

American Preparatory Academy  
Las Vegas



**Parent-Student  
Handbook  
Secondary (7-12)  
2018-2019**

*\*Please review this Handbook and the School, Parent, and Student Compacts (located at the back of the Handbook) with your student(s).*

\*This Handbook is reliable upon printing  
but may change over time,  
and will be updated with policy changes annually.  
Updated on August 01, 2018

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# The Trust of Public Education

## American Preparatory Academy

A public school's central mission is two-fold:

1. To ensure that each student achieves maximum **academic proficiency** and,
2. To ensure that each student develops **virtuous character** and motivation for productive citizenry, that thereby students become effective citizens of a free nation, and possess the intelligence, skills and desire to dedicate a portion of their lives to **changing the world for the better**.

The trust of the citizens of our nation, expressed in their hard-earned tax dollars flowing to our public schools, must be maintained through strict accountability to these two objectives, and repaid by students who benefit from that public trust by their diligence, hard work and commitment to community.

American Preparatory Schools accomplishes this central mission by espousing the following tenets:

- Schools achieve maximum academic success and student proficiency by:
  - teaching skills to mastery levels,
  - imparting valuable knowledge,
  - transmitting the common culture that binds us as a nation, and
  - exposing children to supreme examples of artistic and intellectual achievement.
- Mastery of a fundamental core of knowledge is essential to a child's achievement in later grades. Material should be coherent, sequential, content-rich, and challenging, and must be taught to mastery level by the teacher.
- Standardized testing is an essential tool for measuring student learning and teacher success.
- The formation of good character goes hand in hand with mental training.
- Serious scholarship requires a willing and enthusiastic mind, self-discipline, determination, patience, and humility.
- All children can learn, although their pace may differ, and their response to higher standards is improved performance.
- The school must be structured to support parents so that they may play an active role in all aspects of their child's education.

# I. Mission and Vision

## **American Prep Mission Statement**

To provide an orderly, safe and nurturing learning environment wherein content-rich, efficient curriculum and research-based instructional methodologies are utilized to ensure that every student achieves academic success and develops good character based on concrete measurements.

## **American Prep Jr. High Mission Statement**

American Preparatory Academy Jr. High assists students in their efforts to become student scholars by providing an academically rigorous liberal arts program that prepares them for advanced study at the high school level.

## **American Prep High School Mission Statement**

American Preparatory Academy High School provides an academically rigorous liberal arts education that prepares students for advanced study at the university level, thereby developing conscientious, confident citizens who think clearly, are effective proponents of those thoughts and are actively involved in the building and governing of society.

Each program at American Preparatory Academy (APA) is regularly evaluated in light of the school Mission Statement – will it promote academic achievement and/or virtuous character development? We invite all members of the American Prep community to assist in promoting and supporting the school’s mission. Feedback and input are always welcome as we work to refine our programs to better reflect our mission.

## **Philosophy Statement**

Student academic achievement is the primary goal of APA. We believe that only when students master fundamentals, and are fluent in the basic foundational knowledge of the major disciplines can they move on to effectively express their knowledge and master higher-level skills.

Therefore, the foundation of our instruction will focus on mastery of fundamentals. We define mastery as the ability to demonstrate knowledge and skills repeatedly and accurately. This requires repeated instruction in the subject matter, increasing degree of challenge and considerable practice. As our students master the fundamentals, our instruction focuses on sequential building of conceptual knowledge and promoting independent expression of knowledge. APA students demonstrate individual internalization of conceptual knowledge through extensive written work and verbal presentation. This focus on repetitive, sequential knowledge acquisition, combined with extensive expression of understanding, prepare APA students for advanced study at high school and collegiate levels.

## School Model

APA is a liberal arts, classical education school model. In the modern sense, this means that we teach a broad range of topics as opposed to “specializing” or teaching vocational skills. In a traditional sense, it means that we adhere to the concept of the Trivium, as interpreted to represent three stages of knowledge acquisition. The Grammar phase is identified with the young child (0-9), who easily memorizes songs, poems and factual knowledge. The Logic phase (9-14) is identified with students “connecting” their factual knowledge in a logical manner, “making sense” of things. The Rhetoric Phase (14-beyond) is that in which students learn to coherently and persuasively defend their logic in writing and speech. (In medieval times, these three designations were subjects of study preceding the study of arithmetic, geometry, astronomy, and music.)

## Virtuous Character Development – Builders and Ambassadors Programs

In order to establish an excellent institution and a loving, positive atmosphere at American Prep, we must build a foundation of virtuous character in our students and ourselves. We also believe that mental training goes hand-in-hand with the formation of a good character. We have firmly planted these ideals into our institution through a district-wide “Builders” theme and Ambassadors Program. All staff, parents, and students work together to “build” our great school on these principles:

### Building Foundations

**Expectations:** High expectations in academics and character reflect the unwavering confidence we have in our students. We believe that our students can and will achieve whatever is set before them. High expectations are the vital first step toward achieving our school mission of academic excellence and virtuous character development for each student. The confidence engendered in our students by the high expectations we hold motivates them toward excellence.

**Effort:** We believe that properly reinforced effort is the key to achievement. Our students and staff know the value of hard work and are committed to working hard every day. The fruits of work are real and satisfying and are won without exception by those willing to engage in work earnestly and consistently. The fruits of work cannot be borrowed or lent.

**Enthusiasm:** Enthusiasm propels one on to greater effort. Enthusiasm makes work enjoyable and provides encouragement for others to put forth increased effort. It is the responsibility of every member of the American Prep community to bring enthusiasm to their work and to their associations at school.

**Encouragement:** Expertise in the art of encouragement is a hallmark of American Prep staff. Nearly constant, expertly applied encouragement is required to balance the high level of rigor we require of our students.

**Excellence:** Excellence is a self-perpetuating value. When one achieves excellence, motivation is generated

that leads to a natural increase in expectations, and encourages one to apply effort and enthusiasm to obtain new, even higher levels of excellence.

## Builders Theme

The Builders Theme is reinforced by our “Builders Song” (K. Woodcox, 2004) and the “Builders” poem (below). Each student and staff member memorizes this poem and recites it at school events and in classrooms. It is also promoted through monthly “Builders Mottos” and “Builders Awards” that are presented to students and staff. We ask all members of the American Preparatory community to conduct themselves as builders by asking themselves the question: “What would be building behavior?” Keeping the standard of behavior at that of a “builder” makes it easy to know how to conduct oneself and promotes a positive place for learning.

### Builders

I saw them tearing a building down,  
A gang of men in a busy town.  
With a yo heave ho and a lusty yell,  
They swung a beam and the sidewall fell.  
I asked the foreman if these men were as skilled  
As those he would hire if he were to build.  
He laughed and said, “Oh, no indeed,  
Common labor is all I need,  
For they can wreck in a day or two,  
What builders have taken years to do.”  
So I asked myself, as I went my way,  
Which of these roles am I to play?  
Am I the builder, who works with care,  
Measuring life by the rule and square?  
Or am I the wrecker who walks the town,  
Content in the role of tearing down?  
I’ve made my decision; I’ll start today,  
I’ll be a builder in every way.  
- Anonymous and Howard Headlee

## Builders Mottos for 2018-2019 School Year

August: Be a Builder  
September: Building with Enthusiasm  
October: Demonstrate Integrity  
November: Expressing Gratitude through Word and Deed  
December: Kigatsuku-Looking for Ways to Serve Others  
January: Think Positive Thoughts About Myself and Others  
February: Use My Words to Encourage Others  
March: Quickly Acknowledge Mistakes and Humbly Make Amends  
April: Face Obstacles With Determination and Positivity  
May: When I Respect My Body and Mind  
June: Learning Every Day of the Year

## Ambassador Program

APA is committed to helping students become great scholars and exceptional citizens who contribute to the world in which they live. This is accomplished through our structured academic model and orchestrated Ambassador Program.

The Ambassador Program is designed to develop the leadership qualities of an Ambassador. An Ambassador is a Representative, an Advocate, and a Leader—an individual who *naturally puts into practice* the social and professional protocols necessary for success in the business world, educational pursuits and family relationships.

*Every student who attends APA is a participant in the Ambassador program.* The character development ideals embodied in the Ambassador Program are championed from kindergarten through 12<sup>th</sup> grade. *The program is not an extracurricular activity*, but an integral part of the two-fold mission of APA, which is to promote rigorous academic instruction and strong character development.

The Ambassador curriculum is built upon seven areas of focus: social graces, professional behavior, self-management skills, peer leadership experience, community service, civic awareness, and arts/cultural appreciation.

The Program begins in the elementary grades with the character traits of a builder. A new Builder virtue is introduced at the first **Show What You Know** K-6 assembly of each month and is discussed throughout the month. A few students who exemplify the previous month's virtue are selected to receive the "Builder of the

Month" award at this assembly. Secondary students also follow the Builder tradition with monthly Builder awards and assemblies.

In each K-6 classroom, focus is given to the professional protocols of social dining, introductions, greeting others and making eye contact. In fifth grade, the extended Wednesday workshops begin, combining games and activities in a festive and fun atmosphere to teach further professional skills. These training workshops continue through 12<sup>th</sup> grade.

As an APA student progresses through the Ambassador Program, the calendar of events expands to include: service projects, cultural events, legislative experiences, and other opportunities for each student to practice the professional and social skills they are mastering.

**The Ambassador Program is a part of the APA curriculum and attendance at Ambassador events is required.**

# II. Daily School Operation

## Schedules

School in the Secondary will begin each day at 8:00 a.m. Parents may drop off SECONDARY students beginning at 7:15 a.m. each morning.

School will end at 3:05/3:20 p.m. on Mondays, Tuesdays, and Fridays. School will end at 2:05/2:20 p.m. on Wednesdays and Thursdays.

Phones will be answered from 8:00 a.m. until 4:00 p.m. on school days.

*Generally, students are not allowed to use the school telephones to call home during the day. Please don't instruct your students to call you. School office personnel will determine if there is a need to contact the parent and will assist students to make the phone calls or call home for the student.*

It is vital to our success that students attend school each day. American Prep has a goal of 95% attendance school-wide. Our academic goals will be achieved only if our students attend school regularly.

## General Procedures

1. If a student is unable to attend school, a parent or guardian MUST call the school on the day of the absence before 8:45 a.m. to report the absence. Or a parent may submit a note within 3 days of the absence. If by that time a parent does not notify the school, the student may be considered truant.
2. Secondary Attendance: (702)970-6800 ext. 1389
3. If the absence is illness related, we ask parents to report any symptoms or doctor's diagnosis for the child's absence. We will be tracking illnesses for potential outbreaks.
4. Attendance will be kept each day at American Prep, and will be reported to the administration by each teacher. Administration will track daily attendance and will report any extended absences to the Director.
5. Absences may affect a student's grade according to the class disclosures and depending upon work missed.
6. Parents are encouraged to schedule appointments (medical, dental, etc.) outside of school hours whenever possible.
7. All records for attendance and tardies can be viewed on Infinite Campus.

