



BREAKAWAY

ACADEMY

PARENT / STUDENT HANDBOOK



CORE VALUES

Work Ethic | Attitude | Building Relationships | Integrity | Strive for Excellence | Attention to Detail

CORE FOCUS

To be the best at what we do. To help our clients reach their goals. Using an elite hockey platform while building character through a quality academic experience.

THE BREAKAWAY ADVANTAGE

WE Guarantee the culture, the environment and the process.

WE Commit to pushing the student athlete to reach their potential.

WE Will hold the student athlete to a higher standard to make them better hockey players, smarter students and remarkable people.

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

Dear Parents/Guardians and Students:

Please carefully read the Breakaway Academy Parent/Student Handbook.

After discussing the contents as a family unit, and realizing the need to abide by rules and regulations in order to establish a smooth communication between home and school, complete the link to proceed with your Admissions and Enrollment. Please print and/or save a copy for reference during the school year as we will refer to if necessary throughout the course of the year.



WELCOME STUDENTS AND PARENTS!

Breakaway Academy is a school where its teachers and staff are professional educators focused on helping every student learn in a caring and challenging environment. We strive to bring out the best in each child, helping each one to be all they are capable of being.

This Parent/Student Handbook includes information about the policies, practices and procedures of Breakaway Academy. This handbook is designed to serve as your one source of information to explain our school policies. It is important that parents understand the expectations our school has for each student. Student success is made possible by the combined efforts of the home and the school partnering together. We believe our school runs smoothly when our parents are involved in their child's education. It is our hope that we can work together to provide the best learning environment for your child. Our goal at Breakaway Academy is to give your child a positive school experience through continuous improvements in teaching and learning.

Thanks for your support as we learn together! We extend our best wishes to our parents and students for a successful school year. Whenever questions or concerns arise, please don't hesitate to call or stop by the Academy. I believe in an open door policy with the students, staff and parents of Breakaway Academy, and look forward to the opportunity to meet and talk with each of you.

Sincerely,

Dave Snuggerud

Director of Education

Breakaway Academy



TABLE OF CONTENTS

- **Academics**
- **Accounting**
- **Admissions**
- **Attendance**
- **Class Placement**
- **Classroom Information**
- **Communication**
- **Conflict Resolution**
- **Discipline**
- **Emergency Response**
- **Field Trips**
- **Fire Drills**
- **Food**
- **Health/Immunization Records**
- **Illnesses**
- **Insurance**
- **Lost & Found**
- **Medication**
- **Prohibited Items**
- **School Hours**
- **School Right to Amend**
- **Student Records**
- **Supplies**
- **Telephone/Cell Phone Use**
- **Transportation**
- **Uniform/Dress Code**
- **Valuables**
- **Withdrawal**

The items in this handbook have been arranged in alphabetical order for easier reference and not in order of importance.



ACADEMICS

Students are expected to work to the best of their abilities. Instruction is structured so that every student can achieve academic excellence. Teachers, parents and students all have a part in supporting learning. Breakaway Academy is proud of its high academic standards and expects students at the middle school level to be self-motivated. There is no extra credit given in middle school. Grades are based on work assigned and assessments given during each quarter only.

ACCOUNTING

Fees

Breakaway Academy is a private school and we fund our program by collecting tuition. Each family is required to sign a tuition contract and make payments accordingly. Non-payment will result in the student not being able to attend classes and hockey training until payment is up to date.

Payments

Tuition payments are due according to the tuition contract. Late payments are assessed a finance charge per month, which is then considered part of the tuition payment. See the TADS Enrollment and Payment Contract for any fees for late payment, NSF and other expenses.

ADMISSIONS

Breakaway Academy does not discriminate on the basis of race, color, sex, nationality and ethnic origin in administration of educational policies and athletic programs. The administration has the right to determine whether current students may re-register. This decision will be determined after careful review of a student's academic and behavioral progress (or lack of) during the course of the academic year. Education is a partnership. The parent is the primary educator; the school supports the parent in this endeavor. However, if in the view of the administration, there is a breakdown in this partnership; parents may be asked to remove the child from the school.



