



STUDENT REGISTRATION IS NOW OPEN!!!

GRADES K-12

SCHOOL HOURS: MONDAY-THURSDAY

10:00AM - 3:00 PM

INDIVIDUALIZED LEARNING MODULES

SMALL CLASS SIZES

1:1 TECHNOLOGY

MONTHLY FIELD TRIPS!

P.O.W.E.R SURGE SHOWCASES HELD QUARTERLY!



ELECTIVES INCLUDE:

- PERFORMING ARTS
- LIFE SKILLS
- COLLEGE & CAREER READINESS
- CULTURAL AWARENESS
- TECHNICAL & VOCATIONAL SKILLS

DIVERSE SOCIAL EMOTIONAL LEARNING RESOURCES



SCAN ME



**FIND US ON SOCIAL MEDIA: ATTHEOUTLETINC
SCAN OUR QR CODE FOR MORE INFO!**

CONTACT US: 602-688-4451

ATOACADEMY@ATTHEOUTLET.ORG

PLUG IN TO THE SOURCE TO BE EMPOWERED!!!

TABLE OF CONTENTS

Cover Page/Marketing Flier	1
Table of Contents	2
Welcome	3
Admission Policy	3
Mission Statement	3
Vision Statement	3
Educational Philosophy	3
Statement of Faith	4
Student Pledge	5
School Song	6
Tuition Policy/Rates	7
Scholarship/Funding Information	8
Registration Policy	9
Universal Campus Rules	9
CONDUIT Character Traits/Campus Climate	10
Student Code of Conduct/Discipline Policy	11-13
Attendance Policy	14-15
ATO Academianics	16-17
Grading Policy	18
P.O.W.E.R. Tools/Academic Resources	19
Health & Safety Protocol	20
COVID-19 Safety Procedures	21
Student/Classroom Essentials	22
Dress Code & Communication Policy	23
Remind App Codes	24
Social Media Information	25
FORMS: (To be signed and returned to administration)	26-30
Social Media Release Form	26
Annual Field Trip Permission Slip	27
Handbook Acknowledgement Form	28
Registration/Enrollment Checklist	29
TBD	30

WELCOME

Welcome to ATO ACADEMY!!! We are genuinely humbly honored for the privilege and opportunity to partner with you in educating your child(ren) We pledge to emPOWER our learners academically, socially, spiritually, and creatively. We believe our program helps our learners tap into their undiscovered talents that help them prepare to pursue their purpose, becoming critical thinkers and future global problem solvers!

ADMISSION POLICY

In order to establish and maintain a successful academic learning environment, it is essential that parents/guardians and students be in agreement with and support the philosophies and intentions of the school as outlined in this handbook including our mission, vision, and statement of faith. As a private school, we consider enrollment at ATO Academy as a privilege and not a right. ATO Academy reserves the right to deny enrollment to any student applicant who does not meet the enrollment requirements of this school. ATO Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. ATO Academy does not discriminate on the basis of race, color, national or ethnic origin, or any other basis prohibited by federal and state law, in administration of its admission policies, educational policies, athletics, and any other school-administered programs.

OUR MISSION

Our purpose is to give students an outlet as an extra incentive to excel academically, display positive behavior and provide leadership skills in their communities. Our mission is to inspire hope, provide a creative expressive outlet and contribute to the well-being of youth by providing a safe haven where they can **LEARN, NETWORK, AND DEVELOP** lifelong college and career readiness skills to create lasting change in their own lives and communities.

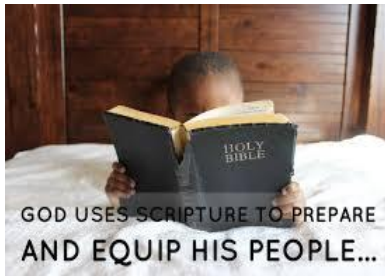
OUR VISION

Preparing **O**ne **W**ith **E**ach **R**each, ATO Academy diligently serves students by plugging them into the source and providing an outlet that gives them the **POWER** to practice their passions and pursue their purpose.

OUR EDUCATIONAL PHILOSOPHY

We believe that a student won't care to learn until we learn to care. Our educational philosophy is that all students can learn in their unique and different ways. We believe in meeting the needs of the whole child socially, emotionally, academically and spiritually. We believe in delivering instruction in multi-sensory learning styles and modes. Our learning coaches come alongside and support the student in their academic efforts. We develop and build rapport, cultivating a climate as a safe educational learning atmosphere where growth is expected but the pace is not prescribed, preset or predetermined. Instruction is delivered online, face to face, whole group, small group, and 1:1 as needed. Students are em**POWER**ed to learn and demonstrate their learning with the autonomy of student choice embedded in collaborative and independent project-based learning opportunities. Instructional coaches, parents/guardians and students must regularly and consistently communicate regarding their progress.

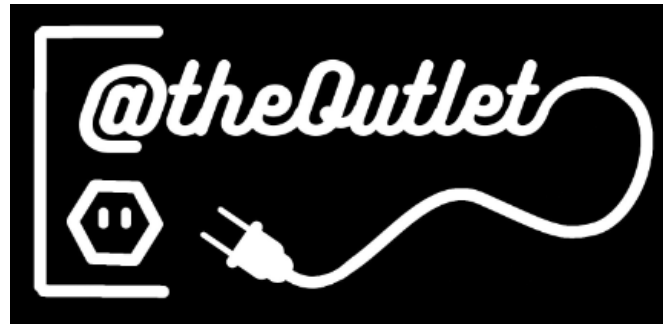
OUR STATEMENT OF FAITH



This statement of faith does not exhaust the extent of our beliefs at ATO Academy. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of ATO Academy's faith, doctrine, practice, policy, and discipline, the Head of School, subject to review by our Board of Directors as appropriate, serves as the final interpretive authority on the Bible's meaning and application.