## Truancy – Failure to Attend School

Nevada is a compulsory education state. Students are required by law to attend school each day. If a student

chronically fails to attend school, defined by American Prep as missing more than three days per school year with no communication from the parent regarding the absence, American Prep may report this information to a truancy officer.

## Scheduled Absences

1. If a student needs to be absent from school for a special purpose that is known to the family in advance, the parents need to fill out a **“Scheduled Absence Request”** and submit it to the school administration. Only when this form is filled out and accepted by the administration will a student be allowed to make up missed schoolwork. Scheduled absences still count toward the total number of absences. Scheduled Absence Requests will not be accepted for the first day of school.
2. *When parents complete a “Scheduled Absence Request,” it is the parent’s responsibility to:*
  1. *email the teacher and notify them of the planned absence and clarify any assignments*
  2. *collect the student’s books and materials needed to complete the work*
3. Approval of any scheduled absences will be at the discretion of administration. Administration may not approve scheduled absences if a student has less than 95% attendance or if the student is not meeting promotion guidelines. Teachers are not be required to do extra work to assist the student in gathering and correcting missing work. Parents may be requested to pay for additional copies and/or assist with correcting schoolwork.

## Tardies

School begins at 8:00 each morning and classroom doors are locked at that time. Students who are not in class, including having correct uniforms, materials, and classwork by 8:00 a.m. may be considered tardy. Students who arrive to school after 8:15 must be accompanied into the school office *by an adult* to be signed in.

## Check-ins and Check-outs During the Day

1. Because we teach “bell to bell,” it is vital that students remain for the entire school day.
2. Parents are encouraged to schedule appointments (medical, dental, etc.) outside of school hours whenever possible.
2. If a student needs to be checked-in during the school day, the student must be accompanied into the school *by an adult* and signed in at the office.
3. If a student needs to be checked-out during school hours, the parent/guardian must come into the school and sign the student out. They will be required to show ID. For safety reasons, students will not be sent out to meet parents at the curb outside of regular carpool times. To minimize missed academic time, students will not be released from class until parents arrive at the school.
4. Your student must be in attendance at least 4 hours during a school day in order to be considered present for the day. If you check in after 11:15 p.m. or check out before 12:00 p.m. on M, T, or F, your student

may be counted absent. If you check your student in after 10:15 a.m. or check them out before 12:00 p.m. on W or Th, they may be counted absent.

5. **Students will NOT be released to any person not listed on the emergency contact section of the registration card without prior written authorization from the parent.**
6. If you are leaving town, be sure your caregiver is listed on the card as someone authorized to pick up your student from school. Let us know where you will be, how to get in touch with you, and if you have given permission to authorize medical treatment to a caregiver in your absence by completing the school form “**Parent Info While out of Town.**”

## NO Check-outs During Carpool

The school office will be open for student check-outs from when school begins until 30 minutes before first dismissal. There will be **no student check-outs after 2:35/1:35**. Please arrange to arrive early if you need to check-out your students at the end of the day. If you arrive after that time, you will be asked to wait in the front office waiting area until school is over. Parents who do not abide by this policy may be asked to meet with administration for a promotion meeting.

## Check-outs for Special Awards

If one of your children is receiving a *special award* at the school, and you would like his/her school-age sibling(s) to observe that recognition, you **must** use the same procedures as if you were checking the sibling out of the school. **No one is ever allowed to go directly to a classroom to pull a child out of class.** Siblings may not be checked-out for grade-level culminating events such as kindergarten graduation.

## End-of-day School Check-outs

If parents know of a regular conflict (like a practice that is scheduled after school consistently at a time that needs special consideration) for which the student must be dismissed early, the parent must seek administrative approval. The school secretaries will help parents through that process. If there is a one-time appointment that a student needs to be excused for early, the student should bring a note to the school office on the day of the appointment. The school office will notify the teacher and the parent will come in to the school at the appropriate time to check out the student.

Parents may not check out students early to avoid waiting in carpool, or for other reasons of convenience. If this occurs more than twice, the parent may be asked to meet with an administrator and the student may be placed on “**Attendance Probation**” and may be at risk of losing their priority enrollment.

## Attendance Violations - Secondary

### Excessive Absences-Secondary

1. If a student has more than 18 class absences (not necessarily consecutive) per quarter without prior written approval of the student's application for “**Extenuating Circumstances**,” will be placed on "Attendance Warning" and may be asked to meet with administration.
2. If the student acquires 18 additional class absences in any additional quarter, the Director will send a letter to the parents outlining that the student has been placed on “**Attendance Probation**” and a meeting with school administration and/or the governing board may be required. It is important to note that our promotion policy requires a student to attend a minimum number of class periods in order to receive credit for that class.
3. Students placed on “Attendance Probation” may be at risk of losing their priority enrollment.

Please note that we are required to remove from our enrollment any student who is absent ten or more consecutive days of school unless notified by a parent/guardian.

### **Unexcused Absences-Secondary**

1. If a student is not present in a class, teachers will mark the student in the system as an “A” (unexcused absence). A parent or guardian must contact the school and notify the office of the absence within three days for the "A" to be changed to an "X" (parent excused absence).
2. Students who leave campus without permission will automatically be recorded as truant in any class period missed and may face disciplinary action.
3. A truancy marked in any class period will generate an automatic NG or No Grade, which results in no credit for the class. The NG will remain until the student makes up the truancy through 60 minutes of attendance school and by donating to the attendance school fund. There is no specific charge but we suggest an appropriate amount to be about \$6.00 per truancy.
4. Once the student has made up the truancy through attendance school and any donation, the class grade will return (as long as they do not have a NG in the same period due to accumulating four or more tardies as outlined in the tardy policy).
5. NGs received from truancy marks may only be made up during the quarter they were received.
6. If the student’s percentage in the class they receive a NG in is 59% or lower at the conclusion of the quarter, the F grade would remain on the transcript instead of the NG.

### **Excessive Tardies – Secondary**

1. Secondary students are allowed four minutes between class periods. By the second bell students are expected to be:
  - a. seated at their desks
  - b. with the necessary materials (pencil, book, binder)
  - c. in school uniform (name tag, shirt tucked in, etc.), and
  - d. working on bell ringer
2. Students who are not present and prepared at the beginning of class will be marked tardy for that class.
3. If a student accumulates a total of four or more tardies in any class, they will receive no credit (marked NG in the gradebook) for that class. Each class is evaluated independently.

4. No Grade (NG) will remain as the letter grade for that class and no credit will be given unless tardies are made up through attendance school (details below). If the student's percentage in that class equates to 59% or lower at the end of the quarter, the F grade would remain on the transcript instead of the NG.
5. To make up each tardy, a student must attend 30 minute of attendance school and can donate to the "attendance school fund." There is no specific charge per tardy but we suggest that an appropriate amount to be about \$3.00 per tardy. (see below).
6. Students who have excessive tardies may be at risk of losing their priority enrollment.

## Attendance School-Secondary

It has been our experience that the combination of a monetary consequence and compulsory presence at Attendance school are helpful in encouraging our students to make timeliness a top priority. There is no specific charge per tardy but we suggest the an appropriate donation amount would be about \$3.00 per tardy. Any donations collected will help continue to fund attendance school. The purpose behind any monetary compensations to attendance school is two-fold. The first and most important aspect is to encourage responsibility. The second reason is to offset the additional cost of having a staff member work an extra day.

1. Attendance school hours will be posted in the □secondary offices and published in the newsletter. Typically it is held Saturday mornings from 7am to 10am for the second half of the quarter. □No students will be admitted late to attendance school.
2. During attendance school, students must wear full uniform and must work quietly or read. If a student is talking or sleeping, they will be excused and they must attend another day. No electronics are allowed in attendance school.
  - a. Students who arrive without full uniform will not be allowed entrance
3. Once all truancies and sufficient tardies are made up, the NG will be removed and the student's earned letter grade will reappear.
4. "No Grades" must be made up by the end of the quarter during which they were received.
5. Students who failed to make up No Grades due to extensive tardies by the end of each quarter may do so the following quarter but the attendance requirement doubles to 60 minutes per tardy. Again, there is no specific charge per tardy but we suggest that an appropriate amount to be about \$6.00 per tardy to coincide with the double consequence.
6. Students who failed to make up No Grades due to one or more truancies in a class will not be allowed to make those up during subsequent quarters.
7. Students who have excessive tardies may be at risk of losing their priority enrollment.

## Excessive Check-Outs-Secondary

1. A student who is checked out early more than 3 times in any quarter will be placed on "Attendance Warning."
2. A student with two or more quarters in violation of the early check-out limit will be placed on "Attendance Probation" the result of which *may* be a required meeting with administration or the Governing Board.
3. Students who are placed on "Attendance Warning" may be at risk of losing their priority enrollment.

## Calendars

At the beginning of each school year, each family will be given one copy of the Family Calendar for their reference throughout the year. Additional calendars may be requested if needed. School calendars are also available on-line at [www.americanprep.org](http://www.americanprep.org). Current school events and updates may be found in the weekly school newsletters. School calendars are subject to change. You may view the most up-to-date calendar for this campus by using the following link: <http://vegas2.americanprep.org/calendar/>.