ATTENDANCE

Students Regular attendance is a key to academic success and is the responsibility of both the parents and students. Since much of the schoolwork is completed in the classroom and cannot be made up, students should remain out of school only when absolutely necessary. Every attempt should be made to schedule appointments and vacations around the school schedule to minimize the impact on your child's academic experience. Refer to the absence policy regarding makeup work. Students missing more than six days every quarter or twenty-four days per year may not be promoted to the next grade. A meeting between the director and student's parents will be held before the administration makes any determination.

Absences

If your child is not going to be at school for any reason, it is necessary to call the Academy at 612-260-2226, and report the child's name and nature of the absenteeism. Each absence will count toward the cumulative total number of absences for that student for the academic school year.

Early Release

If a situation arises where you need to retrieve your child before their regularly scheduled dismissal time, you must stop in to the front office first and sign the Early Release Dismissal Log. Only at that time will your child be called from the classroom.

Late Arrival/Tardy

Students who arrive to school after 9:00 AM are required to first stop by the front office and fill out a tardy slip. These slips are then sent with the student to the classroom and become the student's permission to enter. When a student is tardy, it not only affects them, everyone else around them is disrupted. The number of times your child is tardy each quarter will appear on the report card.

Middle school students are permitted one tardy per week for any reason before given a responsibility infraction for each late arrival.



Missed Assignments/Tests

When the student arrives back at school after an absence, it is the student's responsibility to check with the teachers concerning school work missed during this time. A student will have one day for each day absent, up to a total of five days, to turn in missed assignments and class work. Missed quizzes and tests must be scheduled with teachers and taken within the same time frame. Some assignments and tests cannot be made up due to the nature of the work. Assignments, class work and quizzes not made up in the allotted time will result in the student receiving a zero for the missed work.

CLASS PLACEMENT

A child's final placement in the classroom is the determination of Breakaway Academy.

Final placement of children entering Breakaway Academy programs is decided by both the teachers (current and upcoming grade level) and the Director of Education for the Academy.

Many factors are considered when placing a child, including but not limited to academic ability, social skills, teacher/student personalities and classroom dynamics as a whole. Please remember that our interests as an educational institution are to provide the best experience for your child, both academically and socially.

CLASSROOM OBSERVATION

Breakaway Academy has an open door policy. However, all parents and visitors need to sign in and receive a Parent or Visitors pass from the front office. This is for the safety of all students in our academy as well as for the safety of visitors in the event of an emergency. This allows us to account for all people present at that time. A parent arriving at a classroom without a visitors or parents tag will be referred back to the office to sign in and acquire one.

CLASSROOM VOLUNTEERING

Breakaway Academy believes in parents being active in their child's education. We appreciate your participation in your child's classroom. Please check with your child's teachers to find out about possible volunteer opportunities. Please be certain if you are volunteering at school that you receive a name tag from the front office. Classroom teachers are instructed to send all parents back to the office to receive a name tag. This enables us to provide a safe campus environment.



COMMUNICATION

Breakaway Academy firmly believes in keeping an open line of communication between the parents and staff. If there is ever a situation that you feel requires the attention of a teacher, office staff member or one of our directors, please do not hesitate to communicate those feelings through the front office. Communication from the school regarding your child, school events, and other pertinent information is handled in the following ways listed below.

Breakaway Academy Website

The Breakaway Academy website provides a wealth of information about the school and curriculum expectations. The website address is www.breakawayacademy.net.

Email

Breakaway Academy provides parents email communication from the school, thereby eliminating most paper communication between the parent and school. Emails will be sent on a regular basis, providing continuous updates on events, student progress, and other vital information.

Newsletters

Weekly school newsletters are published on the school web site and sent to the email address that we have on file for you.

Student Gmail Accounts

Each student enrolled at Breakaway Academy will be assigned a Gmail account through Google. This account will allow reliable communication between the student and the academy.