According to God's Word, we believe...

- II Timothy 3:16-17*** ... the Bible to be the only inspired, infallible, authoritative Word of God in the original text and the only rule of faith and practice.
- Ephesians 4:4-6*** ...that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit.
- Colossians 1:13-20*** ...in the deity and humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His visible return in power and glory.
- Romans 3:23-26*** ...that all men are lost and sinful, and that salvation is received by the grace of God through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit.
- Matthew 28:19-20*** ...that support and participation in the task of fulfilling the great commission is the responsibility of all believers in our Lord Jesus Christ.
- John 5:24-30*** ...in the bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of eternal life, and they that are lost unto the resurrection of eternal damnation.
- Genesis 1:1-31*** ...that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation.



The Pledge to P.O.W.E.R

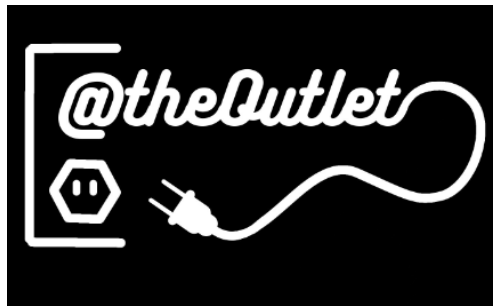
I will plug into the source to be em**POWER**ed!

I will use this outlet to...

- ... prepare my philosophy,
- ... point out my principles,
- ... predict my possibilities,
 - ... plan my position,
 - ... paint my picture,
- ... personalize my pace,
- ... produce my progress,
- ... participate with my peers,
 - ... practice my passion,
- ... and pursue my purpose.

I will plug into the source to be em**POWER**ed!

ATO MOTTO/SCHOOL SONG



WE'RE A-T-O! LET'S GOOOOOO!

GET ON YOUR FEET!

WE'RE MORE THAN NOISE AND BANGING BEATS!

WE'RE PLUGGED INTO THE SOURCE!

GOT THE POWER, RUNNING FULL FORCE!

GET PLUGGED INTO THE SOURCE!

GET PLUGGED INTO THE SOURCE!

GET PLUGGED INTO THE SOURCE!

GOT THE POWER, RUNNING FULL FORCE!

OUR LEARNING POD RATES:

ATO ACADEMY ACADEMIC SCHOOL YEAR 2023-2024



TUITION RATES AND FEE SCHEDULE



Grade Level	Annual (1 Pay)	Quarterly (4 Pay)	Weekly (9 Pay per qtr)
K-5	\$ 4,000	\$ 1000	\$ 112
6-8	\$ 5,000	\$1,250	\$139
9-12	\$ 6,000	\$1,500	\$167

SPECIAL SERVICES/FEES:

Registration/Application Fee - \$25 per student due at time of application

Pre-School (Ages 3-5 depending on bday per K eligibility, must be potty trained)

\$300 a week Full Time or Part Time \$ 65 per day

Before School Care Program (6:45 - 9:45 am) \$150 per week per student

(includes breakfast, recreational and social skills activities)

After School Care Program (3:00 - 6:00 pm) \$150 per week per student

(includes snack, homework help, recreational and social skills activities)

Before/After Care Payment due the Friday prior to each attending week

Multi-Child Tuition Discount: 10% off the tuition for each child registered after the first (oldest) child.

FIRST Tuition Payment of ALL Payment Plans is DUE the week prior to student start date.

All tuition is due prior to the first day of school, however payment plans are available:

Tuition includes teacher instruction. Registration Fees include textbooks, curricular materials, consumable workbooks, lab materials, elective activity/project materials and access to digital subscriptions.

Tuition for students starting after the beginning of the school year is prorated, based upon weekly rates.

Field trips, transportation, instrument rental, lab fees etc may be additional costs.

STUDENT REGISTRATION APPLICATION PROCESS

STEP 1 - Registration Submission - [Click here for registration form](#) - Please complete one for each interested student.

STEP 2 - Parent/Student Interview - Initial meeting of student/parent/guardians, tour and document review

STEP 3 - Contract Meeting - Tuition Fees and Contracts and ALL completed signed forms - Due at this meeting prior to student's first day of school

WHOLE BRAIN THINKING UNIVERSAL RULES

RULE 1

Follow directions quickly!



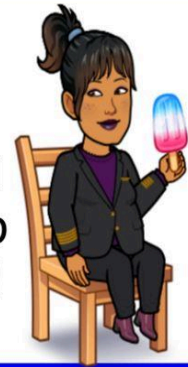
RULE 2

Shhhh...
Raise your hand for permission to speak!



RULE 3

Raise your hand for permission to leave your seat!



SMART! RULE 4

Make smart choices!



RULE 5

Make our ATO team stronger!



DIAMOND RULE

Keep your eyes on the prize!



STUDENT CODE OF CONDUCT

As ATO Academy Coaches, **P**repares **O**ne **W**ith **E**ach **R**each, we desire for student behavior to be consistent with the core values we embed in our culture and climate: **CONDUITS** serve as a channel for **POWER** and energy, together we **CAN DO IT!** This is expected from staff, parents/guardians, and students!

