



2022-23 STUDENT/PARENT HANDBOOK

AUGUST 2022

Parents and Students should read and discuss the contents of this handbook together. Students will be held responsible for adherence to all rules and policies contained herein.

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THE ARENA CONTACT INFORMATION

THE ARENA ADDRESS

**6156 HATHAWAY ST.
TAYLORSVILLE, UT 84123**

THE ARENA TELEPHONE

801.708.9952

THE ARENA WEBSITE

affecteffect.site

ADMINISTRATION/CONTACT INFORMATION

Director of Operations, Strategy and Finance	Nicole Broberg	<u>limitless.director@gmail.com</u>
Director of Academics, Marketing and Development	Annie Munk	<u>limitless.annie@gmail.com</u>
Director of Learning, Prof Dev and Innovation	Katrina Walker	<u>limitless.kdub@gmail.com</u>

The Arena Purpose, Vision, Mission, Beliefs and Values

Our Purpose

We believe in reigniting students' confidence for learning and helping them discover their power to be a champion in the Arena.

Our Vision

We will be fierce leaders in providing individualized, equitable education for all students.

Our Mission

We will be the most accessible and supportive way to earn a diploma.

Our Beliefs

- We believe the credit belongs to the person in the Arena.
- We believe that positive relationships are the key to student success.
- We believe that Maslow got it right.
- We believe in equitable learning. All students learn differently and will be successful when education meets their learning needs.

Our Values

- ★ RESPECT! Yourself, everyone you interact with and the world around you.
- ★ Only bring attention to yourself in a positive way.
- ★ Never leave a fellow gladiator behind.
- ★ Wherever you are and whatever you're doing, be on time, task, and location.
- ★ Rule 76! No Excuses! Play like a champion!

PARENT, STUDENT AND SCHOOL LEARNING COMPACT

PARENT/GUARDIAN RESPONSIBILITIES

When my student...	Do...	Don't	Why...
Complains to me that they haven't made progress because no one will help them.	Ask them to tell you what they've done to ask for help. Encourage them to send an email to the school to set-up a time to meet with them so they can get the help they need.	Immediately email the school contractors and complain as we promise you that we are online and available and are willing to help your student be successful. It's why we're here! We want your student to earn their diploma!	We really try to focus on skills that our students will need for adult life. One of those skills is self-advocacy. It is quickly becoming a lost art and it is imperative that it doesn't.
Tells me that they've done their work.	Ask them to show you! Ask them what they learned and talk about how they're doing and how they've progressed.	Automatically believe them when they tell you they worked. There is a reason they're working with us and that reason is generally because they didn't get work done in mainstream public schools.	One of the reasons that our students haven't been successful in other settings is because of the struggle that they've had and the shame they've felt. Let's turn this around and help them embrace learning again!
Gets into trouble at school...	Talk to them about it and teach them that taking accountability or responsibility is simply your ability to respond to or account for your part in an issue and coach them and support them in fixing the issue without shaming or punishing.	Immediately call the school and defend and/or provide excuses for your student.	They're going to be adults soon and maybe already are. In order for them to be successful in life, it is important to learn how to take accountability. When we make excuses, we further victimize ourselves which is a very weak position to live our lives in.
Tells you that they're too depressed and/or anxious to work.	Encourage them to exercise for 30 minutes or meditate before starting.	Let them continue to use this as a way to hide from the world.	Breathing is the number one way to alleviate anxiety and depression. The only way to get through anxiety is to face it head on and the only way to get out of a depressive episode is to connect with others and achieve goals.
PROTIP! We are always available to answer any questions you have at any time! Communication is the key to success in every relationship and we want to make sure that you know you can reach out to us and work with us as a team member for your student's success!			

