Student Responsibilities:

- Should not trade food with others.
- Should not eat anything that has unknown ingredients or is known to contain an allergen.

- Should be proactive in the care and management of their allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic or are exposed to any allergen.
- Wear a clear indicator of medical need when appropriate (i.e. a Medic-Alert bracelet)
- It is recommended but not required that the student share (or have their teacher/nurse share) information regarding his/her allergy with classmates to create awareness.
- Minimize risk in the lunchroom by sitting at the allergen-free table.

Staff Responsibilities:

- Communicate with parents/guardians and/or physicians to develop a plan when there may be exposure to an allergen (i.e. when food is part of an activity/lesson plan). Students should not be excluded from school activities solely based on their food allergy.
- Teachers will communicate, if needed, with parents/guardians of non-allergic students in the class regarding the potential life-threatening allergy with the goal of minimizing allergen-containing foods being brought in for snacks, holiday parties, or birthday treats.
- May provide classroom signage prohibiting specific allergens as a communication tool to minimize the allergen in the classroom.
- The teacher will place a copy of the emergency care plan or allergy action plan for the allergic student in their subfolder.

Health Staff Responsibilities:

- Review health records that have been submitted by parents and physicians.
- Develop a team (which may include the school nurse, teacher/s, administrator, lunchroom personnel, counselor, and/or physician) to establish a prevention plan. Relevant medical information will be shared with classroom teachers, food service staff, and office staff as needed.
- Assure that medications are stored in the school's health office in an unlocked cabinet easily accessible to designated school personnel.
- Store and distribute medication to students as prescribed.
- Provide training of appropriate school staff regarding prevention plans, recognition of symptoms, and what steps to take in the event of a reaction. The Licensed School Nurse may delegate the administration of injectable epinephrine to a teacher, administrator, paraprofessional, secretary, or staff member as needed.

Medications

Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student. The administration of prescription and over the counter medication at school requires a completed, signed request from the student's parent/guardian as well as a licensed medical provider.. These permissions will not be carried over from one year to the next, and new requests must be submitted each year.

- Medication must be brought to school in the original container appropriately labeled by the pharmacy with the date, child's name, dosage, time intervals, and any other key instructions.
- A student with asthma who is capable of managing the use of an inhaler may carry a pharmacy labeled inhaler at school after the parent has signed a permission form.

- A student who requires an Epi-pen for life-threatening emergencies will have access to their Epi-pen. Parent(s) and FIT Academy's School Nurse will collaborate to determine the best plan for the student at school.
- Allergic student's medication should be taken on all field trips. If a parent/guardian is not accompanying the student on the field trip, the student should be supervised by a staff member who has received training by the nursing staff in the administration of the student's medication.

Physical Education Participation

Physical education is taught to students in grades K-12. Everyone must participate in this activity unless excused by a medical doctor. A child who is excused for PE for more than one day will need a doctor's note.

Illness Guidelines

FIT Academy wishes to maintain a healthy environment for our students and staff. Please follow these guidelines when evaluating your child's attendance at school:

Do not send your student to school if...

- They are in the first day or two of a common cold as they are most contagious at this time.
- The student has had a fever of 100 degrees or more; they must stay home for 24 hours after their temperature is below 100 without fever-reducing medication.
- The student has vomiting or diarrhea; they must stay home for 24 hours after the last episode.
- The student has a rash of unknown origin. Rashes can be a symptom of an untreated contagious disease. Have the student evaluated by a medical care provider before returning to school.

For each day that your child is ill and will not be attending school, call the school office to report the absence by 8:15 am. Calls to parents/guardians of students noted as absent by their teacher will be made if the office has not been informed prior to 8:30 am and will be considered an unexcused absence.

Vision & Hearing Screenings

In accordance with the recommendations of the Minnesota Department of Health, students who are being evaluated for a disability are screened for vision and hearing problems in the elementary grades. Parents or guardians are notified by mail and/or phone when a student fails the screening and advised to take their child to a healthcare professional for diagnosis and treatment.

Head Lice

If it is suspected that a student may have head lice, the School Nurse or office personnel will examine the student. If live lice are found, the following measures are taken:

- The parent is notified to treat the child before the child returns to school the next day. The child cannot return to school until treatment has occurred.
- Upon returning to school, the student is rechecked for live lice eggs by school staff. The student will be re-checked in 5-7 days after treatment.
- The School Nurse will follow up with parent(s) or guardians if a student continues to have active lice infestation.

If there are one or more cases of head lice in the classroom a letter is sent home with all students in the affected classroom. Classroom or group head checks will only be conducted upon the recommendation of the School Nurse.