- ★ **C**ourteous - Showing kindness, empathy, and servant leadership
- ★ **O**bedient - Good listener and rule follower
- ★ **N**oteworthy - Knowing everything I am, do, and say matters
- ★ **D**etermined - Prepared for class and eager to learn
- ★ **U**nderstanding - Repentance/forgiveness when offenses have been committed or received
- ★ **I**ntegrity - Valuing truth, reliability, and consistency in all areas of life
- ★ **T**hankfulness - Choosing to respect the people and property of the ATO community
- ★ **S**tewardship - Using time and resources wisely

An important element of any school system is the student code of conduct which serves as a guideline for appropriate student behavior. We believe these guidelines and character development qualities are an integral part in student growth and maturation. Recognizing both the importance of a code of conduct for school governance and the personal growth for students helps to establish accountability to these expectations. We endeavor to provide a safe, orderly and nurturing learning environment. This environment is conducive to learning and growth for each student and teaches them personal responsibility for their choices/decisions. Students accepted to ATO Academy have agreed to forego specific behavior and attitudes identified fundamentally against the culture of the school.

ATO Academy strives to handle all discipline situations with a redemptive discipline model. The ultimate goal of this type of discipline is accountability applied in a way that reaches the heart of a student and results in behavior change. Our redemptive discipline model requires careful investigation and partnership between parents/guardians and administration to inform disciplinary decisions. Ultimately, school administration will make disciplinary decisions that provide accountability, are applied consistently and carefully, and seek to bring about growth and maturation in the student. Discipline enacted by school administration is typically coupled with corresponding discipline procedures in the extracurricular and co-curricular activities as well.

Students and families deserve confidentiality and respect as they go through the discipline process. As such, the administration will not discuss the details of disciplinary matters publicly or with other families. In addition to confidentiality considerations, sometimes there are legal issues/considerations, state/federal confidentiality laws, and issues that require involvement of law enforcement. Often the law enforcement process precedes or supersedes the school process. This may impact the timing of certain aspects of disciplinary decision making. Investigations may result in a variety of disciplinary actions up to and including expulsion. In addition, any code of conduct violation that also potentially involves a criminal offense or a violation of state laws (i.e. use of illegal substances, distribution of stolen goods or pornographic materials, sexting, possession of weapons on school premises, vandalism, truancy, etc.) may require ATO Academy to involve law enforcement officials.

Infractions/Offenses

Minor infractions are considered to be disruptive behaviors that impact the learning environment, disrupt the classroom setting, etc. and are mostly handled by coach, however, major infractions are behaviors that impact the ATO Academy campus students/staff or property, student safety and well-being, criminal offense by federal and state law and/or recurring and frequent minor offenses that could not be managed or resolved successfully by classroom coaches.

Zero Tolerance

Under no circumstances are illegal drugs, alcohol, tobacco or weapons of any kind allowed on campus or during any school activity. Under no circumstances are sexually inappropriate behaviors tolerated (verbally, digitally, or physically). Offenders will be dealt with in a harsh manner including possible dismissal and criminal action. ATO Academy will cooperate fully with law enforcement agencies in the enforcement of the law and reserves the right to conduct random searches to ensure the safety of our campus and protection of our students.

On and Off Campus

Please be mindful that student conduct and behavior outside of ATO Academy school hours and campus can also affect a student's standing at ATO Academy as well as the reputation of ATO Academy. Therefore, it is the expectation of the administration that students adhere to the code of conduct at all times. It is therefore also understood that violations of the code of conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of ATO Academy and its employees, including when riding a school bus, van, or attending a school function or activity.

Students are expected to refrain from the following behaviors and characteristics deemed as negative impacts on the learning environment and may result in disciplinary consequences:

- Cell Phone usage outside of permitted times or activities (coach directives)
- Inappropriate uses of technology/websites, music, videos, movies, etc.
- Careless and/or reckless behavior (i.e., throwing objects, running in halls, driving recklessly, etc.)
- Classroom disruptions
- Inappropriate public displays of affection (i.e. holding hands, kissing, excessive hugging)
- Inappropriate physical touch (wanted or unwanted inflicting bodily harm including fighting, pushing, shoving, slapping, kicking, punching, pulling hair, etc. or resulting in damage of other's property)
- Profanity, vulgar or offensive speech and/or gestures
- Dishonesty in any form including lying, theft, cheating, and plagiarism
- Gambling
- Vandalism/defacing-including the personal property of school employees, physical or online
- Leaving campus without permission
- Disrespect and disobedience
- Plagiarism/Cheating (Note: typically a failing grade is given for all involved)
- Stealing
- The possession and/or distribution of pornographic materials and information, including sexting

- The use and/or possession of alcohol, illegal or recreational drugs. This includes, but is not limited to tobacco, nicotine, and marijuana in any form. It also includes the use or possession of e-cigs, hookah/vapor pipes, unauthorized use or distribution of prescription drugs and huffing or ingesting materials inappropriately.
- Possession of weapons and/or dangerous items on school premises
- Abuses utilizing Social Media
- Harassment in any form
- Continued willful disobedience, misconduct, disrespect (chronic behavioral problems)
- Bullying

Examples of Major infractions include but are not limited to:

- Excessive classroom disruption
- Removal from class
- Defiance of authority
- Destruction of property/vandalism/graffiti/pranks
- Fighting, physical harassment/threats
- Sexual misconduct
- Any illegal activity
- Obscene act/profane/vulgar language
- Stealing/theft, possession of stolen property
- Venturing outside of approved areas
- Leaving campus without permission
- Violation of any state-mandated harassment policy
- Committing any of the infractions listed above may result in immediate suspension or dismissal

Reconciliation Process/Restorative Justice

The administration reserves the right to evaluate situations regarding student issues on a case by case basis. It is our goal that through this disciplinary process the student will grow through this restorative process. In the restorative justice process, supervised students are led in small groups to resolve conflicts with all involved parties. During group sessions, discussions allow students to ask questions, air their grievances, give impact statements, and opportunities to apologize.