STUDENT RESPONSIBILITIES

When I...	Do...	Don't...	Why...
Am not feeling it...	Get up and start working! There is nowhere to go but through.	Tell yourself you'll do twice as much tomorrow. No one ever does twice as much the next day!	Because we know how hard it is to motivate ourselves! Motivation doesn't come from waiting around for it, it comes from jumping in and progressing. Once you're progressing, the motivation will come!
Feel too anxious or depressed to work...	Get up and go for a walk or do some yoga or meditation.	Stay in bed all day with the covers over your head and don't tell yourself that no one understands. We may not have been through what you are going through but we want to listen, understand and help as best we can.	Because we've been there. We know! We understand what you're going through. The only way to get through anxiety is by conquering what is causing the anxiety. We also know that hiding out from the world is going to perpetuate the anxiety and depression and the further behind you get, the more depressed you'll get.
Get stuck...	Get on an online session or send an email asking for help and get the help you need to get unstuck.	Wait until you're unstuck or avoid it.	We're literally here and waiting to help you! This isn't meant to hold you up and when you get held up, use us as a resource to get unstuck.
Want to quit...	Get on an online session or schedule a one on one session. We will support you, talk you through whatever is making you feel this way and come up with a plan.	That is all. Don't. You're better than quitting and you deserve success!	At our very core, we follow and believe in one rule over all the others.... That is Rule 76: No Excuses! Play Like a Champion! We know that things get tough and sometimes impossible. We know you've been through a lot. We also know that because of all you've been through and are going through, you are strong and can handle anything and we're here as your support team to help you through it!
PROTIP! We are always available to answer any questions you have at any time! Communication is the key to success in every relationship and we want to make sure that you know you can reach out to us and work with us as a team member for your success!			

THE ARENA RESPONSIBILITIES

When...	Do...	Don't...	Why...
I find out a student has plagiarized.	Send a message to the student the first time outlining what plagiarism is and what they need to do to fix it. The second time cc counselor or parents if available.	Immediately mark as a zero with no way to fix it.	A lot of students that we work with have been shut down academically for quite some time. It is important that we approach everything as a teaching opportunity instead of just punishing. We need to give them an opportunity to fix their mistakes.
A student is not progressing.	Reach out to them through email, phone call and/or remind app to find out what is going on and see if there's anything we can do to help them. Contact parents if under 18.	Send an email warning them that if they don't get their work done, they'll be dropped from the program.	Many of our students are struggling with things that we don't know about. We need to make the approach to build the relationship and support them and help them move the barriers that are stopping the progress. While there is a boundary of being dropped, we are going to do everything in our power to not get to that point.
A student is just clicking through the quizzes.	Reach out to them and remind them and show them the best way to take notes as well as how to utilize the quizzes to help you learn what to study in the information you're given.	Get upset at them for "phoning it in" or "not trying".	Many of our students have given up to the point of shut down. This is why we do what we do. We're here to show them that they can do it and so much more.
A student tells me that they're having suicidal thoughts or struggling with mental health.	Talk to them about what's going on in their lives. Reach out to parents/guardians, and/or to the school that you are working with so that they can provide support. If a student is working only with The Arena, utilize our resources such as safeutah app.	Keep it between you and the student.	We have a lot of students that are struggling and if we don't help them with their mental health, everything else we do is futile.
PROTIP! You are here because we believe that you are the best! Many teachers would like to contract with us and we carefully choose the ones that understand the importance of being trauma informed, building positive relationships and looking at Maslow's Hierarchy to determine unmet needs and eliminate roadblocks that are stopping our students from succeeding.			

ACCREDITATION

Limitless: The Arena is proud to be accredited by_____.

ADMISSION POLICIES

PROGRAM SCOPE

Limitless: The Arena is a special purpose school that serves students primarily 16 and over* who have struggled in other schools, have dropped out for a variety of reasons, and understand the value of a high school diploma and are ready to put in the work to earn one.

Students are able to earn credits for failed classes or classes that they struggle with at their school through our program.

*Individual exceptions can be made for students younger than 16.

NON-DISCRIMINATION POLICY

Limitless: The Arena does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, national origin, disability, or veteran status.

STUDENT STATUS

Students may be classified as diploma students or credit recovery students. In addition to submitting official transcripts of previous work for credit and the requirement to fulfill the published diploma requirements, diploma students will be included in the student: counselor ratio and will have access to college and career counseling services.