### **Academic Calendar: 2018-2019**

#### **First Quarter Dates**

August 15 <sup>th</sup>	Senior Orientation and Pictures
August 16 <sup>th</sup>	Secondary Orientation and Schedule Pick-Up
August 20 <sup>th</sup>	Welcome Back! First Day of School
September 3 <sup>rd</sup>	NO SCHOOL - Labor Day
September 21 <sup>st</sup>	NO SCHOOL - Professional Development
October 5 <sup>th</sup>	NO SCHOOL - Parent Teacher Conferences
October 12 <sup>th</sup>	12:05/15 pm Dismissal
October 19 <sup>th</sup>	Last Day of Quarter 1
October 22 <sup>nd</sup> -October 26 <sup>th</sup>	NO SCHOOL-Fall Break

#### **Second Quarter Dates**

November 12 <sup>th</sup>	NO SCHOOL - Veterans Day Observed
November 21 <sup>st</sup>	NO SCHOOL - Professional Development
November 22 <sup>nd</sup> -November 23 <sup>rd</sup>	NO SCHOOL - Thanksgiving/ Family Day
December 14 <sup>th</sup>	12:05/15 pm Dismissal
December 18 <sup>th</sup>	Last Day of Quarter 2
December 19 <sup>th</sup> -January 1 <sup>st</sup>	NO SCHOOL -Winter Break
January 2 <sup>nd</sup> -January 17 <sup>th</sup>	WINTERIM
January 18 <sup>th</sup>	NO SCHOOL- Professional Development
January 21 <sup>st</sup>	NO SCHOOL- Martin Luther King Jr. Day

#### **Third Quarter Dates**

February 8 <sup>th</sup>	12:05/15 pm Dismissal
February 18 <sup>th</sup> - 22 <sup>nd</sup>	NO SCHOOL-Mid-Winter Break
March 1 <sup>st</sup>	NO SCHOOL – Parent Teacher Conferences
March 8 <sup>th</sup>	NO SCHOOL – Professional Development
March 11 <sup>th</sup>	NO SCHOOL
March 29 <sup>th</sup>	12:05/15 pm Dismissal

April 5 <sup>th</sup>	Last Day of Quarter 3
<b>Fourth Quarter Dates</b>	
April 8 <sup>th</sup> -April 12 <sup>th</sup>	NO SCHOOL-Spring Break
May 27 <sup>th</sup>	NO SCHOOL- Memorial Day
May 29 <sup>th</sup>	12:05/15 pm Dismissal
May 30 <sup>th</sup>	FIELD DAY
May 31 <sup>st</sup>	LAST DAY OF SCHOOL 12:05/15 pm Dismissal

**STUDENT ASSESSMENTS DAYS**

<b>October 10<sup>th</sup></b>	<b>PSAT</b>
<b>March 8<sup>th</sup> – March 30<sup>th</sup></b>	<b>State Assessments Grades 3<sup>rd</sup>-11<sup>th</sup></b>
<b>April 2<sup>nd</sup> – April 30<sup>th</sup></b>	<b>ACT Aspire Assessments Grades 3<sup>rd</sup>-10<sup>th</sup></b>
<b>April 1st – May 31st</b>	<b>EOC Exams Grades 7-12</b>
<b>May 6th - 17th</b>	<b>AP testing</b>
<b>*From March 5th -May 25th, all of the grade levels will be taking some form of assessments. Dates and tests are subject to change.</b>	

**School Closures**

American Preparatory Academy follows Clark County School District with regard to school closures due to inclement weather or emergencies. Parents should listen to these designated radio or television stations or refer to the Clark County District webpage for school closure information between the hours of 6-8 a.m. If school for Clark County District is cancelled, school at American Preparatory Academy will be cancelled. If there is a late start for Clark County School District, we will have a late start at American Preparatory Academy. If only selected schools in CCSD are closed or on late start schedule, American Preparatory Academy will operate as NORMAL. Parents are ultimately responsible for deciding if inclement weather is severe enough that they cannot drive to school. (If school dismisses early, the media will air the announcement as soon as possible.) If Clark County School District dismisses early, American Preparatory Academy will dismiss early. One of the following messages will be aired by the media:

- "Schools Will Be Closed" (day and date)
- "Schools Will Start Two Hours Late" (day and date)
- "Schools Will Dismiss Early" (day and date)

**TV Stations**

- KLAS-TV -- Channel 8
- KSNV-DT -- Channel 3
- KVVU-TV -- Channel 5
- KTNV-TV -- Channel 13

**AM Radio Stations**

- KLAV 1230
- Metro Stations (25 networks)

In addition to these television and radio stations all closure information will be available on the Clark County

## Carpool

### (We call daily Drop off and Pick Up “Carpool”)

*For the safety of our students, **PLEASE do not operate cell phones** or allow other devices to distract you during carpool. This includes radios that are too loud to hear instructions. NRS 484B.165 States, “Using handheld wireless communications device to type or enter text, send or read data, engage in non-voice communication or engage in voice communications without use of hands-free device unlawful; exceptions; penalty; additional penalty for violation in work zone or pedestrian safety zone.”* Students in grades 7-12 ONLY may be dropped off after 7:15 a.m. each morning at the front of the school. Doors will be unlocked at 7:30 at which time students are expected to enter the school and proceed to designated areas. Dismissal #1 (Secondary ONLY Families) on M, T, and F will be at 3:05 pm. Dismissal #2 (Elementary and Secondary Families) will be at 3:20 pm. Dismissal #3 (Elementary ONLY Families) on M, T, and F will be at 3:35 p.m. Dismissal #1 (Secondary ONLY Families) on W and Th will be at 2:05 p.m. Dismissal #2 (Elementary and Secondary Families) on W and Th will be at 2:20 p.m. Dismissal #3 (Elementary ONLY Families) on W and Th will be at 2:35 p.m.

### **General Instructions**

Students are dismissed to the curb to their designated color at their dismissal time. They will not be allowed to go off campus to a parked car or to meet their parent in an alternate place. Please follow all directions of carpool staff while pulling up carefully to the loading zone to pick up your student.

After you have picked up your student, exit the parking lot with caution. Please be cautious and observant to ensure the safety of all our students and staff.

Refer to the Carpool Procedure and Map for specific information and instruction regarding drop-off and pick-up of students.

*Please don't try to circumvent the carpool line by driving to an alternate location and expect students to meet you there. Failure to comply with carpool procedures or follow directions of appointed carpool staff will result in “Carpool Suspension.” Any student placed on carpool suspension will not be allowed to exit the school until the carpool procedure has ended and parent has parked and signed student out of the office. Carpool suspension duration will be determined by administration.*

Students who are consistently in the wrong carpool section or who must be corrected regularly at carpool will be placed on “Carpool Suspension.” If a student is not at Carpool for a reasonable amount of time the person who is picking up that student will be required to rejoin the carpool line at the end of the line. Carpool suspension is when a parent must park their car and sign their student out of the school. Those who are placed on carpool suspension will be required follow check out procedures (refer to section “No Check-outs During Carpool”).

## Late Pick Up

Students need to be picked up promptly within their 20 minute dismissal time. Parents who arrive after carpool is completed must come into the school and fill out a “Late Pickup” form. Morning kindergarten students need to be picked up within 10 minutes of their release time.

“Late Pick Up” forms will be forwarded to the school administration. If parents consistently fail to pick up their students on time, they will be contacted by administration for a conference and may be placed on Attendance Probation. If the late pickups continue, it will be considered a violation of the Acceptance of Policy and may require a meeting with the governing board.

## Celebrations

**\*\*American Prep is a LATEX-FREE school. Absolutely NO latex balloons or gloves are allowed on campus at any time. \*\***

Class celebrations are centered around culminating activities that follow our units of study in history and science. Although we teach about many of our nation’s holidays in our curriculum, we do not use academic time in class to celebrate them. Listed below are some of these holidays and the ways they are acknowledged:

### Birthday Celebrations

Teachers may mention a student’s birthday during the school day of their birthday and have a special way of acknowledging that student.

### Birthdays and Other Events

Birthday parties and other parties held during the year are an exciting event for the child hosting the party and those who are invited. It can be a very disappointing time for a child who has not been invited to the same party. Out of respect and consideration for the feelings of all students, please do not distribute invitations to birthday parties or any other personal parties at school—before, during, or after—unless an entire class is invited. If only a portion of the students in a class is invited, please use the school directory to access the addresses of families and send the invitations to student homes. We appreciate your consideration of others and appreciate the modeling of respectful behavior.

### Birthday Recognition

Teachers will generally mention a student’s birthday during the school day closest to their birthday and have a special way of acknowledging that student. *Parents may bring a treat for class members at lunchtime.* This is not something that needs to be done, or is even recommended, but if parents choose to that is acceptable. Parents, please do NOT bring balloon bouquets, flowers or other birthday items to school. We cannot have the

distraction during the day and it also is difficult for students whose parents cannot or do not do similar things for them. The resulting emotions become an additional distraction.

## **Halloween**

At American Prep we don't celebrate or even acknowledge Halloween.

## **Veteran's Day**

We celebrate Veteran's Day with a school-wide assembly where we honor our invited veteran guests. The students also participate in writing activities that express their respect and appreciation to our nation's veterans.

## **Thanksgiving Day**

We discuss being grateful (in word and deed) the whole month of November.

## **Religious Holidays (Christmas, Kwanza, Hanukkah, Ramadan, Easter)**

We will talk about these holidays as part of the curriculum and to help students understand what others in our school are doing and experiencing. We may sing songs from any of these or other similar holidays in our choir classes as part of the curriculum.

## **Martin Luther King, Jr. Day**

We talk about Martin Luther King, Jr., around Martin Luther King, Jr. Day.

## **President's Day**

We talk about Presidents around President's Day.

## **Valentine's Day**

We focus on the Builder theme of "befriending others" during the month of February. We encourage students to show they care by doing good deeds for others all during the month. Often, the school participates in a school-wide service project during February. PARENTS DO NOT NEED TO PROVIDE VALENTINES or TREATS, but if students wish to exchange valentine cards or treats they may within the following guidelines:

1. All of his/her classmates must be included in the giving. The teacher will provide a class list prior to the designated day.
2. Any treats given must be able to be placed in a backpack and taken home (i.e. no doughnuts, cupcakes, cookies – only wrapped treats like a piece of candy.)
3. Students will be instructed to place any cards or treats they receive in their backpack to be taken home and enjoyed there.

## **Memorial Day**

Students perform and participate in a school-wide assembly and learn about the meaning and history of this holiday. Students, parents and staff have the opportunity to participate in a “poppy fundraising drive” to benefit veterans.

## **Unity and Diversity; Religious or Other Opt-out Policy**

American Preparatory Academy does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities.

It is vital to our mission and to our community that we are unified in purpose. We recognize the strength we have in our different cultures, nationalities and religious faiths and we honor the diversity of our students and families. Our strength and unity is built as we honor and embrace our diversity while focusing on our shared mission of academic excellence and character development for each student. Parents should exercise their ability to opt-out their student of any activity they determine is in conflict with their religious or cultural tenets.

If it is a classroom activity (such as a book you don't wish your student to read), parents may exercise this opt-out by speaking with the classroom teacher. If it is a school-wide or ambassador activity, parents may opt-out after first observing the activity and then submitting a Request for Waiver of Participation Form (available at the main office). Administration will review the request to ensure that religious freedoms or exercise of rights of conscience are not infringed. Alternative activities may be required of the student

# III. Health and Safety

## Student Medical Information

1. A parent/guardian will complete a "Health Alert" form for each student, each year as part of school enrollment.
2. Students will not be allowed at school without the health information on file in the office.
3. Parents of students who have specific or special health concerns, chronic illness, or are in need of medication during school hours will add that information to the "health alert form" at the time of enrollment. This information will be given to the school nurse, and each student who has a form will have a red "health alert" folder which will be kept at the school office. This folder will contain information on procedures to follow in case of illness or emergency, as well as any necessary parental permission. Should changes occur that may affect the student's care, it is the parent's responsibility to notify the school and to update the Health Alert form at the school office
4. Parents who wish to give specific instructions regarding air quality days need to include this information on the "Health Alert" form.
5. The school nurse will provide teachers with health files on students with health concerns, chronic illnesses or who take daily medication during school hours.
6. At times, students may consume food at school that parents do not send – for example, by trading lunch items, or receiving a birthday treat or having special food at a culminating activity. It is imperative that parents disclose any food allergies to the school by filling out a Health Alert form so that precautions can be taken to prevent allergic reactions in students.