Disciplinary Procedures

Most disciplinary issues are managed by the classroom coach, and the process can involve any of the following, separately, or in combination as deemed appropriate:

- Student conference with the coach. (First/Second Minor Infraction) First Minors receive verbal warnings, reminders of school/class expectations, Second minor infractions can result in loss of student privileges such as recess time loss, class fun activities, reward systems at coach's discretion.
- Parent/guardian notification of the behavior issues via phone or email. (Third Minor infraction or Any Major infraction)
- Student conference with school administration, a parent/guardian-coach and student (Fourth minor infraction or any major infraction)

Any levels that result in administration involvement or all extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures:

- Conference with school administration, coach, parent/guardian and student.
- Probation, combined with appropriate application of consequences relevant to the infraction
- Out-of-school suspension
- Temporary withdrawal until restitution and restoration can be confirmed via visible student behavior, pastoral counsel and a recommendation for reinstatement on probation by school administration.
- Withdrawal, permanent (expulsion/dismissal)

The school administration reserves the right to handle unique individual situations that might not be described in the Parent/Student Handbook in a manner that it deems appropriate. ATO Academy reserves the right at any time to dismiss a student from school who disrupts the tranquility of the school culture.

The following are general guidelines for addressing day-to-day classroom situations, general violation of school policies, and major infractions. Coaches are responsible for communicating and enforcing all classroom rules as well as ATO Academy handbook rules and policies to students. Coaches will address all minor infractions pertaining to the guidelines of discipline set forth by school and classroom policy.

Behavioral probation may last any period of time as deemed appropriate by the school administration, but typical probation terms will be an appropriate period of time, as determined by circumstances and the school administration. The student and his/her parent must meet with school administration and agree to the conditions of probation. Any violation of school rules or the conditions of probation as set forth in the contract during the period of probation will automatically result in a review of the status of the terms of probation and may result in suspension or expulsion. A progress report will be issued at established intervals as deemed appropriate while the student is on probation.

If desired improvement is not apparent throughout the probationary period, the student may receive more severe disciplinary action, including suspension or expulsion from the school. Any additional incident involving a student who has already been on a behavioral probation contract (including the preceding school year) that requires intervention by a school administrator may also result in the student's suspension or expulsion from the school.

Electronic Devices

Due to advances in technology, cell phones include a multitude of functions, which can provide students access to a variety of inappropriate content. Cell phone use, strictly for the purpose of making phone calls or sending text messages is ONLY authorized prior to and after school. All cell phones should be silenced and kept in the coach's designated area. Use of any auxiliary functions on cell phones, or e-readers (e.g. camera, internet, games, etc.) or the use of any other personal electronic device while on campus is prohibited. Faculty/staff observing a violation of this policy will confiscate the respective device, turn it into school administration. Only a parent will be allowed to retrieve the confiscated item.

Cell phones may be used before and after school and during breaks, lunches, and passing periods. Use of cell phones during class is strictly prohibited. Students must ensure that their phones are silenced and stored out of sight while in class. Violation of this policy may result in phone confiscation. The phone will only be released to a parent for repeat offense. Students who use their cell phones in a manner contrary to principles or policies defined in the "Code of Conduct" will have the privilege of possessing, accessing, and/or using the cell phone on campus revoked. The Administration reserves the right to evaluate and determine the appropriateness of all matters relevant to this policy. The Apple Watch and similar devices or technology, although considered a personal electronic device, are usually used in conjunction with a cell phone or similar device. These devices will be treated as a cell phone and must adhere to the same policies. The rules regarding the possession and use of cell phones on school sponsored trips may vary from the normal school policy but will always be fully explained and presented in writing for both students and parents. ATO Academy fully expects that students and parents will honor their signature and agreement to comply with the rules and policies as presented.

Suspension

Suspension is the removal of a student from participation in the normal course of school activities. ATO Academy considers suspension to be a serious disciplinary action, which is imposed only when other means of correction fail to bring about responsible behavior or when the student commits a major infraction that requires discipline measures beyond routine procedures.

A student may be suspended for a period of one (1) to ten (10) days at the discretion of the administration for behavior infractions listed above. All assignments or tests missed during the period of suspension must be completed and submitted when the student returns to school. Any missed tests and quizzes should be made up the first day back when possible at the discretion of the coach. Students may not practice or participate in athletic or performing art events or field trips for the duration of the suspension.

ATTENDANCE POLICY

Using instructional time productively is a priority at ATO Academy. The following policies serve to encourage attendance and timeliness to promote consistent learning and quality classroom experiences.

The normal academic day is from 10:00 a.m. to 3:00 p.m Monday through Thursday. Students may enter the building at 9:45 am and are expected to be picked up by 3:00 pm (unless they are before/after care students).

Any activities before or after these designated times must have administrative approval.

