

Welcome

Welcome to BreakOut School! You and your student are now part of an innovative outdoor-based school that is tailored for boys with ADHD and high-functioning ASD.

Together with your student(s), please read carefully the following policies and procedures, as you will all be bound by them upon completion of the application process and acceptance to BreakOut School.

Mission Statement

The mission of BreakOut School is to assist parents in educating their children in the fundamentals of the arts, letters, and sciences, serving others, developing a robust physical constitution, and adhering to a code of undying honor and integrity.

Non-Discrimination Notice

BreakOut School accepts students grades 4-8 regardless of race, religion, color, creed, national origin, sex, physical or mental disability. Students must agree to abide by the policies of BreakOut School as outlined in this Policies and Procedures manual. Application to BreakOut School indicates agreement to abide by the policies in this Policies and Procedures manual.

Students are not allowed to begin classes until all enrollment forms have been submitted and approved by BreakOut School.

Tuition and Fees

TUITION

Tuition is an annual amount payable in full or by monthly payments . Tuition for each month is due by the 1st of the current month (i.e. October tuition is due by October 1st) via Venmo or check.

Tuition costs are as follows:

1. Full-time student \$7300 per academic school year (September to May), \$812 per month.
2. Part-time student \$178 per month per single day of the week. (i.e. three days of the week equals \$534 per month.)

LATE TUITION POLICY

1. Students whose accounts are 30 or more days in arrears will not be permitted to attend classes until current.
2. Accounts in arrears at the end of the school year will be turned over to a collection agency.
3. Non-payment of tuition is grounds for dismissal.

ADDITIONAL FEES AND CHARGES

- Non-Refundable: \$25 Application Fee
- Variable or Optional: Books, Activities
- Other: Returned Check Fee; \$20.00

Fee

WITHDRAWING

- You have 5 business days from the time of application submission to withdraw your student without penalty.
- If you drop after the 5-day grace period but before the first day of school, your registration fee is forfeited.
- If you withdraw after school has commenced, you will forfeit your entire paid tuition, whether it be the full year's tuition or the current month's tuition.

- If your student is expelled, no tuition or fees will be refunded.

REFUNDS

1. Application and book fees as well as activities fees are non-refundable.
2. Overpayment of tuition due to acceptance to the Carson Smith Scholarship Program will be made as soon as Carson Smith Checks have been deposited to BreakOut School's account.

Student Safety, Dress, and Behavior Policies

BreakOut School is a private school, with specific standards that must be adhered to if students desire to be enrolled. Students are expected to abide by BreakOut School's behavior policies and dress code. Rules may be deleted, added to, or modified by the administration at their discretion. It is the responsibility of the parents to review this document for any changes on the website www.BreakOutSchool.org. Please review these policies with your student.

Disciplinary action is at the discretion of BreakOut School's administration, but situations will be examined on a per student basis. Discipline may include but is not limited to service hours, probation, suspension, or expulsion. Enrollment status will be determined after consultation with parents, but the final decision is at the discretion of the BreakOut School's administration.

BreakOut School has established the following student policies.

GENERAL

1. Abide by the highest moral standards.
2. Teachers and fellow students are to be treated with respect, kindness, and compassion.
3. Teachers and staff will be addressed in a respectful manner.
4. Students will come to class ready with textbooks, homework, and supplies.
5. Students are expected to maintain the highest academic standards. Plagiarism and cheating are not tolerated.

6. Most classes are filmed and live, and as such, student conduct must be exemplary. If self-control becomes a problem in the classroom, the student will

be moved to a non-filmed class if available, disciplined, or moved to the

Distance Education program.

7. Pokémon cards, playing cards, iPods, headphones, mp3 players, cell phones, smart watches, electronic games, and CD/DVD players are NOT allowed in

classrooms or the hallways. They may be used during transportation or in the break room only. Games, toys, magazines, novels, and crafts are not

allowed in classrooms or during class time. Laptops and tablets may be used in class for note-taking or scholastic work only and only after receiving permission from the instructor.

8. No gum is allowed on campus.

9. If a student damages or breaks school or neighborhood property, the student will be responsible for the cost of repairs or replacement.