## Immunizations

*By law, every student must be immunized before entering school.* Prior to school, every student must have the following immunizations:

- 4 or 5 DPT vaccines
- 3 or 4 doses of polio vaccine
- 3 Hepatitis B
- 2 Varicella (K and First Grade)
- 2 MMR
- 2 Hepatitis A (K and First Grade)
- Tetanus Booster – Tdap (before 7<sup>th</sup> Grade)

The data is to be tabulated on a Nevada Certificate of Immunization form and signed by your physician. The parents are required to provide access to this information. This can be done by bringing the original records into the school, where a copy will be made for the student file, or parents can authorize American Preparatory

Academy to access WebIZ.

## Illness During the School Day

In case of illness, students will come to the school office. School staff will contact parents if they deem it is necessary. ***Students who are ill (fever, vomiting, excessive productive coughing, runny nose and/or eyes, diarrhea ) must be picked up immediately from school.*** If a parent cannot be reached, the emergency contact listed on the student enrollment form will be notified to come and pick up the student. If a student feels ill but there are no obvious symptoms of illness, the school secretary may invite the student to rest in the school office for 10 to 15 minutes to determine if the symptoms will subside. If the student is not feeling better after this time, the parents may be contacted and may need to pick up the student.

## Medications

Students in need of prescription medication during the day will need a Doctor's note, the medication in the original container, and a signed release form. Office staff will dispense medications if they comply with this policy. ***Non-prescription medication will not be dispensed unless the parent brings the medication in its original container to school and signs a release form.***

Students 5th grade and above with asthma may carry their inhaler to school in their backpacks ***only if*** the office has on file the above three items as well as a special, parent release form that may be obtained from the office. These documents must be on file with the office even if the student only occasionally carries the inhaler to school. ***It is vital that every inhaler is marked with the student's full name in permanent marker.***

## School Lunch

Parents are expected to send a nutritious lunch to school with their student(s) each day.

WE ASK ALL PARENTS TO FILL OUT AN APPLICATION FOR FREE/REDUCED LUNCH, EVEN IF THEY DO NOT QUALIFY. This information is kept confidential and is important to us as we seek grants and donations.

Parents should ensure that the lunch is nutritious. We recommend that parents provide a lunch that contains recommended foods for growing children, including fresh fruits and vegetables. Lunches that consist of a bag of chips and a sweet drink are not considered nutritious. Sometimes older students are left with the responsibility of packing their own lunch and they choose items that are not nutritious or substantial enough to get them through the afternoon. Some parents have felt this is a natural consequence and use this as a way to teach their child responsibility. We urge parents to find other ways to teach those important lessons so that their child's education does not suffer. ***It is the parent's responsibility to ensure the student has healthy food in their lunch each day.*** Supervising lunch staff will encourage students to eat their lunch.

Beverages: **No soda or drinks containing stimulants of any kind, including caffeine or herbal stimulants are allowed at school.**

## School Safety

### **Building Security**

1. The main door will be unlocked by 7:30 a.m. each day for student arrival.
2. Visitors to the campus must enter through the main entrance doors and check in at the school office before entering the classrooms.
3. The doors will be locked at 4:00 pm.

### **Safety on Grounds**

1. No hard balls are allowed on the schoolyard.
2. Students must stay within the fenced areas of the schoolyard.
3. If a ball or other play equipment needs to be retrieved, a teacher or other adult should retrieve it.
4. In addition to the items listed under VI. Code of Conduct, skateboards, roller skates, roller blades, skate shoes, and scooters are not allowed on school premises.

### **Comprehensive Emergency Response Plan**

1. In the event that the school premises must be evacuated, staff will escort students to a safe location.
2. Once students are located to a safe location, staff members will contact guardians and/or other approved adults from the family registration cards.

# IV. Academic Policies

Our academic policies support our academic mission and philosophy (see I. Mission and Vision: Academic Achievement).

## Academic Success

American Preparatory Academy is a “school of choice” with a rigorous academic program. American Preparatory Academy’s academic program comprises three vitally important components:

1. the work and effort of the teachers and staff,
2. the work and effort of the students, and
3. the support of the parents.

## Teachers and Staff Component

We believe that it is the responsibility of the school to provide effective organizational systems, positive motivation, excellent teachers and relevant, interesting curriculum for each student so that they can achieve academic success at American Preparatory Academy. Our staff and teachers are trained and well prepared to teach our students. They are an experienced group of professionals who are enthusiastic about their job in assisting your student as they achieve academically and learn and grow. However, if a teacher is not putting forth sufficient effort to enable the students to achieve mastery in their content area, the administration is committed to rectifying this through staff development, coaching and training. If the teacher, after the remedies have been implemented, continues to be unsuccessful in working at the level required, they will be dismissed. (See Appendix A: School Compact.)

## Student Component

Likewise, the students at American Preparatory Academy bear much responsibility with regard to exerting effort and completing assigned work so that they can benefit fully from the excellent academic programs of American Preparatory Academy. Most students who attend American Preparatory Academy are well prepared and bring their own enthusiasm and love of learning to school with them each day. We are confident that working together, all students can achieve academic success at American Preparatory Academy. (See Appendix B: Student Compact.)

## Parent Component

We recognize that parental support is key to student achievement. American Preparatory Academy parents

commit to support the learning process by ensuring their student has time each day for studying, a place at home to study, by checking the learning plans daily, ensuring on-time arrival and minimizing absences, providing healthy food for lunch, and engaging in positive communication to address questions, concerns or provide feedback. (See Appendix C: Parent Compact.)

## Organization

An important and vital component of academic achievement is that of organization of student work. American Preparatory Academy students will be given tools and training that will assist them in becoming independent students and in organizing their school work, thus maximizing the potential for them to succeed.

## Lockers

Every secondary student is issued a locker. Students are expected to keep backpacks, bags, purses, outerwear, and all belongings inside the locker. Backpacks, bags, and purses, and outerwear will not be allowed in classrooms. If needed, students will receive assistance in organizing lockers and backpacks. Lockers are considered school property and may be subjected to searches if determined necessary by administration. All students will be required to pay a locker fee.

## Homework Policy

Homework is an integral part of the education program at American Preparatory Academy. It is an extension of the classroom lessons and should directly relate to class work. It reinforces skills and concepts that are taught and helps develop good study skills and habits. It also informs parents of what is being taught in the classroom. It is the hope of American Preparatory Academy that our students will come to love learning and desire to spend free time studying and reading. To assist our families in developing lifelong learners, American Preparatory Academy has adopted the following policies based upon these principles:

1. Homework is assigned with coordination between teachers and consideration of the importance of child participation in family activities and responsibilities. Parents should anticipate that their students will have homework every night in at least one of the subjects being studied. It is our intention that homework given will be appropriate, relevant, interesting and at times, challenging. Homework assigned should not be new material for students, but should be a review, extra practice, or an extension of material already taught in school.
2. Students should be able to complete their homework within the time frames below, with the exception of special projects or *in cases where the student fails to complete classwork in a timely manner*, or if a student falls behind due to tardy arrivals, absences or failure to attend to learning *or use time effectively during the school day*. These times do not include music practice or free reading time. For students in grades 5-8 this time may, but will not always, include free reading time. Students in advanced math and reading courses may need additional time for homework completion each evening. This is also dependant upon student's placements.
  - Seventh Grade-80 Minutes

- Eighth Grade-90 Minutes
  - Ninth-Twelfth Grade-90-120 Minutes
3. *An American Preparatory Academy student should spend time each day studying, whether or not homework is assigned.* If no homework is assigned, students are encouraged to review math facts, work on MathScore, read, practice writing, study spelling words, or read a book with their parents. We believe it is in the best interest of our students to spend their free time reading, studying, and playing games that are mentally stimulating.
  4. If a parent believes the homework assigned is excessive or if their child is not receiving regular homework, they may fill out a “Homework Response Form” (available at the school office) and return it to the teacher. Administration will review all response forms.

## Home Learning Environment

*Parents need to provide an environment in the home that will make it possible for students to engage in scholarly pursuits at home on a daily basis.* A successful learning environment contains the following elements:

- a quiet place to study and complete assignments;
- access to necessary tools (pencils, paper, adequate lighting, resources such as reference books); and
- freedom from distractions (TV, video and computer games, distracting music or conversations).

*American Preparatory Academy recommends that families adopt a “no TV, no Video games” policy Monday through Thursday.* Ample research has demonstrated that it is not beneficial for students to watch TV and play video games on a daily basis. Such activities contribute to physical ailments such as obesity, and other serious issues that inhibit the student’s ability to learn. *Additionally, American Preparatory Academy recommends a “no Social Media” policy for students until 11th grade.* Recent evidence shows that there are potentially damaging effects on pre and young teens who engage in use of social media without the proper maturity and brain development. We encourage our families to take an active role in preventing these problems by providing opportunities for their students to exercise and study during the weekday evenings.

American Preparatory Academy recommends that families, where possible, establish study time in the early evenings, allowing their students time after school to engage in physical activities. We encourage families to engage in study time together, possibly at a central location such as the kitchen table. Parents may sit and study or complete work of their own while students complete their own work. Family study time works well as parents are close by to act as a resource should the student need it, and also to help keep the student focused on studying. Parents can easily sign planners as assignments are completed.

American Preparatory Academy recommends that parents review the academic scope and sequence received from their student’s teacher, then utilize the public library to have educational resources on hand at home that will serve to extend and expand the student’s learning on the subjects they are studying at school.

## Academic Communication

1. At the beginning of each class in secondary teachers will send home a disclosure for the class, explaining in some detail what topics will be covered and when, allowing parents to supplement and extend the student's learning at home.
2. A planner will be provided to each secondary student at the beginning of the school year. Students will be encouraged to use their planner to track school work, homework, project due dates, test dates, etc. Correctly utilized, the planner is also a good source of information for parents to learn what their student is studying.
3. Infinite Campus will be the means by which secondary parents and students may check on the status of assignments and grades at any time. If they don't have access, they must notify the school by emailing [cindy.mayo@apavegas.org](mailto:cindy.mayo@apavegas.org) or [info@apavegas.org](mailto:info@apavegas.org). It is **not** the responsibility of the teacher to send home reports or grades to the parents.
4. Most secondary classes utilize "Google Classroom." Assignments and daily schedules can be posted on google classroom. Please contact each teacher for the access code to their individual google classroom.
5. Secondary report cards will be mailed home the week following the end of each quarter.