A student must attend academic classes and complete assignments of that period of the school day to participate in afternoon electives. We expect students to work during study hall and electives to make up missing assignments or receive extra support as needed.

Students are expected to remain in the designated common areas before 10:00 am, during group activities, lunch and after 3:00 pm. Late pick up fees may apply for recurring episodes.

Due to our four day school week, we ask that parents/guardians/students respect that academic schedule set and schedule appointments etc before 10 am or after 3 pm M-Th or on Fridays as much as possible. Recurring lateness and absences will be considered classroom/academic disruptions and may result in dismissal at the discretion of administration.

ABSENCES

Excused Absences include the following:

1. Personal Illness
2. Death Within the Family
3. Family Emergencies
4. Professional/Medical Appointments

Unexcused Absences include the following:

1. Skipping class
2. Leaving the ATO Academy campus without school or parent written permission
3. Absences without notification
4. Truancy, being absent from school without the parent's/guardian's knowledge or permission, or in a fashion deemed inappropriate by the school administration.
5. Being late or leaving early for class. (1 hr sections within 15 minutes and for 30 min sections within 6 minutes or any combination resulting in missing 25% of class time)

Excessive Absences

Once a student misses more than ten (10) days of school or ten (10) class periods in any one course per semester, the parents/guardian will be contacted for a meeting. If a student misses more than fifteen (15) days of school or fifteen (15) class periods in any one course per semester, the student may lose credit unless school administration and parents/guardians have previously worked out a school plan. Absences due to approved school activities are not counted toward the 15-day limit.

Procedure for Communicating Absences

A parent/guardian must call the school attendance service leaving a voicemail by 7:30 a.m and specify the reason for the absence. This procedure must be followed each day a student is absent unless administration arranges an extended time out of school. If no telephone call is received the absence will be considered unexcused and can only be backlogged with a written letter verified by the office within 3 days after absence occurred.

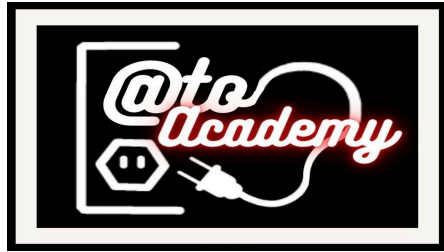
Work for Excused Absences

Students will have two (2) calendar days for every school day missed to a maximum of ten (10) days to complete makeup work. Work assigned or provided prior to the absence is due on the day the student returns unless otherwise determined by the coach.

If a student is absent on the day a test is scheduled, the student is required to take the test the day he/she returns to school. Some assignments such as term papers/special projects are to be turned in by the due date. The student must communicate with the coach to create a list of missed assignments and to complete those assignments on time.

Work for Unexcused Absences

Assignments due on days of unexcused absences will receive 50% credit.



ATO ACADEMANIACS

- ATO PRIMARY - ATO ELEMENTARY -
- ATO MIDDLE - ATO HIGH SCHOOL

Academic Week – Monday – Thursday - Every Last Thursday of Month is a Field Trip

Emergency Contingency Plan will be the Local Library for Building Emergencies

School reserves the right to move academic days around for emergency situations, holiday break, technical difficulties, etc.

- The goal of ATO ACADEMY is to **emPOWER learners**. The goal of ATO is to **provide a safe and supportive learning environment**. Our values together with our faith, morals, principles, and beliefs create a powerful educational environment for all students in underserved communities. The goal of ATO Academy is to infuse creative expression, cultural awareness, performing arts, and biblical principles into their academic curriculum.
- Grades levels categorize our academies as follows: K-2nd grade (ATO Primary), 3-5th grade (ATO Elementary), and 6-8th grade (ATO Middle) and 9th-12 grade (ATO High School).
- Our academic settings consist of a relationship-led approach which supports each student through a personalized and emPOWERing learning experience that they will love at their own pace. ATO Academy parents play an important and foundational role in student's learning too, as learning needs to be extended in the home more than a traditional learning environment since we operate on less hours per day with the students.
- Our Academic School day is 5 hours, 4 days a week. (Mon-Thur).
- Along with the curriculum P.O.W.E.R. tools and materials provided for guides, students and families, subscriptions to online learning curriculum supplemental resources, social emotional lessons, students and families are equipped for enriching academic success.

Daily Learning

- The students work in their personalized online learning tools daily to work on foundational skills in core subjects (Math, ELA, Social Studies, and Science) with the opportunity to have hands on-instruction to target specific skills identified by student needs.
- For Electives such as Performing Arts, Biblical Studies or PE/Health, students have coach created lessons that are aligned to AZ standards. This is a time for students to collaborate and work together to complete fun projects and small group activities tied to these contents. Our academic rotating schedule has electives built into the curriculum and academic day that will infuse creative expression, cultural awareness, college and career readiness skills.
- Recognized over time by utilizing diagnostic, informal and formal assessment data, gap areas will be highlighted for our students. ATO Academy has added extended coach-led instruction time to our daily schedules to work on foundational learning, small group instruction, tutoring, in writing, ELA, math or other identified targeted areas of weakness.
- ATO recognizes that reading is fundamental and is important to all real world applications, worked on every day in all classrooms. At least 30 minutes of reading (either individual, partner, or read-aloud) and we encourage an additional 30 minutes or more a day at home to set students up for success.
- Most importantly - each academy is able to offer any extracurricular activities or programs at their site, tailored to the strengths of the instructional Coaches or needs/requests of the families and students. Each academy is unique to fit what is best needed for their specific families they serve!