10. Any items left on the premises or in the transportation vehicle and not claimed after an extended period of time will be donated to thrift stores.

11. Students may not initiate or participate in any activity that is disruptive to the school or the neighborhood, or any location we frequent.

12. No "Public Displays of Affection". This includes but is not limited to: holding hands, backrubs/back scratches, prolonged hugs, kissing, making out, sitting on laps, cuddling or anything of a romantic or intimate nature.

13. No gossiping.

14. No sharing of prescription or non-prescription drugs.

15. No personal note writing or note passing is allowed in class. Personal notes will be confiscated.

16. Students are to clean up their own trash, food, and messes in the kitchen and break room. Leftover containers will be thrown out at the end of each day.

18. Do not take food that isn't yours. This will be treated as theft.

SAFETY POLICIES

1. All visitors MUST check in at the front desk of the Liahona or be allowed by an instructor via text or email to join the group before-hand. There will be no "surprise visits" allowed at BreakOut School, except for the parents or guardians of the full- or part-time students at BreakOut School.

2. BreakOut School is an outdoor-based school. Students are not allowed to leave the group during school hours without a written notification of a parent in advance of the student. Any student who runs away on purpose or hides will be subject to immediate expulsion, as the seriousness of getting lost in the mountains/backcountry is life threatening. If it is determined that the student got lost on accident, there will be no action taken against the student.

3. If a student is excused but returns to the Liahona building, they must check in with the office before going to their class.

4. Excused students may not take unexcused students with them.

5. Students have committed to immediately report to the administration any behavior by other students which is inappropriate, unkind, or breaks the standards of BreakOut School. This is a promise we take very seriously. Any vindictive action by the accused student against the reporter will be treated as bullying and will be subject to suspension or expulsion. When in doubt, BreakOut School will adhere to a zero-tolerance bullying standard. Only the highest quality of manners will be permitted at BreakOut School. Any failure to use excellent manners will be treated as resistance and, if it persists, will be grounds for suspension or expulsion.

6. No student may act in such a way as to be considered aggressive, harassing, intimidating, or any behavior that belittles another student or teacher.

7. Any violent action (punching, kicking, biting, scratching, etc.) against any other student or instructor or intern will be subject to immediate suspension, and, upon the discretion of the director, changed to expulsion if it is judged to be in the best interest of the other students. There is no warning for violence against another. Staff will be trained in restraint holds and will use them on a student who is currently attacking another student or staff. The appropriate authorities may be called if necessary.

8. The conduct of students while with the group or on campus is expected to be in accordance with BreakOut School standards and in compliance with local, state, and federal laws. We expect your behavior to be consistent whether at church, at school, or at a social gathering.

9. All students, backpacks, vehicles, and belongings are subject to search and seizure with or without any suspected cause. An instructor may inspect the belongings of a student at any time and seize any prohibited or illegal item.

Any item deemed inappropriate or illegal found in the possession of a student will be confiscated and held until parents and the proper authorities have been notified.

10. In case of a natural or man-made disaster, students will be confined to the building or group until picked up by parents. If the Liahona building should become uninhabitable, we will be at the LDS Church across the street.

11. Break room computers are not for personal use or social media.

12. Teacher, staff, and editing computers are off-limits for students.

13. Students may not post inappropriate pictures or material on personal profile sites, such as Facebook, Instagram, Snapchat, Twitter, Google Hangout, etc.

14. No student may possess or use substances such as tobacco, alcohol, drugs, or drug paraphernalia.

15. No student may possess or use clothing, jewelry, emblems, badges, symbols, or signs that are evidence of membership or affiliation of any gang, secret society, or hate group.

16. No student may possess or use anything deemed a danger to themselves or another student. This includes but is not limited to lighters, firecrackers, knives, steel knuckles, or any other weapons. The only exception to this rule is when in an outdoor setting, students who have successfully passed off their tools proficiency and safety standards may possess a properly closed folding knife or sheathed fixed blade knife. Any unsafe use of any tool will result in a suspension of rights to bring or use the tool.

17. No student may possess literature, pictures, and/or use language that tends to be obscene, foul, disgusting, indecent, or pornographic.