Parent/Teacher Conferences

Parent/Teacher conferences may be scheduled at any time by contacting the front office. Parents will have the opportunity to schedule a conference with their child's teachers at the conclusion of the first quarter. Additional meetings are on an as-needed basis.



CONFLICT RESOLUTION

If a conflict occurs between two parties (i.e. parent, teacher, student(s)), the following measures should be adhered to in an effort to attain conflict resolution:

1. The parties should try and address the issue with each other in a respectful, calm manner.
2. If successful resolution of the conflict does not occur, the matter should be brought to the Director of Education. The director will then determine which parties need to be present at the meeting to attain successful resolution of the conflict. A meeting will be scheduled as expediently as possible considering the schedules of the parties whose presence are needed to achieve resolution.
3. The meeting will occur and a resolution shall be obtained, recorded and adhered to.

Breakaway Academy is comprised of a small, close-knit community of families. Like with most families, there is not always agreement amongst members. As part of our family we ask that when a conflict occurs, that it remain solely between the parties involved. Gossip, speculation and rumors are hurtful to those involved and make for an unhappy family environment.

DISCIPLINE

Breakaway Academy has a Zero Tolerance Policy. This means that the school has no tolerance for transgressions that interfere with the safe learning environment of others in any manner. The school feels all children have the right to attend school in a positive, constructive, learning environment. If a student interferes with another's right to learn in a safe, positive environment, that student will receive consequences commensurate with the transgression and may be considered for expulsion.

Breakaway Academy Code of Conduct

- I will treat everyone with respect.
- I will treat personal, school property, and the Chaska Community Center with respect.
- I will create and maintain a positive and safe school environment.
- I will come to school on time and prepared for learning.
- I will act responsibly and accept the consequences for my actions.



Breakaway Discipline Policy

Discipline is a way of teaching and is a necessary and positive part of our program. Students need to know what is expected of them and they need to learn this from the adults with whom they interact.

The guidelines for Breakaway Academy are as follows:

- The teachers set up clear, easy to understand expectations. Students are reinforced positively when they follow an expectation.
- When a negative behavior occurs, the positive expectations will be stated first. If there is no improvement, a parent conference with the teachers and director will be held to discuss the child and negative situations that occur frequently. It is expected that parents and teachers will work together to make school a successful experience.
- If all traditional avenues have been exhausted and negative behavior continues, another conference will be called to seek further solutions. These may include seeking outside intervention in order to help the child. If the parent does not follow through with the recommendation of the school for such an intervention, the school reserves the right to ask the child to leave the school.
- Breakaway Academy has a strict hands off policy. This includes verbal and physical aggression.

Students Needing an Action Plan (SNAP) System

Violations of classroom rules will be written up. A child will be written up when they are asked to stop a behavior and they do not comply. Please note, in order for a school wide behavior plan to be successful, ALL behaviors will be written up if they create a disruption to the classroom. There are three levels of offenses that are delineated based on the severity of a child's behavior. The severity of the behavior dictates not only the level of offense but the severity of the consequences. Typically, staff members will write a detailed description of the situation that occurred. In addition, at the end of the school day, the staff member(s) may contact the parent to provide a detailed description of what has occurred.

Level I - Mild Offenses

These typically consist of repeated noncompliant behavior. These include, but are not limited to: repeated minor disruptive behavior in class such as talking, out of seat, disturbing others, or

making loud noises in close proximity to classes in session. Student will be written up when they are asked to stop a behavior and do not comply. Most of these offenses can be handled effectively by the teacher through normal classroom discipline.

Level II - Greater Offenses

These offenses include but are not limited to: blatant disrespect for a teacher, any hands-on incidents, harassment, lying, stealing, inappropriate language or gestures, cheating on class work, plagiarism, destruction of school property, graffiti, and deliberate destruction of another persons property and improper use of the Internet. If a child receives a Level II offense, the parent will be notified. The parent may be required to immediately pick their child up from school. The child may miss school for the remainder of that school day and a minimum of one scheduled day of school based upon administrative decision. The child will be responsible for any work missed as a result of misbehavior. Prior to leaving the school premises, a brief meeting with the staff, parents and student will occur to discuss the incident, review the length of suspension and to determine other consequences that may result from the situation. Prior to returning to the classroom subsequent to a suspension, a reentry meeting will occur to determine if the student is ready to return to class.