Testing and Diagnostics

- Students may participate in state testing throughout the year. While ATO Academy asks that students do their best work - we do not put any kind of pressure on students. So no teaching or lesson planning for the test!
- Consistent Benchmarking- Within the first three weeks of school, students also take math and reading adaptive diagnostic tests. This provides their coaches a simple way to place the student at their learning frontier within the curriculum at appropriate grade levels and content which is within their individualized/personalized learning tools. This data is used to build focused reinforcing lessons, and help students set independent goals each quarter to become emPOWERed learners.

OUR GRADING POLICY

ATO ACADEMY GRADING POLICY



Grading Scale

89 - 100 %	→	A
79 - 88 %	→	B
69 - 78 %	→	C
59 - 68 %	→	D
< 58 %	→	F

WHAT ARE ATO ACADEMY GRADES MADE OF?

- 10% Class Participation
- 10% Homework
- 20% Classwork Assignments
- 30% Project Based Assessments
- 30% Quizzes/Tests

Progress Reports Distributed at the end of each quarter!
Honor Roll & Student Achievements will be celebrated at our quarterly P.O.W.E.R. Surge Student Showcases.

These are just some of the academic resources we have access to use in classes. Some may require subscriptions/digital registrations and/or lab fees.



Academic Resources:

Elective Choices:



Splash Learn
Khan Academy
Lexia Power Up
No Red Ink Grammar
BrainPOP/Brain Pop Jr.
Duolingo
Quizizz
Peardeck
Blooket
PBS Learning Media
Jefferson Labs
ABC Mouse
Adventure Academy
IXL
Aleks
Flip|
Edgenuity
MobyMax
Starfall
ABCYA
Get Epic
Readworks
Kahoot
Google Applied Digital Skills
Edclub
Nearpod
Boom Learning
Science Trek
NASA
Study Jams
NewsELA
Readtopia
Spelling City
Generation Genius
Flocabulary
Solfeg.io
Music First
Hands-On Manipulatives
School and Craft Supplies
Workbooks



Performing Arts:

Dance (Open Choreo Styles)
Arts & Crafts
Percussion/Step/Color Guard/Auxiliary
Instruments (Brass, Strings, Piano, Guitar)
Musical Theater
Drama
Rap/Spoken Word
Storytelling/Poetry
Sports/Health

Technical/Vocational Skills:

Audio & Video Production
Digital Art/Graphic Design
Auto Mechanics
Carpentry
Fashion/Sewing

College & Career Readiness Skills:

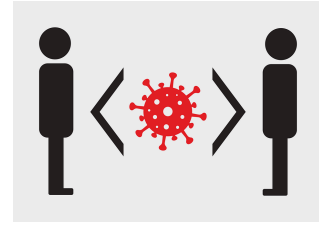
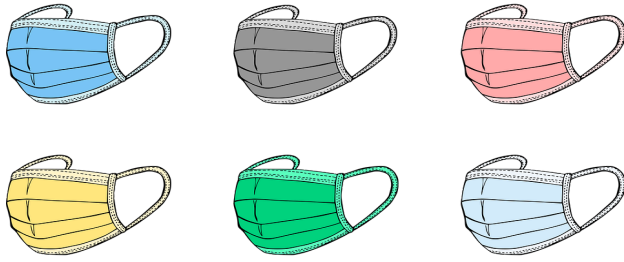
College & Career Research/Job Skills
Entrepreneurship Skills
Community Service Projects
Social Media Presence
Finances/Banking

Life Skills:

Habitat Maintenance
Animal/Pet Care
Culinary
Gardening
Independent Living
Nature Exploration

Cultural Awareness Skills:

Character Development
Diversity/Racial Equity
World Exploration
Global Studies
Culinary



HEALTH and SAFETY PROTOCOL/EXPECTATIONS

Masks are optional UNLESS CDC or state policies put required mandates back in place. Social distancing will be practiced while indoors.

All student temperatures will be taken upon arrival. If student temp is elevated higher than 99.1, your student will not be permitted to stay on campus.

ARRIVAL AND DISMISSAL EXPECTATIONS:

Students can begin arriving at 9:45 am each day. To minimize the indoor traffic, there will be a car lane established for student drop off and pick up each day, please prepare and plan time for car traffic each morning as student's arrive.

Student's temperatures will be taken in the vehicle, once cleared they can exit their car and proceed onto campus.

If a student has an elevated temperature higher than 99.1, your student will not be permitted on campus. Please plan accordingly.

Car lanes will also be established for dismissal. Once you give student name's (verbally or via windshield sign), your student(s) will be walked out to the parking lot and over to your vehicle. You may be asked to park if the student is not immediately ready to leave. Please plan accordingly!

Windshield signs will be given once a student is identified as a car pick up student on a regular/consistent basis. Please place it on the passenger side of the windshield so staff can see the student's name clearly and quickly.

For student safety, please adhere to cone restrictions and staff directions. We appreciate your diligence, patience, and flexibility.

COVID-19 Safety Procedures

To ensure a safe environment for us all, the following safety procedures must be followed in our academic learning environment:

- Masks or shields are optional at this time as a family/student choice or decision. Masks will not be provided.
- Student temperature will be taken daily upon arrival with our temp scanner. *If your child has a fever, he/she will not be able to stay and we would ask that a new covid test is taken prior to returning to in-class sessions with a test result of negative.
- Students will be asked to clean up their work stations with disinfecting wipes daily and frequent hand washing/sanitizing.
- To help keep our academic learning environment(s) safe, we ask that families notify us if a student or family member that the student lives has been exposed or has tested positive for COVID-19.