Students will be classified as a Diploma Student if a student is taking classes and meeting the graduation requirements to earn a High School Diploma through The Arena or a Credit Recovery Student if a student chooses to take classes with The Arena for the purpose of transferring credit back to their high school.

ENROLLMENT WINDOWS

Limitless: The Arena accepts student enrollments 24x7x365 through its online registration system.

In order to enroll a student must follow the steps below:

1. Access the Limitless: The Arena website and select “Enroll.” Then fill out the enrollment form provided to specify what your program intentions are.
2. If you are a diploma seeker you will need to provide us with additional information, including your former school. Once a Transcript Evaluation is complete students will follow the list of required classes, provided by our counselor, and purchase these classes to begin.
3. If you are seeking credit recovery, select “Course Catalog” and choose the courses you would like to purchase.
4. Once the order is placed and payment is received, Student Services will give you access to your classes and provide a welcome email with instructions to begin.

ENROLLMENT PROCEDURE

The following enrollment forms must be completed and agreements accepted by students wishing to enroll in Limitless: The Arena:

- Online Student Enrollment Form
- Student Disclosure

These forms must be completed by the student and submitted to The Arena before the student will receive access to courses.

TECHNOLOGY REQUIREMENTS

In order to participate in Limitless: The Arena, students must have reliable access to a computer with internet access. Google Chrome is the recommended browser as it is the most compatible with our site.

EMAIL

Each student must have a **gmail** account to be used for academic purposes within Limitless: The Arena prior to enrollment in the school. Students agree to notify the school within 24 hours of any changes to the primary gmail address.

AGE RESTRICTIONS

Limitless: The Arena is open to students ages 16 and over. The Arena provides coursework for grades 9-12. The Limitless Team will evaluate students under the age of 16 on an individual basis. If accepted as a Diploma Student, students who are currently in 9th and 10th grade will be given a 30 day trial period.

ENGLISH LANGUAGE LEARNERS

Limitless: The Arena does not currently provide ELL curriculum. All instructional content and instructional interactions are provided in English, with the exception of World Languages courses. We will, however, work with ELL students and provide the support and accommodations that they need to be successful in our classes.

SPECIAL EDUCATION

As a private school program, Limitless: The Arena does not administer or provide for the administration of special education services. Students who are in need of special education services in order to be successful in their schoolwork are encouraged to obtain services through their local school districts. Limitless: The Arena does honor accommodations that are listed on a student's current IEP or 504 plans and are committed to the success of students who are on an IEP. Copies of current IEPs should be sent to student services.

EXPELLED/SUSPENDED STUDENTS

While Limitless: The Arena reserves the right to deny enrollment to students who are currently under suspension or expulsion, our goal is to be a solution for schools and students that need to continue forward in their education while they're suspended, expelled or in an alternative placement. We believe that many behaviors arise when students aren't in the right placement for what they're struggling with and we want to be a solution for this.

GRADUATION REQUIREMENTS FOR TRANSFER STUDENTS

Diploma-seeking students who transfer into Limitless: The Arena must meet all of The Arena diploma requirements published at the time the student begins course work at The Arena. Transfer students must provide or authorize transfer of official transcripts for all previous high school work at least three months prior to their intended graduation date. Up to 18 credits may be transferred and Diploma seeking students must earn at least 6 credits through The Arena, including a career pathway in order to qualify for graduation.

GRADUATION REQUIREMENTS

Diploma candidates must earn at least 24.0 credits in the subject areas listed below:

Subject Area:	Credits Required:
English 9, 10, 11, 12	4.0
Math 1, 2, 3	3.0
Core Science (Biology + Earth Systems, Physics or Chemistry)	2.0
Elective Science	1.0
World Geography	.5
World History	.5
US History	1.0
US Government + Civics Exam	.5
Social Sci. Elective	.5
Health	.5
Fit for Life	.5
Participation Skills	.5
PE Elective	.5
Financial Literacy	.5
Digital Literacy	.5
CTE (Career Pathway)	1.5
Art	1.5
Electives	5
Total Credits Required	24

COLLEGE BOUND RECOMMENDATIONS

Students who are intending to apply to a four-year university should consider using elective course credits to meet the minimum entrance requirements. Check with the higher education institute for requirements as they may vary by institution and program. Students intending to participate in collegiate sports must be registered and follow the NCAA standards.