## Communication with Students

Communication with students by all adults in our community shall be undertaken with our school vision in mind:

1. To provide an environment that is fun, nurturing, and safe both physically and emotionally.
2. Positive communication will be used by all staff, at all times. Corrections, when necessary, shall be undertaken within the context of encouragement.
3. Positive communication will be taught in a concrete manner to students.
4. Positive communication will be modeled by staff for families and students.
5. Positive communication will be addressed through regular, written communication from the school administration.
6. Because we believe that achievement is most effectively achieved through properly reinforced effort, staff members will watch for opportunities to notice and acknowledge effort in a positive manner.
7. If a student needs to be corrected, it is best done in close proximity to the student using a normal voice tone and calm manner.
8. If a group of students is involved in a negative situation, staff members shall separate the students and counsel with them individually.
9. Communication with students will reinforce American Preparatory Academy's culture of inclusiveness, kindness and teamwork.
10. Communication with students will characterize our belief in the unlimited value of each individual student to our school community.
11. It is American Preparatory Academy's policy that our staff not "friend" or accept "friend requests" from students or former students on social websites. This includes "following" each other on social media sites as well.

## Academic Programs and Enrichment Activities

American Preparatory Academy supports a number of academic and enrichment activities each year in which students from varying grade levels may participate. These may include: Spelling Bee, Geography Bee, Lego Robotics Competition, Science Fair, MathCounts, Knowledge Bowl, Talent Show, and others.

### Pledge of Allegiance

Students will recite the Pledge of Allegiance as a class each day with the exception of days when there is a school-wide assembly during which the Pledge of Allegiance is recited as a school-wide event. Parents may request that their student be excused from recitation of the Pledge by following the “Opt-Out” guidelines on page 15 of this handbook.

### Winterim

Secondary Winterim is a three-week term that immediately follows Winter break. Secondary students will have the opportunity to choose elective courses. Students will explore potential careers and participate in experiential learning opportunities in the Arts, Humanities, Science and Technology, History and Culture, and/or Fitness and Life Skills. By the end of each course, students will have completed the equivalent of a semester’s worth of curriculum and have a completed, culminating project they can add to their resume or portfolio. All students will be required to complete a math and Latin Winterim packet. Time will be provided during school hours during Winterim to work on these packet.

Students that struggle to maintain grade level may be required to take one or more academic acceleration courses during the Winterim term. Placement in these courses will be determined based on academic performance through the end of the second quarter. Parents will be notified of their student’s placement in an academic accelerator course as indicated on the student’s Winterim registration. Parents are always welcome to speak with the Secondary Director about this and other options for helping their students maintain grade level performance.

### School Promotion Policy

Teachers may not recommend for promotion any student who does not meet the criteria for promotion (see below). The Student Promotion Advisory board will review all relevant documentation (for each student not recommended for promotion) regarding the student’s performance, including but not limited to: grades, attendance, academic achievement records including assessments, work product, and learning plans. The Student Promotion Advisory Board will make a determination if the student qualifies for promotion to the next grade.

In order to recommend promotion, the Student Promotion Advisory Board will ensure that in their estimation and utilizing concrete data the student demonstrates sufficient skills and content knowledge to be successful at the next grade level. If, in their best estimation, the student does not demonstrate

sufficient skills and content knowledge (as evidenced by grades, test scores and other evaluative measures including but not limited to those listed above) to be successful at the next grade level, the student will not be recommended for promotion and will be offered a seat in the current grade for the subsequent year on a space available basis.

## Promotion of Secondary Students

Students must meet minimum criteria for promotion each year. Teachers and or administrators may automatically recommend a student for promotion only if the student meets the following criteria:

1. Student passed all subjects three quarters of the year with at least a D grade.
2. Student attended school a minimum of 160 days (less than 21 absences).
3. Student has not been suspended during the year.

Supplemental school resources are available to assist secondary students who are not succeeding in their courses.

Secondary students who have failed one or more quarters, but who complete and submit their assignments may be eligible for Course Compensation. Course Compensation removes the AP/Honors designation from the course title in the student's transcript and an appropriate adjustment is made to the student's grade in that course. All Course Compensations must be approved by a secondary administrator. Guidelines for Course Compensation will be established annually by administration and Department Heads and may vary by subject and by teacher.

Secondary students who fail to be promoted at the end of the school year, but who remediate failed courses through a pre-approved process (such as online high school credits during the summer) may be re-eligible for promotion in the Fall.

## Academic Failure

We recognize that we cannot control student effort, participation, and work or parental participation. We feel it is our duty to provide all the tools necessary, and do all we can to motivate students to succeed. ***Ultimately, we recognize that student effort is controlled by the student and motivated by the parent, and after all we can do, academic success will not be the result if the student and/or parent is unwilling to do their part.***

If a student consistently fails to participate in the American Preparatory Academy academic program, or if their parent fails to honor the Acceptance of Policy, the School Administration may recommend to the Governing Board that the student's priority enrollment be reconsidered. The Governing Board will hold a meeting with the family to discuss the areas of concern. Any of the following, and other violations of the Acceptance of Policy or other school policies may result in a Governing Board hearing:

1. Students who fail the academic course of study as a result of lack of effort.
2. Students who display willful noncompliance as evidenced by failure to turn in consecutive assignments or participate in classwork.
3. Parents who are unwilling to follow the guidelines of our academic probation policy and who fail to ensure their students complete all assignments.

# V. Dress Code

## Purpose

Our dress code is based on our belief that uniforms (please refer to the uniform guide regarding the specific requirements):

1. Decrease distractions in the learning environment,
2. Increase respect for learning (students, parents, staff),
3. Increase respect for students (staff, parents, public), and
4. Simplify school readiness on a daily basis for parents and students.

Our dress code was developed with these guidelines in mind:

1. Simplicity – as few pieces as necessary to achieve benefits listed above
2. Avoid individualization – few optional pieces to avoid class distinctions
3. Affordability
4. Durability
5. Ease of implementation by American Preparatory Academy and by parents and students.

Students must adhere to the dress code while on campus or on field trips. School administration has final discretion regarding uniform compliance and additional uniform rules may be added at any time during the school year. **Students will not be allowed to attend class if they are out of uniform.**

## Policies

1. Students should be in school dress code any time they are on school grounds during the school day, with the exception of PE. This includes but is not limited to time prior to the beginning of classes and during morning and afternoon carpool.
2. Students may not be allowed in class unless their dress adheres to the dress code. Parents will be called to bring appropriate clothing or take the student home to get appropriate clothing if students appear at school out of uniform. If a parent cannot be reached the student may be given a loaned item. The student will forfeit to the Administration an item of value in exchange for the loaned uniform item. The item of value will be returned to the student upon the return of the loaned uniform item. Students will be required to call home.
  - a. Administration reserves the right to not provide loaned items in cases where there is consistent non-compliance.
3. Name tags are supplied by American Preparatory Academy. Nametags are part of the required uniform and will be subject to American Preparatory Academy uniform policies. Students are asked to leave their nametags at school at the end of each day so that they are less likely to be lost or forgotten. Lost nametags may be replaced for \$5 from the school office. Lost magnet backs may be replaced for \$1.
  - a. If nametags are in disrepair due to neglect students may be required to replace the name tags at their expense.
  - b. Nametags should not be altered in any way (I.E. handwritten changes, stickers...)

## **Uniform Purchases**

Items may be purchased anywhere they may be found. There are multiple vendors for each uniform item. There are various plaid vendors, including French Toast (catalog or online), School Belles, Campus Club, and Hall's Closet. More information is available at the school office and on our website.

## **Financial Hardship**

If a family is under financial hardship, they may contact the school administrative director to discuss the ways in which American Prep may assist them in procuring uniforms for their student.

## **Dress Code Details**

The following guidelines will assist families in making sure that their student's dress and grooming is appropriate for the school.

### **In General**

1. All clothing must be clean and in good repair (without holes).
2. Tattoos are discouraged and must not be visible when wearing the school uniform.
3. We recommend you label all clothing with your child's name.

### **Head and Neck**

1. Hats may not be worn in the building. Hats are allowed for warmth during outside recess or during a school activity that requires hats.
2. Hair should be clean and well groomed. Hair may be any length as long as it is not a distracting style or color or covering the eyes or face. Hair that is an unnatural color or extreme styling is distracting and not allowed. For boys, if the hair is below the collar it must be pulled back in a hair tie. For boys or girls, hair must be trimmed or pulled back in a hair tie if it is in the eyes. Faux hawks must be shorter than 1" and of graduated height from the other hair. No mohawks.
3. Hair Accessories or extensions may be worn in girls' hair if they are appropriate in size and color. Appropriate hair accessory colors include navy, red, or white and must be solid in color. No headbands with accessories allowed. Religious headdress is allowed in accordance with these APA standards for size and color.
4. Piercing shall be limited to girls or boys with one piercing in ears only. Gauges are not allowed.
5. Jewelry should be limited to items that do not distract or present a safety hazard. Some items that

distract: large earrings, multiple bracelets or large bangles, necklaces that are large and/or worn over the shirt/tie. ([https://vegas.americanprep.org/apalv\\_uniforms/](https://vegas.americanprep.org/apalv_uniforms/))

## Upper Body

1. Undergarments (t-shirts, etc.) may be long or short sleeve and must be plain white (no lace or patterns). Undershirts may be navy blue if worn under navy blue polo shirts. Colored bras must not show through shirts.
2. Oxford Blouse for Girls may be Peter Pan (rounded tip) or button-down collar, short or long sleeve, broadcloth or cotton fabric (no knits). Buttons must be clear or white from the bottom of the shirt to the top collar. Knit shirts do not qualify as a blouse.
3. Oxford Shirts for Boys must be broadcloth or cotton fabric (no knits) with button-down collar, short or long sleeve, white or clear buttons. Top button may be undone.
4. Oxford shirts must be tucked in for all girls and boys. All buttons on dress shirts must be buttoned. Sweater vests or sweaters should be worn over white shirts at all times unless permission is given by a teacher to remove a sweater. Cardigan or pullover style may be worn if the student prefers, but must be buttoned at all times.
5. Logos other than American Preparatory Academy must not be visible on shirts or sweaters. American Preparatory Academy logo items are not required, but may be purchased through the [americanprep.org](http://americanprep.org) website.
6. Navy blazer may be worn by Secondary (7-12) girls or boys in place of sweaters.
7. Ties must be cinched and pulled tight and cross ties must be snapped or buttoned closed. ([https://vegas.americanprep.org/apalv\\_uniforms/](https://vegas.americanprep.org/apalv_uniforms/))

## Lower Body

1. Belts must be black only without decoration.
2. Slacks must fit the following description: Uniform slacks (no denim, tight-fitting, or corduroy). Belted, pleated or flat front, long enough to cover top of shoe, short enough to stay off floor when worn with shoes, worn no more than 2" below waist, no cargo pants or outside pockets (patch pockets), match color of Dockers or Lee khaki (not stone colored). 1. No tight-fitting slacks ( must be able to pinch one inch of fabric in front and back). Slacks may NOT be tapered. **They may not be skinnier at the ankle than at the knee.**
3. Leggings may be worn under skirts. Must be black or navy-blue in K-12 and with an option of white in K-6, and full-length to the ankle. **Socks must come to the bottom of the leggings.**
4. Bicycle-type shorts are required under skirts for playground activities.
5. Skirts/Jumpers must come to the knee when standing **and sitting**. ([https://vegas.americanprep.org/apalv\\_uniforms/](https://vegas.americanprep.org/apalv_uniforms/))

## Feet

1. Socks must be solid black, white or navy in color with no visible patterns. Refer to the Dress Code for APA Girls and Boys "Quick Reference" tables for acceptable colors and lengths. Distracting colors or

styles are not approved.