****We reserve the right to ask for updated Covid-19 tests as we deem necessary in order to keep our school safe for us all.****

HONESTY & TRANSPARENCY IS KEY TO SUCCESS IN THIS PANDEMIC
FOR OUR LEARNING ENVIRONMENT- ALWAYS BE ON THE SIDE OF
CAUTION!

Thank you!

Covid Protocols:

*****All students and instructional Coaches must obtain a new COVID-19 test and report a negative result before admission, long extended breaks, and/or exposure to Covid-19!**

Please send verification of negative test results to COACH PEACHES at atoacademy@attheoutlet.org

Student Essentials

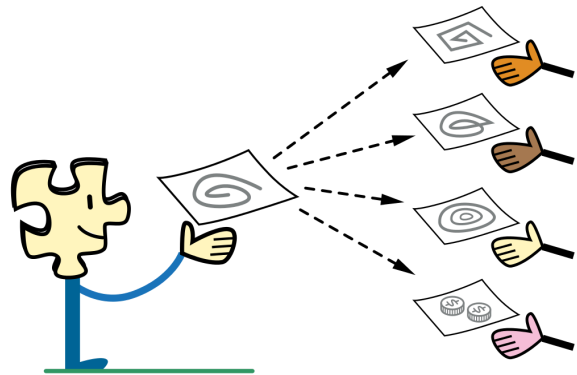
- Computer/Laptop
- 2 extra face masks/shield(s) to keep in class if student wants to wear masks
- Comfortable, well-fitting headphones
- Folder
- 1 Package disinfecting wipes
- 1 Box Face tissues
- 1 Bottle Hand sanitizer
- Jacket/Hoodie
- Bagged Lunch (will not be warmed up by Coaches or students)
- Healthy Snack (daily for snack time)



Classroom Community Supplies

****We appreciate support in shared supplies for our classrooms!****

- Paper towels
- Glue / Glue sticks
- Lined spiral or composition notebooks for writing
- 5 spiral notebooks for note taking/journaling
- Pencils
- Colored Pencils
- Markers
- Scotch tape (or any tape really)
- Post-it notes (any size)
- Ziploc Baggies (any size)
- Blank computer paper
- Colored construction paper
- Any arts and crafts material



**Instructional Coaches MAY REQUIRE GRADE/CONTENT SPECIFIC SUPPLIES
AND WILL SEND HOME LISTS WITH SYLLABUS OR WELCOME/INTRO
LETTERS!**

Dress Code – To keep students prepared and safe for our variety of activities and elective courses, we are asking for ALL students to adhere to this dress policy. Loose-fitting full-length t-shirts, sweat pants, leggings, joggers, capris or yoga pants or athletic wear. **NO JEANS, SANDALS or FLIP FLOPS!** Socks and sneakers are mandatory. Hair must be confined, off the face and not be a distraction during class. Jewelry other than small earrings is not allowed in class and should be left at home. Shorts longer than middle fingertip and shirt must not reveal belly or belly button when arms raised all the way. ALL clothing including headgear and outerwear MUST be free of inflammatory, derogatory, provocative, insulting words/text, symbols, or graphics. School administration reserves the right to require cover up and/or changing of clothing deemed inappropriate. Students should bring water and light healthy snacks. For field trips and showcases, students are required to wear our academy school pride shirt. More information and details on how to order will be announced and available on the school website.

Communication Policy/Social Media – It is extremely important to have good, positive communication between ATO, INC. and our students and their families. Important class information and announcements will be posted on our whiteboard, website, Instagram, Facebook page, and Twitter each week. Each class will have a Remind group chat for parents, instructional Coaches and students. It is each student or parent's responsibility to check these each week to make sure you stay up to date. If you miss a class or for whatever reason do not come with your student to class, it is your responsibility to ask for weekly announcement information. Please make sure your address, email and phone number are current at all times through sign/in out sheets weekly. Parent meetings may be held at the instructional coach's discretion depending on upcoming events or company concerns. ***Please subscribe to our social media platforms to stay in the know. (At The Outlet, Inc). Please download, return, and review the social media release form for each student.***

FIELD TRIPS - We are eager to have monthly field trips (see list of tentative dates on the school year calendar). The trip schedule is subject to change according to availability, covid-19 restrictions, cost, and academic calendar/hours needs. If there are trips that you want to opt out of, you may reserve that right for each trip as well. **Please download, review, and return the field trip permission slip which will cover the entire school year.**



REMIND APP LINKS

ATO ACADEMY - School Wide Chat
(All guides, all grades, all students, all parents)

<https://www.remind.com/join/atoinc>

ATO Primary - Grades K-2 - Students and Parents

<https://www.remind.com/join/atoprimary>

ATO Elementary - Grades 3-5 - Students and Parents

<https://www.remind.com/join/atoelement>

ATO Middle - Grades 6-8 - Students and Parents

<https://www.remind.com/join/atomiddle>

ATO High - Grades 9-12 - Students and Parents

<https://www.remind.com/join/atohigh>



Sign up for important updates from ATO Academy.

Get information for ATO Academy right on your phone—not on handouts.

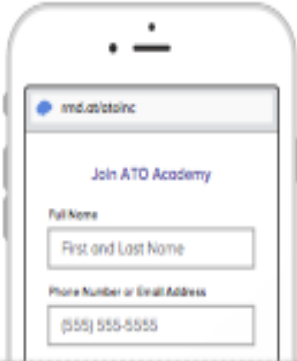
Pick a way to receive messages for ATO Academy:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/atoinc](https://www.remind.com/join/atoinc)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message @atoinc to the number 81010.