18. Students and teachers are not permitted to meet alone behind closed doors. For safety purposes, another adult or student must be in sight at all times. Students and teachers are never permitted to be in a bathroom at the same time.

SEARCH AND SEIZURE POLICY

School authorities are charged with protecting the health and safety of all students and promoting the effective operation of the school. The following Search and Seizure guidelines shall be observed to assure the safety and welfare of all students.

School officials may request a student to remove all items from pockets or other personal property.

DRESS CODE COMPLIANCE

The first time a student is out of dress code, parents will be called and asked to bring appropriate clothing. If parents cannot be reached or are unavailable, students will be allowed back to class after being assigned a paper and/or service to complete. A third offense will result in a suspension and possible additional discipline.

DRESS CODE POLICY

1. Clean and modest clothing and personal grooming
2. No sayings, crude pictures, or vulgar brand names or logos on any piece of clothing.
3. Any unaltered official BreakOut School issued apparel is permitted any day

regardless of the guidelines below and as long as it remains modest.

ACCESSORIES

1. No body piercing or body jewelry, such as ears (young men), nose, belly, tongue, etc. Young women, one pair of pierced earrings is allowed.
2. No temporary or real tattoos.
3. No extreme colored hair or hairstyles, which are distracting in appearance or needing constant attention.
4. No distracting ornamental jewelry, necklaces, rings, belts, gloves, etc.
5. No leather studded bracelets, necklaces, rings, or belts.
6. No ghoulish/gothic adornments or jewelry.
7. No bandanas may be worn to cover the head. Bandanas as hair ties/bands are acceptable. An exception to this rule is during hikes a bandana may be tied on the head for cooling purposes. Bandanas may be worn around the neck.
8. No mesh, lace, or knit decorative gloves or hand coverings, etc.
9. No hats, beanies, or sunglasses of any kind for both young men and women in the Liahona building. An exception is made for outdoor classes and activities. Hats are encouraged to provide UV protection. The hats must follow all dress standards listed above.

PANTS

1. No clothing holes or frays.
2. Jeans of all colors may be worn as long as they abide by the rules dictated in this section.
3. Shorts for both young men and women are acceptable. Young women may also wear capris.
4. Cargo or golf shorts of modest length may be worn. Nice looking jean shorts are also allowed.
5. Nylon-type athletic warm-up suits may be worn, but no fleece, thick cotton sweat pants, or jogging pants. An exception will be during outdoor or athletic class or activities.
6. No parachute, leather, flannel, or pajama material may be worn as pants.
7. Pants must be a material similar to khaki, twill, corduroy, or knit.

SHOES

1. No slippers, flip-flops, shoes with wheels in them (heelies etc.) or extreme soles.

YOUNG MEN

1. Clean Shaven. No beards, mustaches, goatees, soul patches, long sideburns, etc. Hair may not extend past the bottom of the earlobe.
2. Pants should not be too tight, too low on the hips, or too baggy.
3. Shorts must reach the top of the knee.
4. Shirts do not need to be tucked in.
5. Shirts must always be worn. At no time should any portion of your chest, stomach or back be visible.
6. Sweatshirts, sweaters, turtlenecks and hoodies are permitted. If at any time the student removes one of these items, they must be wearing a shirt underneath.

YOUNG WOMEN (visitors)

1. Shirts without a collar may be worn. Shirts do not need to be tucked in.
2. Shirts must have sleeves at least 2 inches below the shoulder line. No tank tops, T-tops, or halter-tops.
3. No belly shirts. Your midriff and back are not to be visible (bending over the drinking fountain, etc.). If you have concerns about this detail, a body suit, long tank top, or "Shade shirt" or modesty tee may be worn under your shirt to ensure modesty.
4. No revealing necklines.
5. No hip hugger pants that reveal midriffs.
6. Dresses/skirts must be a modest length (top of the knee) even if worn with tights or leggings. Any slit may not go above the top of the knee.
7. No fishnet stockings of any color.

8. No “costume” type outfits.

9. The current style for young women is very tight. Be careful how much and what you are showing through your clothes. Nothing that is too tight that it snaps against your skin or outlines under garments will be permitted.