TRANSFER CREDITS

Students may transfer in credits from any accredited institution. Limitless: The Arena reserves the right to refuse transfer credits from non-accredited institutions.

ACCELERATED PROGRESS

Courses can vary depending on the subject and grade level and student ability. In general, most courses are designed to be completed in 14 days or less. Limitless: The Arena recognizes that the actual time it takes a student to complete a course can vary dramatically based on the individual student's abilities and environmental factors. Therefore, The Arena does not impose a minimum or maximum time for completing courses or the The Arena program, however a course will become inactive after 6 weeks. Students who need more than 6 weeks to complete a course must contact student services to find out about re-activation options.

DIPLOMA AUTHORIZATION

Students who graduate from Limitless: The Arena will earn a diploma from Limitless: The Arena, a private school accredited by _____.

ACADEMIC OPERATIONS

ACADEMIC CALENDAR

Limitless: The Arena is an open-entry, open-exit school. The academic year is calculated to begin Tuesday after Labor Day and goes through the Friday before Labor Day. The School will be closed on weekends* and federal holidays, including:

- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and day after
- Christmas Day
- New Year's Day

Limitless: The Arena is not a faith-based institution, but it respects the religious beliefs and practices of its students and contractors.

*While we are typically closed on the weekends, you may be invited to participate in special Saturday sessions and you may be able to schedule finals, as well.

COURSE REGISTRATION

Once you have registered with us, we will know what courses you need depending on if you're a credit recovery or diploma student. When you finish one course you will be asked what course you'd like to take next. If you finish a course at an odd time (e.g. - in the middle of the night), please email limitless.school@gmail.com to request your next class.

TUITION AND FEES

A current schedule of tuition and fees for courses and services, such as enrollment and transcript verification, are available to current and prospective students on The Limitless: The Arena website.

COURSE LOAD

Based on data from years of practice, we assign one class at a time. Students who have proven themselves individually will be able to arrange with their point person to receive more than one class at a time.

CREDIT FOR COURSES

Credit for coursework completed at Limitless: The Arena can be earned in several ways: percentage/letter grade; pass/fail; rubric value 1-4.

- Unless a course is specifically designated as a pass/fail, or rubric value, credit is assigned by percentage/letter grade.
- To earn percentage/letter grade credit for a course at Limitless: The Academy, students must earn at least 60% of the total points possible in courses that are writing assignments.
- Students taking a class with quizzes and finals must earn 80% or above on the quizzes within 3 chances, and 60% or above on the final. Notes are required and are worth 20% of your grade. You are also allowed to use your notes on the final. Quizzes are worth 30% of your grade and the final is worth 50%.

WITHDRAWING FROM A COURSE

Students can withdraw from a course at any point without GPA penalty. If a student withdraws from a course within 10 business days of the start class, they will be issued credit for the full amount of the course tuition to apply toward another course or they will be issued a refund via their original payment method if the request is made in writing.

GRADING DEADLINE

Limitless: The Arena will grade all work within 3 business days of receiving it.

GRADING APPEALS PROCESS

Students wishing to appeal a grade in a course must follow the appeals process, including:

- Submit a written request for a detailed copy of the student's gradebook from limitless.school@gmail.com
- Identify in writing any assignments that he/she would like re-evaluated.
- Explain in writing why the student believes the grade on each of the identified assignments should be revised.
- Submit identifications and explanations to limitless.school@gmail.com

Evaluators will respond to the student's questions in writing. The evaluator reserves the right to assign a grade that is either higher or lower than the original grade. If the student is not satisfied, he/she may request an evaluation of the identified assignments by another evaluator of the school's choice. The student must submit all of the documentation from the process described above. The school's designated evaluator's decision will be final.