If you're having trouble with 81010, try texting @atoinc to (972) 360-9525.

*Standard text message rates apply.



Don't have a mobile phone? Go to [rmd.at/atoinc](https://www.remind.com/join/atoinc) on a desktop computer to sign up for email notifications.

ATO ACADEMY FOR ALL STUDENTS, STAFF, & PARENTS - Join @atoinc
ATO PRIMARY FOR ALL K-2 STUDENTS, STAFF, & PARENTS - Join @atoprimary
ATO ELEMENTARY FOR ALL 3-5 STUDENTS, STAFF, & PARENTS - Join @atoelement
ATO MIDDLE FOR ALL 6-8 STUDENTS, STAFF, & PARENTS - Join @atomiddle
ATO HIGH SCHOOL FOR ALL 9-12 STUDENTS, STAFF, & PARENTS - Join @atohigh



FOR STUDENT ONLINE RESOURCES:
USERNAME: [ATOPOWERTOOLS](#)
PASSWORD: em**POWER**ed

SUBSCRIBE TO OUR SOCIAL MEDIA PLATFORMS TO SEE YOUR STUDENTS SHINE!
FIND AND FOLLOW US: **ATTHEOUTLETINC**

A collage of social media icons and a QR code. At the top, from left to right, are the YouTube, Instagram, TikTok, Twitter, Facebook, and a blue bird icon. Below these is a black silhouette graphic of various people in different poses (a person fishing, a person playing a guitar, a person jumping, a person in a yoga pose, a person holding an umbrella, and a person on a dog). In the center of the silhouette is a large black circle containing the text "@theOutlet" in white and red, with a white eye icon below it. To the right of the silhouette is a QR code with the text "ATO WEBSITE" above it and "SCAN ME" below it, accompanied by a mobile phone icon.

ATO ACADEMY SOCIAL MEDIA RELEASE

ATO Academy has media arts (photography, newsletter, blogs and vlogs) capabilities infused into our academic day.

We may post student of the month, student work, weekly/monthly spotlights or highlights, etc. included as videos or photographs on our website and social media platforms.

This is optional. Please review the release and return to the school instructional coach.

Please understand that failure to return this release form within ten (10) school days from the date of distribution will constitute approval of the above requests.

Student Media Consent and Release Form

Throughout the school year, students may be highlighted in efforts to promote ATO Academy activities and achievements. For example, students may be featured in materials to train Coaches and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media. I, as the parent or guardian of _____, hereby give ATO Academy and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

a. This is with the understanding that neither ATO Academy nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my child's participation.

b. I further release and relieve ATO Academy, its Board of Trustees, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material. I certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions.

Print Student Name(s) _____ Grade(s) _____

Parent Signature: _____ Date _____

ATO ACADEMY ANNUAL FIELD TRIP PERMISSION SLIP

For the 2024-2025 Academic Year

Student Name(s) _____ Grade (s) _____

I hereby give my permission for _____
to do the following:

PLEASE INITIAL ALL THAT APPLY:

_____ Attend all field trips throughout the current school year under the supervision of a coach and volunteers who have been approved by ATO Academy. I will receive an email from my student's instructional coach with detailed information about each event.

If I DO NOT want my student to attend a particular event, I must notify the instructional coach before the day of departure.

_____ Participate in walking field trips.

_____ Be transported by a Volunteer Driver or Bus/Van to the proposed field trips.

_____ As the Parent/Guardian of the above named student, I agree to read each field trip itinerary and understand that there are risks of physical injury associated with participation in these activities and may be additional waivers to complete online.

_____ I authorize qualified emergency medical professionals to examine and, in the event of a serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any treatment. I accept full financial responsibility for transport and medical services because of an accident, illness, injury, and/or unforeseen circumstances.

Parent/Guardian Signature: _____ Date: _____

ATO ACADEMY HANDBOOK ACKNOWLEDGEMENT FORM

For the 2024-2025 Academic Year

I have received a copy of the Student/Parent Handbook. I have read and/or reviewed the handbook and understand all the rules and expectations . I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements. I understand that this handbook may be amended during the year without notice. This handbook in the latest version will be available on the ATO Academy website and is applicable to all students upon the implementation of any change.

<https://www.attheoutlet.org/atoacademy>

The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practical.

Print Student's Name: _____

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

ATO ACADEMY ENROLLMENT/DOCUMENTATION CHECKLIST:

To expedite the enrollment process and guarantee a reserved spot in our academy, please be ready at each step with the following documents in completion.

REGISTRATION:

Date: _____

- Birth Certificate/SS Card
- Immunization Record
- Proof of Address (utility bills, bank statement, lease)
- State ID
- Parent/Legal Guardianship Documents
- Application

INTERVIEW:

Date: _____

- Reference/Recommendation Letters
- Personal Statement from Parent and Student
- IEP/504 Documents
- Most Recent Progress Reports/Report Cards from previous/current school

ACCEPTANCE CONTRACT:

Date: _____

- Tuition Contract
- Code of Conduct Contract
- Registration Fees
- Before/After School Care Contract
- Emergency Contact Form
- Handbook Acknowledgement Form
- Social Media Release Form
- Annual Field Trip Permission Slip
- All About Me and Learning Style Survey