10. Jeggings or leggings are permitted as long as they follow the guidelines set forth in this section OR are worn under shorts or a skirt/dress that goes to the top of the knee.

Enrollment

Students are not allowed to begin classes until all enrollment forms and waivers have been signed and submitted and approved from our office.

All required forms except Release of Liability are online at www.BreakOutSchool.org and include the following:

- Policy and Procedures Agreement
- Covid-19 attestation
- Release of Liability (all release forms will be provided by an instructor on the first day of attendance and must be signed before any attendance will be allowed)
- Completed Application

A letter of acceptance will be emailed to successful full-time student applicants.

IMMUNIZATIONS

According to Utah State Law, a copy of your student's completed immunization record OR the Personal Exemption Form (available from the Utah County Health Department, Rule 396-100) must be kept in your student's school file BEFORE the student begins attending school.

PUBLIC SCHOOL RELEASE

If you have not already done so, you will need to notify your local school district that you are withdrawing your student from public school and enrolling them in BreakOut School.

If you encounter resistance from your local school or district to your plans, understand

that the school district loses federal money when a student is withdrawn from public school. There are usually solutions to any concern they may raise. If you are enrolling as a non-accredited student, the Home School Legal Defense Association provides helpful information for home school families. For more information, go

to www.hslda.org.

General Academic Information and Policies

CURRICULUM

1. Textbooks are selected by the school director who has final approval.
2. Books will be distributed only after an initial assessment is completed. The student may be given worksheets if the instructor determines that remedial work is required. Lost books will be charged a replacement fee equal to the current market value of the book.
4. School supplies (notebooks, paper, pens, pencils, scriptures etc.) are to be provided by the student. Please bring ONLY non-spiral notebooks that tear along a perforation or those with a glued backing.

GRADES

1. BreakOut School uses a Pass/Fail grading system.

GRADE REPORTS

Tuition must be current before grade reports will be sent.

1. Each years grades and a year end academic assessment will be emailed after the last day of school.

HOMEWORK/TESTING

1. Homework is neither assigned for the sake of busy work nor to compensate for a lack of teaching. Homework is assigned only to assess if concepts have been understood and integrated into a student's learning. BreakOut School assigns a minimal amount of homework.

2. Students are notified of assignments by their instructor in class and all homework/assignment information.

Assignments should be completed according to the teacher's instruction. If you need more explanation and communication with your student's teacher, you will be able to contact them through the instructor's email.

3. Live classes are available at specific times, and filmed classes are available on

4. Late assignments will be accepted until the end of the school year. However, any assignment not turned in will have to be worked on during the student's earned Reward Period.

5. Carson Smith Scholarship students are given the an assessment at the end of the year to determine academic performance. This will remain in the students' permanent file and be subject to audit by Carson Smith administrators.

- 8 A Math-U-see Math Placement test is administered to all incoming students to determine the level of Math proficiency. It is up to the director of BreakOut School to determine if the student needs remedial math. In most instances, the Math-U-See placement test will determine the starting point of the student's math level. The same test will be administered at the end of the school year to determine improvement of math skills.

SCHEDULES

Regular School Year

- o Monday - Friday: 9:00 AM - 2:30 PM

Summer School

- o Monday – Tues: 9:00 AM -12:00 PM

o Wednesday: 9:00 AM - 2:30 PM

SCHOLARSHIPS:

Carson Smith

Students with a current IEP or who qualify for an IEP may be eligible for the Carson Smith Scholarship Program. Carson Smith is funded by the State of Utah to help students find a school better suited to their learning needs. Their website

is www.choiceineducation.org or call (801) 637-4111. Carson Smith recipients cannot be dual-enrolled in a private and public school, cannot be taking any public school,

electronic high school, or MATC classes. BreakOut School available per grade. Please contact BreakOut school office prior to applying for help in determining eligibility and deadlines.

General Information

COMMUNICATION

Communication between BreakOut School administration, instructors, interns, students, and parents is primarily by email, items posted on our website and social media, especially on the home page. It is mandatory that we have a parent email address and that you have access to a computer. Please update us immediately with any changes to your mailing address, phone number(s), and email addresses. We cannot emphasize enough how important it is for you to receive our emails.,

If a parent needs to reach a student during school hours, please call the office, and while on break, they will deliver the message or have the student return the call. If it is an emergency, the administration will interrupt the class to contact your student.