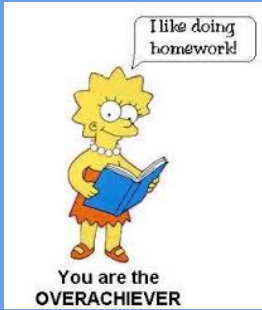

GRADE SCALE/GRADE POINT VALUE/RUBRIC

Our grading scale for quizzes and finals is as follows:

PERCENTAGE	LETTER GRADE	GRADE POINT VALUES
93-100%	A	4.0
90-92.9%	A-	3.67
87-89.9%	B+	3.33

83-86.9%	B	3.0
80-82.9%	B-	2.67
77-79.9%	C+	2.33
73-76.9%	C	2.0
70-72.9%	C-	1.67
67-69.9%	D+	1.33
63-66.9%	D	1.0
60-62.9%	D-	.67
0-59.9%	F	0.00
You must score 80% or above on quizzes in order to move forward and 60% or above on the final in order to pass. Students with an IEP, please consult with us for accommodations.		

Our grading scale for writing assignments is as follows:

Grade	(Rubric scores)	Corresponding Level (Whoops! Darn it!, Missed it by that much!, Nailed it!, Ok, Ok! Quit Showing off!)	Corresponding Picture
A	4	Ok, Ok! Quit showing off!	
B	3.0	Nailed it!	

REDO /FIX	2.0	Missed it by that much!	
REDO /FIX	1.0	Oh shoot! Darn it!	

GRADE POINT AVERAGE (GPA)

The grade point average for Limitless: The Arena students are calculated as follows:

1. Each student's grade point average is the sum of the point values of all the grades received for all of the courses attempted divided by the sum of the credits for all courses attempted.
2. The grade point value is calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
3. The minimal passing mark is D- (1.0), however, many courses require a higher grade for the student to move forward.
4. Pass/Fail and Credit/No Credit marks may be used as agreed upon by the instructor and school administrator. These non-numbered marks will be clearly identified and excluded from the calculation of grade point average.

CLASS STANDING

Class (academic) standing depends upon the number of credits a student has earned.

CREDITS EARNED	CLASS STANDING
0-6	FRESHMAN
6.25-12	SOPHOMORE
12.25-18	JUNIOR
18.25-24	SENIOR

Students will remain in the calculated class until he/she/they earns the required credits to advance to the next class.

TRANSCRIPTS

Transcripts requested by students will be forwarded to colleges, educational institutions, and/or employers as requested by the student, provided there are no unpaid fees, fines, or monthly payments. Transcript requests must be made online. Click "ORDER TRANSCRIPTS" and then fill out the request form. Fees must be paid at time of service. Transcripts only include courses that have had the final grade submitted. Final Grades are submitted three business days after the Final Exam has been taken.

OFFICIAL TRANSCRIPTS

Official transcripts will be mailed directly to the institution or employer requested by the student. To complete this process a student can select "ORDER TRANSCRIPT" and then choose "OFFICIAL TRANSCRIPT." There is a \$5 fee per transcript.

UNOFFICIAL TRANSCRIPTS

Unofficial transcripts contain all of the information contained on an official transcript. The Arena updates unofficial transcripts upon course completion. These transcripts are available via email when ordered.

NATIONAL STANDARDIZED ACHIEVEMENT TESTING

Because the following standardized achievement and proficiency tests are often important to college admissions, The Arena will post links to the College Board and ACT information in the College Prep Section of the website:

- PLAN
- ACT
- PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test)
- PSSS (Preliminary SAT Scoring Service)
- SAT
- AP
- CLEP

Limitless: The Arena ACT/College Board school code is _____.

ACADEMIC HONESTY

Limitless: The Arena has a zero tolerance policy for Academic Dishonesty.