2. Shoes must always be solid in color with no embellishments or visible patterns. Refer to the grade level descriptions in the APA Girls and Boys “Quick Reference” tables for acceptable colors. Distracting colors or styles are not approved (even on Fridays). No skater shoes or shoes with logos are allowed. ([https://vegas.americanprep.org/apalv\\_uniforms/](https://vegas.americanprep.org/apalv_uniforms/))

**Students must adhere to the APA dress code *before, during, and after school while on campus (curb to curb), as well as during school field trips. School administration has final discretion regarding uniform compliance and additional uniform rules may be added at any time during the school year. Students may not be allowed to attend class if they are out of uniform.***

## **PE Uniform**

All students will also be required to purchase a PE uniform from the school if they are participating in a PE class. This consists of an American Prep solid red t-shirt and loose-fitting navy American Prep blue athletic shorts or sweatpants. The only permitted PE uniform will be available for purchase at the secondary office; \$10-\$15 for each piece.

## **Exemptions**

The school administrator is allowed to grant an exemption from complying with dress code to a student for extenuating circumstances. The administrator will carefully consider all requests for exemptions, and grant those which are clearly necessary. For instance, unusual medical circumstances might constitute a “clearly necessary” situation. The administrator is directed to develop individual dress guidelines which, insofar as is possible, approximate the approved dress code for each student who receives an exemption from the dress code due to extraordinary circumstances.

## **Lost and Found**

It is not recommended that students or staff bring valuables onto the school campus. American Preparatory Academy cannot be responsible for damage to, or loss of, valuable items. Items found in hallways, bathrooms and other school areas that are not claimed by a student will be placed in the Lost and Found. Parents are encouraged to check the Lost and Found frequently for their student’s missing items or uniforms. At the end of every quarter, any unclaimed items will be donated to charity.

## **Spirit Wear**

Please refer to 2018-2019 Uniform Guide ([https://vegas.americanprep.org/apalv\\_uniforms/](https://vegas.americanprep.org/apalv_uniforms/)) for information regarding Spirit Wear options and Spirit Days. Spirit Wear can only be purchased online at <http://www.americanprep.org/product-category/spirit-wear/>

# VI. Code of Conduct

Students and staff at American Preparatory Academy will conduct themselves in a respectful, honorable manner. Members of our community will respect the mission of American Preparatory Academy, and this will be reflected in their conduct and interaction while on school premises.

The school reserves the right to modify these procedures or sequence of consequences according to student need and as determined by administration or designee. For violations of the Code of Conduct that threaten the health, safety or welfare of others, the administration or designee may immediately suspend students and/or begin expulsion proceedings according to the Suspension/Expulsion portion of the Code of Conduct (available from the school office upon request).

## Core Principles

1. All students and staff members benefit from a learning environment that is free from disruption and harassment, and one that is physically safe and emotionally nurturing. Students at American Preparatory Academy will not be allowed to disrupt the learning process.
2. All students are capable of appropriate conduct in the school setting.
3. It is the responsibility of the teachers and administrators to explicitly teach the behaviors that are expected and the behaviors that are unacceptable to each student in each setting at the school.
4. It is the responsibility of the student to learn self-discipline and to adhere to the code of conduct.
5. It is the responsibility of the parent to fully participate in the process of teaching the student appropriate conduct and supporting disciplinary measures.

## Goals

1. All students will have access to a learning environment free from disruption and harassment.
2. Students will be physically safe at American Preparatory Academy.
3. Students will be emotionally nurtured at American Preparatory Academy.
4. Students will learn appropriate conduct by practicing self-discipline, and will be able to generalize their understanding of appropriate conduct to situations other than those specifically and explicitly taught.
5. Discipline as opposed to punishment will be utilized at American Preparatory Academy. Discipline refers to the process of teaching positive behaviors and allowing students opportunities to practice those positive behaviors until they become proficient at controlling unproductive behavior.
6. Consequences imposed as a result of unproductive behavior will be meaningful and effective, with the goal always being that the student is motivated to improve his/her behavior.

## Dress

Students and staff will dress according to the school Dress Code guidelines (see VI. Dress Code), exhibiting respect for themselves and others.

## Language and Communication

Students and staff will speak at all times with respect and kindness. Language that is positive and promotes the mission of American Preparatory Academy will be taught, modeled, and fostered. Students and staff will notice positive behavior in others, and will commend others for their efforts. Language that builds, supports, and encourages will be frequently and consistently used. Communication will be positive. When corrections need to be made by staff members, this will be done privately whenever possible, and always in a respectful, kind manner. Positive language and encouragement will follow any necessary corrections. Gratitude will be expressed frequently and consistently by students and staff, both in word and in written form.

If parents are made aware of inappropriate communication or language of a staff member, either first-hand or by report of their student, ***we ask that they contact a member of the school administration immediately.*** Staff members are not to speak to students regarding topics such as human sexuality (with the exception of specified classes and utilizing approved curriculum). Staff members are not to discuss topics that may be considered crude or offensive to students or others. Staff members may not violate generally accepted community standards of decency. Staff members should take care to refrain from using slang that may be offensive to students' religious beliefs.

Staff should never direct students to keep information from their parents regarding what happens in a classroom, at the school or regarding something the teacher has said. Doing so is justification for immediate removal. If parents are made aware that this has happened, we ask that you notify administration immediately.

## Behavior

Students and staff will demonstrate correct behavior with regard to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and in other school areas. Interaction will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate.

## Bullying

American Prep defines bullying as intentionally or knowingly committing an act, or threatening an act, that endangers the physical health or safety of a school employee or student. Wrecking behavior (bullying) is not permitted at American Prep, at a school related or sponsored event, or while traveling to or from a school location or event. No form of aggressive physical interaction is acceptable. Verbal threats, even when couched in "jokes", are not tolerated and will be disciplined. Sarcasm and teasing are considered bullying. Eye rolling, shoulder shrugging, and audible sighs can be considered bullying behavior when done with the intent of making

another student feel badly and therefore making the school environment uncomfortable or hostile for the student.

## Hazing

Hazing is a form of bullying that is done for the purpose of initiation or admission into, any school or school sponsored team organization, program, or event, or against a person who is associated with such. Victim consent or acquiescence does not remove culpability or diminish consequences for any form of bullying.

## Electronic Bullying

American Preparatory Academy defines electronic bullying as acts which are initiated by students or staff, often outside of school hours using the internet, instant messaging, email or cell phone texting, social media, which target other students, teachers or staff members and in which student, teachers or staff are spoken of or to in a negative or threatening manner.

**Students must never take pictures or recordings of classes, school activities, classmates, or school property without express written permission of the school administration and those whose pictures they take. Posting online or distributing in any other way pictures or movies of school classes, school events or classmates without permission is a violation of the code of conduct that warrants suspension and/or expulsion.**

## Gang Prevention and Intervention

**American Prep is a welcoming and safe campus. We do not tolerate gang affiliations, symbols, graffiti, recruiting, initiations, or other gang-related activities at our campus.** School faculty and personnel are trained to recognize early warning signs for youth in trouble. Faculty and personnel report suspected gang activity to school administrators who will investigate all reports. The parent/guardian will be notified. Other actions may include suspension, expulsion, activity restriction, compensation, and law enforcement notification.

## Safe Environment

When any behavior results in students or staff feeling uncomfortable about attending school, a hostile school environment has been created. We believe it is our responsibility to ensure that all students and staff feel comfortable and welcome at American Preparatory Academy, and therefore, American Preparatory Academy will promptly investigate. These reports will be considered by the Administrative, Elementary, or Secondary Director and may result in: an office referral/infraction record, development of a behavior modification plan, suspension, reassignment, expulsion, dismissal, or other appropriate measure (see K-6 Discipline Plan and JH.HS Discipline Plan). Law enforcement will be informed of all acts that constitute suspected criminal activity.

## Parent Notification

When a report of non-building behavior leads to the creation of an office infraction record or referral, parents of

offending students will be required to sign and return the form to the school. Parents may also receive a phone call from the school. Parent Intervention or other involvement may be required in resolving the behavior (see Parent Intervention Guidelines). When a student reports physical harm or feels threatened at school, directors will contact the individual's parents. Discipline measures may be revealed to the extent permitted by federal and state law, including the FERPA Act, as amended.

## Reporting

Any student, parent, or staff member may report an incident of non-building behavior to a teacher or to the appropriate school director. Anonymous reports will be investigated, but disciplinary action will not occur in the absence of additional evidence. **Retaliation against students or staff reporting or investigating incidents of abuse will not be tolerated.**

## Parent Intervention

Parent will attend school with the student and follow the Parent Intervention Guidelines.

## Suspension

Suspension means the student is not allowed to attend class or any school activities for a specified period of time. Suspension shall be from one to ten days maximum.

## Expulsion

Student is dropped from the rolls of American Preparatory Academy and may not be considered for re-enrollment.

## Student Behavior at Carpool

For everyone's safety, students should adhere to the following guidelines during carpool.

1. Students are to walk directly to their vehicle. No students are allowed to play on the playground during carpool pickup.
2. No pushing, shoving, or horseplay of any kind. Hands, feet and belongings must be kept to self.
3. No swinging of backpacks, lunchboxes, or any other items.
4. No yelling, screaming, or speaking in loud voices.
5. Students are expected to have all belongings when they go out to carpool. They are generally not allowed back in the school.
6. Students must remain in full uniform during carpool

## Infractions

The following behaviors are considered infractions of the Code of Conduct. This is not an exhaustive list and

the school administration may deem other actions or behaviors violations of the Code of Conduct:

1. Any behavior or action which materially and substantially disrupts school work and discipline
2. Disruption of the learning environment, including speaking in class without permission
3. Lack of control of hands or feet – pushing, hitting, kicking, tripping etc. without malice - horseplay
4. Lack of control of hands or feet – with malice or perceived malice
5. Use of profane or offensive language
6. Disrespect, defiance or insolence toward staff
7. Disrespect shown toward classmates (including bullying and electronic bullying)
8. Abusing, misusing or destruction of property
9. Physical or verbal harassment
10. Cheating/Plagiarism
11. Stealing
12. Leaving school premises without permission
13. Skipping class
14. Arriving tardy to class
15. Littering
16. Chewing gum
17. Appearing out of uniform
18. Truancy (not attending school)
19. Sexual harassment
20. Possession of any of the following (see Safe Schools Banned Items list for additional banned items)
  - a) Perfumed/deodorant sprays
  - b) Caffeine Pills/Energy Drinks/Sleep pills
  - c) Any non-prescription medication that is not approved through school policy/procedures (III. Health and Safety)
  - d) Permanent Markers (except by teacher permission)

## **Willful Non-compliance**

Defined as: Students or parents who refuse to participate in the programs of American Preparatory Academy, or who fail to complete the consequences imposed by administration.