Level III - Severe Offenses

A child receiving a Level III offense will be immediately sent home and be a candidate for expulsion. Level III offenses include but are not limited to: possession of drugs, tobacco, alcohol, illegal activities and bullying. Weapons on the school premises or situations that deem a threat to person(s) on campus will result in immediate removal from school grounds pending an investigation to gather information regarding the situation. If necessary, appropriate authorities will be notified and appropriate measures will be taken to ensure the safety of those involved. Pending results of the investigation, a student may be expelled from school as a result of a Level III offense. Expulsion will be immediate and at the discretion of the administration.



Zero Tolerance Policy

Breakaway Academy has a zero tolerance policy towards bullying, harassment, and intolerance.

These offenses may result in immediate suspension and a student may be expelled from school as a result of these behaviors. Expulsion is at the discretion of the school administration.

- Bullying is defined as repeated or intentional infliction of injury or discomfort on another person through physical contact, words or in other ways that cause harm. These include but are not limited to: saying hurtful things, making fun of others, overlooking others, hitting, kicking, telling lies, spreading false rumors, sending mean notes and deliberately excluding someone from a group.
- Harassment is defined as behavior that is unwelcome, is directed at or is offensive to someone, consists of objectionable conduct, comment, material or display that demeans, belittles, intimidates or humiliates another person. Further, the person committing the act knows, or ought reasonably to know, that his or her behavior is unwelcome. Harassment may include the misuse of authority, intimidation, threats, coercion and blackmail; it may be either personal or sexual in nature.
- Intolerance is defined as repeated or harmful displays (oral, written, or demonstrative) which are not directed at any specific individual or any specific group of specific individuals, and which are directed toward race, sexual orientation, gender, religion or physical disabilities, and which has an effect that could demean, belittle, intimidate, or humiliate another person.

EMERGENCY RESPONSE PLAN

Breakaway Academy has an Emergency Response Plan to handle a wide variety of potentially dangerous and/or threatening situations on and off site. Regardless of the type of situation that occurs, your child's safety is our utmost concern. Depending on the specifics of the situation, all persons on site will either be evacuated to a safe location or kept on site while securing the facility to prevent outside intrusion (lock down). In the event of either occurrence, parents will be notified by telephone or other electronic communication so as to be completely informed of their child's status in the event of an emergency. A copy of this plan is located in the Front Office and can be reviewed at parents request.



FIELD TRIPS

Breakaway Academy will have scheduled field trips throughout the school year. Notification and permission slips will be sent home to parents at the beginning of the year. A completed, signed permission slip must be received via TADS at the beginning of the school year. All students going on field trips **MUST** wear the Breakaway Academy uniform (unless stated otherwise on the Field Trip Permission Form). Transportation for most field trips will be provided utilizing the Breakaway Academy Activity Bus. From time to time, it may be necessary to ask for parent volunteers to chauffeur students, and a note will be sent home prior to the trip to ask for volunteers.

FIRE DRILLS

Fire drills are held at irregular, monthly intervals throughout the school year. These drills are held so that students, parents, and staff will be familiar with procedures in the event of a real emergency. Students will become familiar with the closest emergency exit from every classroom they attend. Should a student be in any location other than his/her classroom (IE.: restroom, office), that student should locate the nearest staff member, and remain with that staff member until the student can be safely returned to their teacher. When the fire bell sounds, all classes will leave the premises and proceed to the designated location. Students should walk quickly and quietly. There should be no talking and no hesitancy in leaving the premises during these drills!