Cheating (giving or receiving information) on class work will result in a zero grade for the assignment. Students will not have the opportunity to complete an additional assignment to make up lost points. The following procedure governs identification and discipline for instances of academic dishonesty:

1. Evaluator notifies student in writing that he or she has identified an instance in which the work's authorship is in question and requests that the student respond in writing within 3 school days. Evaluator copies point person on the email.
2. Evaluator sends point person an email identifying the alleged infraction and providing evidence to support the allegation. Evidence can include links to websites that have been plagiarized, references to "collaboration catchers" embedded in quizzes/exams, time and date stamps on assignments, inconsistency in quality of work, comprehension of concepts, verbal print, etc.
3. Point Person contacts student and parent/guardian if the student is a minor.
4. Point Person makes a decision based on the evidence presented and informs evaluator and student via email of the decision.
5. Student is placed on internal academic watch. Incident is reported to student file. Student's work is routinely run through plagiarism-identification software. Additional disciplinary action may be taken.

We take a gentler stance when it comes to plagiarism because of the fact that some of our students have a history of failure when it comes to school and so we want to teach them to not just copy and paste and then once we know the difference, we follow the steps above.

ACADEMIC FREEDOM/STUDENT RIGHTS

In addition to other rights established by law, each student served by or in behalf of common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

- No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.
- All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble (see Freedom of Assembly) and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.
- All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.
- All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
- No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.
- The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the state of Utah or the rights retained by the people.

STUDENT PRIVACY

The Arena has done due diligence to protect students' personal information and to guard against cyber predators by using a password protected learning management system, password protecting and securing all computers on which student data is stored, and locking cabinets in which student records are kept.

SCHOOL OPERATIONS

REGISTRATION PROCESS

Information about Limitless: The Arena enrollment and registration process and timeline is available on the Limitless: The Arena website.

CHANGE OF STUDENT INFORMATION

Students should inform their point person of changes in address, telephone number, email, parent contact(s), or any other important directory information within two school days of the change.

WITHDRAWAL

To withdraw a student from The Arena, students or parents/guardians of non-emancipated minors should notify the school office in writing. All requests for transfer of student records will be initiated by the school into which the student will be enrolled. However, records will not be transferred until all School fees have been paid current.

STUDENT PRIVACY

Limitless: The Arena, in compliance with Federal Laws 93-308 and 93-568, presents these facts for the information of parent(s) and/or guardian(s) and students.

1. The Arena, in compliance with the Family Educational Rights and Privacy Act (FERPA) permits parents and/or guardians or students to do the following:
 - a. Inspect and review the student's education records within 45 days of the day the School receives a request for access. Under state public disclosure law, the School must acknowledge the request in writing within five (5) working days, and unless the documents are presented at that time, an estimate will be provided as to when they will be available within the 45-day response period. Parent(s) and/or guardian(s) or eligible student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected;
 - b. Request amendment of the student's education records that the parent(s) and/or guardian(s) or eligible student believes to be inaccurate, misleading, or in violation of the student's rights to privacy. They should write the school principal, clearly identify the part of the record to be amended as well as specify why the information in question is

inaccurate, misleading, or in violation of the student's rights to privacy. If the School decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the School will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent(s) and/or guardian(s) or eligible student when notified of the right to a hearing;

c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;

d. File a complaint with the U.S. Department of Education under Section 99.64 concerning alleged failures by The Arena to comply with the requirements of FERPA. The name and address of the office that administers FERPA follows:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Students of majority age (over 18) will have parental rights regarding issues related to their educational program.

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information (otherwise known as directory information) contained within a student's educational records will not be made public if specifically requested by the student.

ATTENDANCE

Limitless: The Arena does not mandate attendance on certain dates or at specific times. Student attendance in courses will be tracked to facilitate support of student learning. The following attendance guidelines will guide contact with absentee students:

- If a student has not logged onto a zoom meeting or turned in any course work for one or more consecutive weeks, the email associated with the student will receive notification. If students are under the age of 18 parents should add their email to the student's account.
- If a student hasn't completed any work or responded to their point person in 6 weeks, they will be dropped from the course or program and will need to re-apply and pay the re-enrollment fee.