## **Truancy**

Failure to attend school. Nevada is a compulsory education state. Students are required by law to attend school each day. If students chronically fail to attend school, defined by American Preparatory Academy as missing more than three days per year with no communication from the parent regarding the absence, American Preparatory Academy will report this information to a truancy officer.

## **Plagiarism**

If it is clear a student has cheated or copied someone else's work and turned it in as his/her own, then any student complicit in the act is subject to the following consequences (this can also include the student who

provided the work which was copied):

1. work that has been plagiarized will receive no credit and the student may not have the opportunity to redo the assignment for points;
2. on the first offense, a student who has turned in plagiarized work may be suspended for one day; and
3. on the second plagiarism offense the student shall receive a multiple-day suspension and he/she may be required to attend an expulsion hearing before a discipline council.
3. If there are subsequent offenses the student may be required to attend an expulsion hearing before a discipline council.

## **Technology Usage Policy**

All students and staff members who use computers at American Preparatory Academy must sign the technology usage agreement before they are eligible to utilize American Preparatory Academy computers. Students and staff must adhere to the requirements outlined in the technology usage agreement. Students and staff who do not adhere to these requirements will be subject to discipline, expulsion or termination.

## **Valuables, Electronic Devices and Games**

It is not recommended that students or staff bring valuables onto the school campus. American Preparatory Academy cannot be responsible for damage to or loss of valuable items. Electronic games and devices are not allowed on campus at American Preparatory Academy. Games found on campus may be confiscated and may be held by administration until the end of the school year. Cell phones will be confiscated if found at any time during the school day. Cell phones may not be used during school hours, even during lunch times. This includes text messaging. Cell phones being used or carried (even in a pocket) by a student during the school day will be confiscated and may be held by administration until the end of the day. A parent may be asked to retrieve the cell phone from administration. Students who fail to adhere to this policy habitually will be subject to the outlined discipline plan. American Preparatory Academy is not responsible for lost cell phones, games, or other electronic devices.

## **Secondary School Discipline Plan - Infractions**

### **Generally Utilized Infraction Procedure**

1. Student may receive a verbal warning from staff member who witnesses the infraction.
2. Staff member who witnesses the infraction will determine if an infraction referral is warranted.
3. If the infraction warrants a referral, the student will report to the Secondary administration office to receive the referral form.

### **Referral Process**

**The School Administration offers the following as a guideline of the actions they may take when students commit infractions. The administration may alter the consequences depending upon the circumstances and using their best judgment.**

1. **Administrative conference with student, contact parents:** Parental support is vital to the success of the Code of Conduct as consequences out of school are often more effective in producing motivation than consequences imposed in school. It is the parent's role as the school's partner to have a home consequence prepared that will discourage the behavior from recurring.
2. **Teaching and Instruction:** The student is reminded of the Code of Conduct contained in the Parent-Student Handbook. They are also reminded that by signing the Student Compact (see VIII. Student Compact) they agreed to abide by the Code of Conduct described in the Parent-Student Handbook. The first step in the discipline process is conferencing with the student and reviewing the Code of Conduct to ensure the student knows and understands the violation.
3. **Application of consequence:** Student will make amends to those offended or impacted. Amends may include verbal apologies, written apologies, restitution of property, and other amends as determined appropriate by the teacher or school administration or discipline council.
  - First Offense: Warning and call home to parent(s) or Suspension (depending upon infraction)
  - Second Offense: Parent Intervention (parent attends school with student) or Suspension (short-term or long-term suspension depending upon infraction)
  - Third Offense: Short-term suspension (1 day) or (3 days) or long-term suspension depending upon infraction (10 days)
  - Fourth Offense: Short-term suspension (3 days) or Long-term suspension (10 days)
  - Fifth Offense: Long-term suspension (10 days) and review of potential expulsion proceedings

## Parent Intervention Guidelines

### Goals

Allow the parent the opportunity to view their student in their learning activities at school so they can provide the needed supports and structures at home to assist the student in finding success at school.

- Engage the student's parent to assist the student in learning:
  1. How to stay focused on doing their best on all of their work.
  2. How to be respectful to the teacher and classmates, and focus on learning.
  3. How to conduct themselves in an appropriate manner in each learning environment at school.
- Review with the parent and student what is expected of the student at school each day.
- Students at American Preparatory Academy are expected to do their best on all work.
- Students are expected to respect the teacher and classmates, and focus on learning.
- Students are expected to govern themselves and control themselves in all situations at school.

### Parent's Duties

1. Stay with the student – sit next to student desk during class time, transition with student.
2. Fill out the data tracking form for Parent Interventions.
3. Re-direct the student back to learning whenever necessary.
4. Teach the student how to show respect to the teacher (ie: eyes on the teacher, feet flat on the floor,

- mouth closed, hands on the desk, etc.)
5. Help the student to see the value in self-control and self-governance.
  6. Take any/all opportunities to notice good behaviors and teach correct behaviors during learning time, transitions, lunch, recess, etc.
  7. Instill in their student the desire for success at school through establishment of meaningful rewards and consequences.

*Parents should be actively engaged in working with their student. Parents should not be on their phones, laptops or mobile devices etc. At the end of the intervention, the teacher, student, and parent will meet to discuss the positive effects of the intervention and help the student set goals for a successful school year. If more coaching is needed, parents will be invited back to coach for an extended period of time.*

## Emergency Suspensions and Expulsions

A student shall be immediately expelled or placed on long-term suspension for any safe schools violations, including but not limited to:

1. Possession of a Safe Schools Banned Item (see below)
2. A serious violation affecting another student or staff member in or on school property, or in conjunction with a school activity
3. The destruction of school property, vandalism, or graffiti, or etching.

## Safe Schools Banned Items

Weapons and dangerous substances are not allowed on the premises of American Prep. Possession of any of the following items may be grounds for immediate expulsion:

- Controlled substances
  - narcotics,
  - tobacco, cigarettes, e-cigarettes, and other electronic smoking devices)
  - Alcohol
  - prescription medications
  - Drug paraphernalia
    - **Please refer to NRS 453.554 which defines drug paraphernalia**
- Weapons, including real weapons or look-alike weapons
  - Toy guns (Nerf, Rubberband Shooters, Airsoft, etc.)
  - Any explosive, noxious, or flammable material (including aerosol cans, such as deodorant sprays)
  - Matches or lighters
  - Bullets
  - Knives or other cutting tools (other than school scissors)
    - Firearms as defined in NRS 202.253, weapons use as defined in NRS 202.350 the following definitions from NRS 392.466 also apply
      - “Battery” has the meaning ascribed to it in paragraph (a) of subsection 1 of

NRS 200.481.

■ (b) “Dangerous weapon” includes, without limitation, a blackjack, slingshot, billy-club, sand-club, sandbag, metal knuckles, dirk or dagger, a nunchuck or trefoil, as defined in NRS 202.350, a butterfly knife or any other knife described in NRS 202.350, a switchblade knife as defined in NRS 202.265, or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause, bodily injury to a person.

■ (c) “Firearm” includes, without limitation, any pistol, revolver, shotgun, explosive substance or device, and any other item included within the definition of a “firearm”

■

\*\*American Prep is a LATEX-FREE school. Absolutely NO latex balloons, gloves or other latex based items are allowed on campus at any time. \*\*

- Sexually explicit material – written, pictorial, or electronic including nude depictions of either gender in a sexual context.

## VII. Parent Involvement Policy

### Non-custodial Parent/Guardian

American Preparatory Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Likewise, non-custodial parents will have access to students during school hours in the same way that custodial parents do (including picking up the student from school) unless documentation to the contrary is presented to the school.

### Caregivers

If parents are going on vacation, be sure and add the caregiver to the student’s card so they can pick them up from school if necessary while you are gone. You should also leave a “permission to treat” with the caregiver in case there is need for medical attention for the student and the parents are not available.

## Visitors

Visitors are welcome at American Preparatory Academy. Visitors must enter the main entrance doors and sign in at the front desk before going to any other parts of the building. Visitors must wear a Visitor's Badge while they are in the school. Visitors are welcome to visit any classroom as part of our "empty chair" philosophy. In all classrooms there is an empty chair in which visitors can sit and observe the instructional process. Visitors should not involve themselves in the classroom. We ask that visitors not bring small children to observe in the classroom.

## Volunteer Guidelines

American Preparatory Academy asks families to provide 20 hours per year of volunteer service. Most of our families provide MANY more hours than this! We consistently log over 10,000 volunteer hours per year, thanks to our INCREDIBLE families and their generous gift of time and talents. This extraordinary service makes it possible for our students to have an outstanding educational experience, which would not be possible without our volunteers' assistance. THANK YOU, parents!!

It is important that volunteers work together as team members with American Preparatory Academy staff members. The following guidelines are helpful in ensuring that volunteer service is a positive experience for parents and is effective for our students:

- Volunteers must sign in and out at the front office, get a Visitor's badge and wear it during the time in the building volunteering.
- Volunteer Dress & Behavior – please dress appropriately. The more we show respect for our school, the more respect the students will feel toward the school. American Preparatory Academy's dress code is reflective of a high level of respect. We encourage volunteers to reflect this same level of respect in their own appearance when they volunteer at the school.
- Volunteers work under the supervision of staff.
- As a matter of professional ethics, and personal privacy, volunteers do not discuss teacher, student or school affairs with other people. It is extremely important that confidentiality be upheld at all times. Administrators have the same expectations of confidentiality from volunteers as they do from the American Preparatory Academy staff.
- Volunteers may be asked to grade student papers, and it is imperative that student work is ONLY discussed with the teacher or student, if directed by the teacher, and no one else.
- For our volunteers' protection, they should avoid being alone with one or two students. If this is unavoidable, volunteers should be sure and keep the door open or move to a hallway to work.
- Student Discipline: Volunteers have a responsibility to inform staff if there is a problem with student or staff behavior. Volunteers should not discipline a child unless they are expressly instructed to do so by the supervising staff member.
- When volunteers are scheduled to work in the classroom with students, bringing young children is not recommended, as they may become a distraction in the classroom. When coming to a meeting or a group work activity, bringing younger siblings may be acceptable.
- Volunteers have no claim to intellectual property created during their volunteer service at American Preparatory

Academy.