Laptops and tablets may only be used to take notes during class. If a student is seen by a teacher or staff member using it for any other purpose including but not limited to playing games, watching videos, social media, email etc., it may be confiscated until the end of day.

Repeat offenses may result in additional discipline including suspension and expulsion.

Filming and teacher computers are NOT for student use. Designated school computers may only be used for approved school assignments and may not be used for personal use or social media.

SCHOOL EMERGENCIES

1. In case of an emergency, we provide a yearly emergency kit for each student containing the following: a plastic zip-lock bag filled with a water bottle, a granola or energy bar, and a small Mylar space blanket. There is a \$5 fee for a new kit. If the student requires special medication, please provide it for us to include in their kit.

2. In case of a natural or man-made disaster, students will be confined to the building or soccer field until picked up by parents. If the building/grounds

should become uninhabitable, we will be at the LDS Church located at 2433

West 450 South, Pleasant Grove, UT 84062. Their phone number is (801) 855-

5387. Teachers will only release students to those designated on the enrollment form as having permission to pick up the student.

3. Should school need to be canceled, a text message will notify parents/guardians by 7 a.m. the same day.

Parental Involvement

1. We hold very few parent meetings but consider those we do hold of utmost importance. We encourage your attendance. Often, opinion polls are taken and important issues are discussed at these meetings.

2. Parents are asked to volunteer 5 hours per semester with service projects or student activities. Unlike many other private schools, BreakOut School does not require service hours.

We hope that our wonderful parents will continue to volunteer generously in order that we never have to make volunteer hours mandatory!

Attendance/Tardy Policies

1. Notify the instructor when your student is absent. This will ensure the absence is marked as excused. Non-excused absences will affect your student's eligibility for continuing Carson Smith funding. Out of courtesy to others, if your student contracts a communicable disease, such as mono, please contact the instructor immediately. Keep your students home for ANY illness.
2. For safety purposes, BreakOut School is a CLOSED-GROUP campus. Students are not allowed to leave campus or the group during school hours without a WRITTEN note given to the instructor, IN ADVANCE, FROM A PARENT/GUARDIAN (Due to insurance liabilities, we can no longer accept a phone call.). Leaving the group without a parent present to pickup will be treated as running away, and may be subject to immediate suspension.
3. If your student will be regularly leaving BreakOut School early to attend a class or job at another location, the instructor must be notified in writing BEFORE the student begins their schedule. WRITTEN authorization MUST be kept in your student's file.
4. Excused students may NOT take "unexcused" student with them when they leave. The lawsuit potential is frightening should something happen and a student be out of school without parents' or BreakOut School's knowledge. Disregard of this policy will result in serious discipline.
5. If only specific individuals are allowed to pick up your student, please notify the instructor/director.

FOOD

1. Students may utilize the Student Center Break Room during class breaks. Food and drink are allowed ONLY in the Student Center Break Room. Microwaves and a refrigerator are available for student use.
2. No microwave popcorn is allowed. It usually burns, making the whole building smell.
3. Students are responsible to clean up after themselves and take their food, dishes, and utensils home daily. Any food or containers left after school will be thrown away.

VISITOR ATTENDANCE POLICY

We enjoy having friends and interested investigators visit BreakOut School and ask that you please observe the following safety policies:

1. Notify the instructor/director in advance of any visitor wishing to attend.

2. Visitors should be in dress code and abide by BreakOut School behavior standards.
3. Visitors **MUST** check in at the front office when they arrive at Liahona and are required to wear a visitor badge.
4. If a visitor is a guest of an enrolled student, they must attend that student's scheduled classes, and the enrolled student will be responsible for the guest's behavior and dress code while on campus.

Conclusion

We ask our students to hold themselves to a higher standard than the world offers, and BreakOut School accepts students who are willing to demonstrate Undying Honor and Integrity.

Now that you have had a chance to review the Dress and Behavior policies, please discuss with your student their willingness to abide by these policies. If your student is hesitant or looking for loopholes around these rules, please reconsider your enrollment.

Thank You

BreakOut School Administration