STUDENT CODE OF CONDUCT (OVERVIEW)

Limitless: The Arena believes the school should reflect the desires and expectations held by our community for our students and that the school must provide an environment that ensures the safety and wellbeing of students. For this reason, the following guidelines regarding online and in person interaction have been put in place:

ONLINE AND IN PERSON MEETING CONDUCT

In order for an online session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct for online and in person meetings:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language.
- Students must abide by rules established by the point person and/or examiner in the online meeting room as well as in person meetings.
- Students must comply with usage instructions communicated orally or in writing by the point person.

Students who violate the online meeting and/or in person meeting rules of conduct will be warned by the point person and/or examiner to correct their behavior. If the student doesn't comply with the point person's and/or examiner's instructions, he/she/they will be removed from the online meeting room or in person meeting for the rest of the session.

If a student has been removed from an online meeting and/or in person meeting three times within a month, the student will need to meet with the administration and parents if appropriate to determine whether or not this is a good fit for them.

USE OF LANGUAGE AND IMAGES

Students must not use vulgar, obscene, abusive, or demeaning language, writing, pictures, signs, or acts in written or oral communications, including email, discussion board, virtual

classroom, student websites, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd, or otherwise inappropriate websites.

PERSONAL RESPECT

The Arena point people, examiners, administrators, and students know that personal respect is the foundation of learning. Language, comments, or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

HARASSMENT, INTIMIDATION AND BULLYING

Limitless: The Arena has a zero tolerance policy towards intimidation, harassment, bullying, and/or fighting. Intimidation, harassment, bullying, fighting and racial and/or sexual harassment are violent acts against others. The Arena will promptly and thoroughly investigate reports of harassment and bullying. If it is determined that either has occurred, the school will act appropriately within the discipline codes of the school.

HARASSMENT

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of Limitless: The Arena that all students will deal with all persons in ways which convey respect and dignity. Harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures, slurs, or ridicules are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action.

SEXUAL HARASSMENT

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. This can include:

- sexual jokes, pictures, or teasing
- pressure for dates or sex
- sexually demeaning comments
- threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

DISCIPLINE

DISCIPLINE PHILOSOPHY

Discipline should be thought of as a learning experience with behavior modification as its objective. Unwanted behaviors are modified easiest when the school, the student and parents work together as a team. In addition, our contractors are trained to understand what behaviors may be coming up as a result of past trauma. We will work with all of our students to help provide all the support that we can in this area. This also means that the students and parents need to be open and honest in bringing some of these past issues up when it comes to discipline. We can't help what we don't know.

DISCIPLINE PROCESS

1. The most effective discipline is taught and dealt with before problems arise. It is a learning process that should be point person-directed. This being said, when applicable, internal interventions will be utilized prior to referring students to administration.
2. If a warning is ignored and the behavior continues, the student will be referred to administration and excluded from the online or in person meeting. The point person and/or examiner will email administration a referral that states the nature of the problem.
3. Within one school day of receipt of the referral, the student will write out an explanation of what caused him/her/them to be excluded from the online or in person meeting and will develop a plan to resolve the problem.
4. If the student is a minor, administration will contact the student's parent by the parent's preferred method of contact (phone or email). If the parent receives contact by email, he or she must reply to the email acknowledging receipt of the email.
5. If the student has been blocked from course access, access will not be restored until administration has read and agreed to the student's plan.
6. If the student doesn't follow through with the agreed-upon plan he/she will be referred to administration again.
7. If the issue persists, student and parents (if appropriate) will be required to meet with administration to discuss if this program is a good fit.

It should be noted that there are instances where this process may be altered. Behaviors such as: violence toward others, bullying, harassment, intimidation, disrespect toward instructors, noncompliance, and other behaviors that a staff member deems as disruptive to an orderly learning environment may result in an automatic referral to administration.

READMISSION

A student, who has been long-term, suspended or expelled from Limitless: The Arena and wishes to be considered for entrance or readmission to The Arena must appeal to The Arena administration.

APPEALS PROCESS

A parent or a student has a right to appeal disciplinary action. If an appeal is desired, the school office must receive a letter/email within 10 school business days (Monday through Friday, 10:30 a.m. to 7:00 p.m.) with an official request for an appeal hearing.