- As required in [NRS 388A.366](#) and [R131-16\(8\)](#), all volunteers that will be working with students are required to be fingerprinted and have an FBI background check completed. Please email [volunteer@apavegas.org](mailto:volunteer@apavegas.org) for more information.

## Drivers and Chaperones

Parents may be asked to volunteer as chaperones and drivers.

### **Certification requirements are:**

1. A current copy of your driver's license
2. A current copy of car insurance card - the one you carry in your car with the expiration date in the future (must be updated before each activity)
3. An auto insurance policy declaration page (\$150,000 minimum Auto Liability Limit required)
4. Fill out the *Employee/Volunteer Driver Acknowledgement* form
6. Submit to a background check to the DMV. The background check does not include fingerprints and the parents can submit the information online.

## Parent/School Communication

Communication at American Preparatory Academy, as outlined in our school vision, will be positively framed and undertaken in good faith by all parties. Anyone with a question or concern is to take it to the person most able to address it and to no one else. This allows for all members of the community to feel safe and valued, and to have confidence that all concerns will be addressed to the point of satisfaction. Feedback from all stakeholders is essential for the school to be continually engaged in a process of improvement, and feedback is more likely to be shared freely when stakeholders are confident their feedback will be carefully heard and addressed.

***We acknowledge the many familial relations at American Preparatory Academy.*** Our school was founded by a group of individuals, including family members and friends. Most of our employees have children who attend the school, and some of the employees are related to other employees. The advantage to having family included in our school structure is an elevated commitment level that is the result of serving our own children. Thus, the school is not just someone's "job," but also a reflection of a family legacy and commitment to something above and beyond the ordinary. This philosophy then extends to all the families that have joined in and brought their children, relatives and friends to invest their energies and become part of what we call the "American Preparatory Academy Family." We realize that this environment may make some individuals hesitant to voice concerns. We assure you that we are dedicated to managing familial relationships professionally and addressing all concerns brought to us.

***Concerns must be brought by a parent about their own students or their own concerns.*** Parents may not represent a group in bringing concerns to the American Preparatory Academy Administration or Governing Board, as each parent's concern must be addressed individually and confidentially. In order to preserve the confidentiality of our students, and honor FERPA requirements, group concerns will not be addressed.

## Channels of Communication

Members of the American Preparatory Academy community who have a question, concern, feedback, or a need for information will identify the person best able to answer their question or concern or most logically to hear their feedback and will approach that person in a positive manner. We have established a clear communication channel through which we invite you to bring any concerns or questions you may have. The persons listed are in order of those you should address your concern to first, next, etc.:

### Academic, Behavioral, or other Concern – 7-12

1. Child's Teacher - Classroom Teacher - first name.last name@apavegas.org
2. Secondary Administrative Director – Nik Hulet – nik.hulet@apavegas.org
3. Assistant Secondary Director - Craig Jex - craig.jex@apavegas.org
4. District Lead Administrator – Rachelle Hulet – rachel.hulet@apavegas.org
5. District Director – Carolyn Sharette – csharette@apamail.org
6. Parent Advocate – parentadvocate@apavegas.org

### Special Education Concern – 7-12

1. Child's Classroom Teacher - teacher's first initial lastname@apamail.org
2. Secondary Director – Nikolos Hulet – Nik.hulet@apavegas.org
3. Special Ed Case Manager-Dusty Masuch dusty.masuch@apavegas.org
4. Special Education Director –Joan Ottley-Zeeman– joz@apamail.org
5. District Director – Carolyn Sharette – csharette@apamail.org
6. Parent Advocate – parentadvocate@apavegas.org

### Facility or Safety Concern, Carpool

1. School Secretary – Cindy Mayo cindy.mayo@apavegas.org
2. Operations Director - Chris Banford chris.banford@apavegas.org
3. District Lead Administrator – Rachelle Hulet – rachel.hulet@apavegas.org

For example: If a parent has a question related to instruction or that relates to the classroom in any way, the classroom teacher should be the first person to whom the parent would go seeking information or resolution. If the parent does not feel their concern has been resolved by the teacher, they should ask the teacher for a meeting with an Administrator. If the parent desires, they may ask the school secretary for an appointment with the Director directly if they feel their concern would best be addressed at that level and they have already tried to address it with the teacher and are uncomfortable asking the teacher for an administrative conference. If the parent feels the Director has not sufficiently resolved their concern, they may bring their concern to the parent advocate member of the Governing Board. This may be done by emailing [parentadvocate@apavegas.org](mailto:parentadvocate@apavegas.org).

*If a member of the community is unclear who the best person is to answer their question or concern or hear*

*their feedback, they may ask a member of the administrative staff, beginning with one of the school secretaries.*

## **Parent Survey**

We will send periodic surveys to our families. Families will have the opportunity to express their level of satisfaction with all aspects of American Preparatory Academy's program throughout the year. Major points from the survey will be communicated to the parent community via the school newsletter. It is the goal of American Preparatory Academy to have 100% parent participation in the parent surveys.

*Anonymous written communication, outside of the annual school survey, will be discarded without being acknowledged.*

## **School/Parent Communication**

A weekly newsletter will be emailed to American Preparatory Academy families and also will be sent home with one student in each American Preparatory Academy family in the **weekly communication envelope**. This envelope will go home with students on Thursdays or Fridays. The newsletter will contain notification of important dates and events, as well as pertinent school news and information. Parents are responsible for the information obtained in these communications and will be held to the standards of expectations therein. To be added to the email list to receive the emails please send an email stating such to [info@apavegas.org](mailto:info@apavegas.org). For academic information, see IV. Academic Policies: Academic Communication.

### **Parent Meetings and Events**

Parents are required to attend the following:

- Parent Orientation Night
- Parent-Teacher Conferences
- Celebration of Excellence
- End of Year Culminating Activity for each student

Other school events parents are invited and encouraged to attend: Show What You Know (Wednesday mornings), Veteran's Day Program, Music Performances, Ambassador Events, etc.

### **Parent-Teacher Conferences**

Secondary: Parent-Teacher conferences will be held twice per year according to the school calendar. Teachers will be at tables and parents will meet with them on a first-come, first-served basis. Parents of 9<sup>th</sup> graders must attend a Student Education-Occupation Plan (SEOP) conference with the student and the teachers, scheduled according to the school calendar.

*Conferences may be scheduled at any time parents or teachers feel it would be beneficial.*

## **Financial Contributions**

We appreciate the willingness of our families to generously donate to our school. The American Preparatory Education Foundation is a qualified 501(c)(3) non-profit corporation, and donations to the school are tax deductible to the extent allowable by law. Each year, we invite families to contribute to American Preparatory Academy. These funds are used to provide special programs and materials for our students. Families are invited to donate to the school at any time by writing a check to American Preparatory Education Foundation and listing "Friends of APA" on the memo line. We very much appreciate the generosity of American Preparatory Academy families!

## **Fees**

APA works hard to bring outstanding programs that provide the very best opportunities for growth and learning. APA also works hard to keep costs to families as low as possible. In order to provide some of our programs, we may find it necessary to charge some school fees beginning 2018-19. Please see the front office for our updated fee schedule.

## **Lost or Damaged Books**

APA's curriculum staff carefully records and inspects the textbooks and other materials (library books, etc.) that are returned throughout the school year. Damaged materials (marked, soiled, torn, etc.) are repaired or removed from circulation. When a student is issued a book during the school year, it is the family's responsibility to immediately report any damage that may have escaped the school's notice. Failure to do so will result in the assumption that the damage occurred while under the current student's care. Parents will be required to pay for all materials that are lost or returned with damage. Student registration for the following year will not be processed if a family has outstanding lost book fines or other fines.

## Appendix A: School Compact

American Preparatory Academy AGREES TO:

1. Provide an orderly, safe and nurturing learning environment conducive to student learning.
2. Use multiple sources of information in determining the strengths and needs of the school and of individual students.
3. Establish school goals and student achievement standards based on an annual comprehensive needs assessment.
4. Educate students according to individual levels of comprehension and subject mastery based on regular assessments.
5. Provide frequent and ongoing feedback to parents on how the student is progressing academically in formats that are easily accessed and understood.
6. Utilize content-rich, efficient curriculum and research-based instructional methodologies to ensure that every student has the opportunity to achieve academic success.
7. Assist Junior High students in their efforts to become student scholars by providing an academically rigorous liberal arts program that prepares them for advanced study at the high school level.
8. Ensure that educational services are provided by highly qualified teachers and paraprofessionals.
9. Prepare students to be good citizens and confident participants in their communities.
10. Help students resolve conflicts or behavior challenges in a positive, non-threatening way.
11. Encourage parent participation in school improvement, program awareness and activities, and student achievement. Build the capacity of parents to help their children achieve high standards.
12. Share assessment and evaluation data with parents and the community.

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Rachelle Hulet, Administrative Director



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Christy Campbell, Elementary Director

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Nikolos Hulet, Secondary Director

## Appendix C: Parent Compact

Parents AGREE TO:

1. Use “Builder Behavior” within the American Preparatory community by being positive and encouraging with staff, other parents, and especially with students (IV. Academic Policies: Communication with Students and VII. Parent Involvement Policy: Parent-School Communication).
2. Inform and provide constructive input to appropriate staff at American Preparatory Academy in a timely manner should I become aware of obstacles to my student’s education (VII. Parent Involvement Policy: Parent-School Communication).

3. Ensure that my student attends school regularly and on time. Notify the school promptly in the case of my student's absence. As often as possible, schedule appointments outside of school hours (II. Daily School Operation: Attendance).
4. Abide by school policies regarding check-in/check-out procedures and visitor policies (II. Daily School Operation: Check-ins and Check-outs).
5. Abide by school policies and procedures regarding student drop-off and carpool (II. Daily School operation: Carpool).
6. Ensure that my student receives sufficient rest and has a nutritious breakfast and lunch (III. Health and Safety: School Lunch).
7. Ensure that my student arrives at school prepared for class with necessary materials and in appropriate dress uniform (IV. Academic Policies: Organization and V. Dress Code).
8. Provide an environment in the home that will make it possible for students to engage in scholarly pursuits on a daily basis. This should include opportunities for exercise, study, homework, and reading. It may also include instrumental practice. Students should refrain from watching T.V. or playing video games Monday - Thursday (IV. Academic Policies: Homework).
9. Review my student's homework and sign my student's learning plan each night (IV. Academic Policies: Organization).
10. Support my student's education through attendance at school meetings, Parent-Teacher conferences, and Parent Interventions when necessary (VII. Parent Involvement Policy: School-Parent Communication and VI. Code of Conduct: Parent Intervention Guidelines)
11. Support the American Preparatory Community by completing parent surveys and volunteering at least 20 hours per school year (VII. Parent Involvement Policy: Parent-School Communication and Volunteer Guidelines).
12. Abide by other school policies and procedures as outlined in the Parent-Student Handbook and the Acceptance of Policy.

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Parent Name

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Signature