Food Services Program

Lunch Program

FIT Academy will serve a packaged breakfast and a hot, catered school lunch free of charge. Catered school lunches meet all state and federal nutritional guidelines. The school may also offer additional a la carte items for a fee. If families do not order school lunches by each monthly deadline, students will not be assigned a school lunch and must bring a lunch from home. FIT Academy will offer allergy sensitive lunches for those with medical conditions confirmed by a doctor's note. Families who choose not to participate in the school lunch may also choose to send students to school with a lunch prepared at home. Please note that we do not currently have facilities for students to refrigerate or prepare food.

Snacks

Parents may send their child to school with a snack. However, snacks to be shared with others must first be approved by the teacher and must be commercially prepared and packaged.

Miscellaneous

Lost & Found

FIT Academy is not responsible for replacing lost or stolen property. Securing valuable items in the school setting is difficult. The lost and found is located by the cafeteria at the school. It is emptied several times a year, with prior notice to parents. All items are brought to a local donation drop site, shelter or donated to another school.

School Texts & Supplies

The school furnishes all texts, workbooks, and curriculum materials. These are the property of the school and loaned to the child. Fines for excessive damage or lost books will be assessed on an individual basis.

Pencils, crayons, paper, markers and other expendable items are furnished by the student. It is requested that parents check the supply of these items so their children will be adequately provided for at all times. A list of suggested school supplies for each grade level is available in the school office or on the district website.

Internet & Network Acceptable Use Policy

Access to the school's computer, data, network systems and the Internet enables students and employees to explore libraries, databases, bulletin boards, and other resources. FIT Academy expects that all users will blend thoughtful, appropriate use of these systems and the Internet. The use of non-school authorized messaging, social media use, and non-educational games are strictly prohibited. **For additional information regarding the school's technology and internet school policies, please review policy 524 on the school website.**

Limited Educational Purpose

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom exercises, educational research, and professional or career development activities. Users are expected to utilize Internet access through the

district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

Depending on the nature and degree of the violation and number of previous violations, unacceptable use of FIT Academy's system of the Internet may result in one or more of the following consequences:

- Suspension or cancellation of the user or access privileges
- Payments for damages and repairs
- Discipline under other appropriate school policies which may include;
 - Suspension, Expulsion, Exclusion or termination of employment, Civil or criminal liability under other applicable laws

Data Privacy Consideration

The purpose of this policy is to provide due process and privacy rights of individuals under the law. Please refer to FIT Academy's website at fitacademymn.org to see our Data Privacy policy or ask for a paper copy stored in the front office.

Student Sex Nondiscrimination Policy

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. Please refer to FIT Academy School's policy which can be found on our website at fitacademymn.org, or request a paper copy stored in the front office.

School Disability Nondiscrimination Policy

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive a free appropriate public education. Please refer to FIT Academy School's policy which can be found on our website at fitacademymn.org, or request a paper copy stored in the front office.

Additional FIT Academy School Policies

Additional FIT Academy School Policies can be found on the school website, fitacademymn.org, or to request a written copy call the school office at (952) 847-3798.

Primary Contacts

Please communicate with the assigned staff prior to escalating matters to the principal

School Wide Safety & Secondary Student Behavior: Nate Higgins, Dean of Student Affairs

Elementary Student Behavior: Oronde Giles, Behavior Interventionist

Food Service, After School Care, Transportation Changes, & Attendance: Jen Iten, Receptionist

Health & Medication Concerns: Alison Winge, Health Aide

Academic Questions & Concerns: Classroom teachers first / Grade level Academic Coordinators

Student Welfare, Supports, & Mental Health: Molly Hunholz, Director of Educational Services

Administrative Contact Information

Main telephone number: 952-847-3798

Claud Allaire, Superintendent & Principal, callaire@fitacademymn.org, xt099

Shannon Baker, TOSA - Elementary Coordinator, sbaker@fitacademymn.org, xt126

Ed Cassidy, Athletic Director, ecassidy@fitacademymn.org, xt114

Oronde Giles, Behavior Interventionist, ogiles@fitacademymn.org, xt129

Angie Halama, TOSA-Secondary Coordinator, ahalama@fitacademymn.org, xt201

Nate Higgins, Dean of Student Affairs, nhiggins@fitacademymn.org, xt123

Molly Hunholz, Director of Educational Services, mhunholz@fitacademymn.org, xt101

Jen Iten, Receptionist, jiten@fitacademymn.org, xt100

Mike Vang, Director of Administration & Operations, mvang@fitacademymn.org, xt103

Allison Winge, Health Aide, awinge@fitacademymn.org, xt102