FOOD

Students may bring a lunch from home or participate in the Lunch Catering Program. Lunches are catered in by different vendors and are prepared by them and brought into school each day. Lunch requests are taken the month prior for all days. New students will have to bring a lunch from home until the next ordering day and month availability. Parents and students understand that by signing this handbook, they are aware Breakaway Academy holds no responsibility for the lunch served.

Special Occasions

Children celebrating birthdays or other special occasions are welcome to bring a special treat for their classmates. A detailed list of children with specific food allergies is kept at the front desk.



HEALTH/IMMUNIZATION RECORDS

Minnesota state laws dictate necessary immunizations for children prior to entering an academic facility. These immunizations differ based on the age of your child, and most current information can be found in the front office. Children who are not properly immunized, or have a pending doctors appointment to receive necessary immunizations, will not be allowed into the classroom. This is for the safety of all children and staff members. A completed Emergency Information and Immunization Record Card must be completed in its entirety and signed by BOTH parents and/or guardians. In addition to immunization information, this card also requires parent contact information, at least two alternate contacts in the event of an emergency, and child allergy information. Students without a completed card on file prior to the start of school will not be admitted into the classroom.

ILLNESSES

To preserve the health of all children and staff members, we ask that you not send a sick child to school. If your child is absent due to illness, please call the Academy at (612) 260-2226 and leave your child's name, date and reason for absence. This will enable us to inform necessary staff of your child's absence. Any child who has a fever should not be sent to school under any circumstances! A child who is listless or shows active signs of illness should also be kept at home. If your child has any of the following symptoms, please keep them at home until investigated further by a medical professional:

- persistent stomach ache
- diarrhea
- vomiting
- deep or hacking cough, even if a fever is not present
- continuous runny nose
- yellowish or greenish mucus
- an undiagnosed rash
- pink, swollen, matted and/or runny eyes that have not been treated by a physician



A child may return to school after an illness under these conditions:

- fever and/or vomiting is gone and temperature has been normal for at least 24 consecutive hours without medication
- energy level has returned to normal for at least 24 consecutive hours
- no symptoms or signs of diarrhea for at least 24 consecutive hours without medication
- active signs of illness are no longer present

If your child develops symptoms of an illness while at school, he/she will be sent to the office and a parent or guardian will be called. If a parent has not responded within 30 minutes after the first contact attempt, an office staff member will then try and reach an alternate emergency contact person as listed on the Emergency Information and Immunization Record. When called to pick your child up due to illness, please respond as promptly as possible. Sick children are more comfortable in their own home surroundings. In addition, it is imperative that we do not inadvertently spread any infectious diseases.

INSURANCE

Breakaway Academy carries liability insurance policy as required by the Chaska Community Center.

LOST AND FOUND

Many student items become misplaced while at school. We cannot assume responsibility for losses. We have a Lost and Found in the front office area for items that have been turned into the office. Valuable items turned into the office will be kept there. Any items left at the end of each quarter will be donated to a local charity. Please check the Lost and Found regularly. Please mark clothing, backpacks & lunch boxes with your child's name.

MEDICATION

Breakaway Academy does not have a registered nurse on the premises. Our staff is certified in CPR and first aid. Minor medical situations will be handled by the designated school office staff. When a student becomes ill or is injured in school, he/she will be evaluated and/or treated by the academy

personnel or a designated staff member. If it is necessary for the student to be sent home or to a doctor, parents will be contacted and requested to pick up the child. No child will be released from campus without an adult to accompany them. In case of an emergency, both the Fire Department paramedics and the parent will be called. Should a life threatening situation exist, the child will be taken to the nearest emergency facility. In order for medication to be dispensed, a parent or guardian must first complete the authorization on TADS. Prescription and over-the-counter medications cannot be dispensed without written parent permission. The school will only dispense prescribed medication that is in the original labeled container and displays the child's full name, attending physician, etc. Over-the-counter medication must be received in the original sealed container or it cannot be dispensed. Students needing an Epi-Pen must provide two for school use. One Epi-Pen will be kept in the office and the other will be locked in a medication box in the students classroom. Students may NOT keep their own medication, regardless of type (IE.: inhalers, Tylenol, aspirin, cough drops, etc.). ALL medications must be kept in the office and be dispensed by the academy personnel or a designated staff member.

Special Consent to Carry and Self-Administer Medication

Permission may be granted for a student to carry and self-administer life-saving medication only after the following process has been completed and is on file in the office. These medications may include but are not limited to inhalers, diabetic supplies/insulin and Epi-pens.

1. A physicians written statement regarding the students medical condition, medications, and dosage have been received and is understood by the academy personal.
2. The parent(s)/guardian(s), student(s), director, and health and records personnel are aware of the student(s) needs, and are comfortable with the cognitive ability and maturity of the student(s) to appropriately carry and self-administer life- saving medication only.
3. The student(s) and teacher(s) is/are made aware of the student(s) special needs and the student(s) may be in possession of life saving medication.
4. The above policy shall not be interpreted to allow a student(s) to carry non-life threatening medication. This policy is for life saving emergency medication only.



PROHIBITED ITEMS

The following items are prohibited on school grounds at any time. Possession of these items on school property will result in immediate expulsion:

- tobacco in any form
- alcohol
- drugs dangerous or narcotic
- weapons of any kind this includes both real and play items
- explosives
- fireworks
- smoke or stink bombs
- any illegal or dangerous items

SCHOOL HOURS

Breakaway Academy is open 8:00 AM - 4:00 PM every day school is in session.

SCHOOLS RIGHT TO AMEND

The administration of Breakaway Academy retains the right to amend the handbook. Parent will be notified in writing if changes are made during the school year.

STUDENT RECORDS

It is extremely important that all student records be kept current and up to date. Any changes to student or parent information, including home address, contact phone numbers, emergency contact information, and special instructions should be delivered to the front office as soon as possible. In the unlikely event of an emergency, it is absolutely imperative that we have correct contact information. Student Records are kept in the front office. If your child is transferring to another school, a request for transfer of records must be delivered to our academy from that institution, and all necessary information will be mailed directly to the inquiring school when all books are returned and accounts are paid in full. At no time will records be released to parents or guardians.



SUPPLIES

The school supply list is available on the school website. Students must have all supplies necessary to participate in school. Any items that have to be supplied to the students because they did not supply them will be added on to the tuition amount, and as such is due with tuition payments. Students must have their supplies labeled and ready for each school day.

TELEPHONE/CELL PHONE USE

Office and classroom telephones are not to be used by students, except in an emergency. All cell phones should remain out of site during classroom hours. If students need to use a phone to contact their parent/guardian, they must receive permission from a staff member or teacher to use the phone in the front office.

TRANSPORTATION

Transportation may be provided upon request and requires an additional fee.

UNIFORMS/DRESS CODE

Breakaway Academy recognizes that student dress and grooming are generally a matter of personal choice; however, there is a documented relationship between student dress and success, school pride, the safety and general welfare of the students and staff, and the accomplishment of the curriculum goals and educational objectives. School uniforms are mandatory for all students.

Uniform Requirements

Students who are wearing the school uniform must adhere to the following dress standards:

- **Tops:** red or blue collared school polo shirts with Breakaway Academy logo. Long sleeve Academy polo shirts are also available. A long sleeve white T-shirt may be worn under short sleeve polo shirts if needed during winter months.
- **Bottoms:** tan colored khaki pants or shorts.



- Outerwear (sweaters, jackets, sweatshirts, etc.). Outerwear worn during school hours (such as a sweatshirt) must have the Breakaway Academy logo.

VALUABLES

School administrators and staff are not responsible for valuables students bring to school. It is recommended that students leave all valuables at home. Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom and have been requested by the teacher. If a student brings one of these items to school, it will be placed in the front office for the parent to pick up.

WITHDRAWAL

If you need to withdraw your child from school, a written notification needs to be presented to the front office.

BREAKAWAYACADEMY.NET

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Breakaway Primary

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