



## ANDERSON PREPARATORY ACADEMY ELEMENTARY

### **Student/Family Handbook 2011-2012**

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Anderson, IN 46011  
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[www.goapa.org](http://www.goapa.org)

#### **Nondiscrimination Policy**

No school operated by Anderson Preparatory Academy shall discriminate against any student, teacher, or employee on the basis of race, religion, gender, or national origin. Furthermore, in regard to students, the school admits students of any race, religion, gender, national and ethnic origin, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, gender, national or ethnic origin, nor disability in administration of its educational policies, admission policies, athletic, and all other school administered programs.

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## 2011-2012 School Calendar

### FIRST SEMESTER

August 8 and 9	Teacher work days
August 10	First student school day
August 10-September 22	1 <sup>st</sup> six-weeks (31 days)
September 5	LABOR DAY (no school)
September 23-26	BREAK
September 27-November 3	2 <sup>nd</sup> six-weeks (28 days)
November 4-7	BREAK
November 8-December 21	3 <sup>rd</sup> six-weeks (30 days)
November 24 and 25	THANKSGIVING BREAK
December 22-January 2	WINTER BREAK

### SECOND SEMESTER

January 2	Teacher work day
January 3-February 16	4 <sup>th</sup> six-weeks (32 days)
January 16	MLK HOLIDAY (no school)
February 17-20	BREAK
February 21-March 30	5 <sup>th</sup> six-weeks
April 2-6	SPRING BREAK
April 9-May 18	6 <sup>th</sup> six-weeks (30 days)
May 18	LAST DAY
May 21	Teacher day

\*\*\* May 18<sup>th</sup> is the last day unless additional make-up days are needed.\*\*\*

## MISSION STATEMENT

The Anderson Preparatory Academy Elementary provides a safe, disciplined, structured, and creative environment preparing students to strive toward a goal of academic excellence while nurturing diverse individual student interests, fostering the desire for learning, and developing those cherished principles and values of leadership, character, patriotism, and respect for self, family, community, and country.

## MOTTO

“Where Excellence is Expected”

## MASCOT

Jets

## EDUCATIONAL PHILOSOPHY

- **Scholarship:** Anderson Preparatory Academy has built a curriculum of high academic standards that incorporates direct instruction, project-based learning, and computer based instruction that assesses and prescribes individualized lessons for each student.
- **Character Development:** Respect and responsibility are just two of the values at the heart of the APA training in character education. We live in an age where technology and social concerns dictate the need for a deepening concern for character. The principles of character education are utilized as basic principles for an integrated character education program. The program includes but is not limited to: the teacher as model and mentor; activities that promote values and ethics; encouraging moral reflection; discussion of issues and answers, problems and solutions; conflict resolution; foster parent and community involvement; and learning to serve others through service projects. An important part of this character education will be to teach students to work together as a team.
- **Citizenship:** Service to community is required of every student at APA.

## HONOR CODE

As a student at APA Elementary, I will conduct myself in a manner that demonstrates trustworthiness, respect, responsibility, fairness, compassion, and citizenship. I will wear my uniform properly and with pride. I will follow proper habits of hygiene and grooming. I will strive for academic excellence. I will attend school regularly, and I will be on time for school. I will prepare myself for doing my best work at APA Elementary and will be prepared for class. I will respect my school, its property and the property of others. I will not lie, cheat, steal, or tolerate those who do. ***I realize that violations of the Honor Code may result in my dismissal from APA Elementary.***

## STUDENT RIGHTS

Every student at APA Elementary has the right to the finest educational opportunity. They DO NOT have the right to disrupt that process.

- Students have the right to a free public education regardless of race, sex, ethnic background, nationality, religion or disability.
- Students have the right to “Due Process.”
- Students have the right to private property unless prohibited by school policy or state/federal law.

## **STUDENT RESPONSIBILITIES**

- Each student should be an active participant in learning.
- Each student must observe all school, state, and federal policies, laws, and regulations.

## **SCHOOL HOURS**

- **Kindergarten- Level 2 at the 25<sup>th</sup> Street building: 8:15-3:00**  
*\*\*Students arriving after 8:15 a.m. must sign in at the office and will be counted tardy.*
- **Level 3-Level 5 at the 22<sup>nd</sup> Street building: 8:05-3:15**  
*\*\*Students arriving after 8:05 a.m. must sign in at the office and will be counted tardy.*

## **ATTENDANCE POLICY**

**State law requires children to attend school, and we believe that attendance is essential to academic success. If your child is going to be absent, please call the office no later than 8:30 a.m.**

When it is necessary for your child to be dismissed at a time other than the regular dismissal time, a written statement should be sent with the child to the teacher. The parent or guardian of the child must sign this statement.

After arriving at school, students are expected to remain for the full day unless previous arrangements have been made in the office. Students who leave the building must have a parent or guardian (or designated adult) come to the office and sign them out. This policy is for the protection of the student. Students returning from appointments must be accompanied and signed in to the office by parents, guardians, or designated adult.

- According to Indiana state laws, excessive tardiness and absenteeism will be prosecuted.
- A student absent from school must return with a note from the parent or guardian regarding the reason for the absence to be considered “excused.”
- Parents may request an absence in advance with information concerning the absence.
- In accordance with state code IC 20-33-2-11, **ten (10) or more absences** will be treated as habitually truant. **15 absences** in one school year may result in removal from APA Elementary.
- A student missing three (3) consecutive days from school will require a doctor’s note.
- **State laws legally permit absences for the following reasons: personal illness, death in the immediate family, quarantine, court appointment, required religious instruction, a page or honoree at the Indiana General Assembly, or participation in an out-of-school school activity.**

## **AFTER CARE**

The Anderson YMCA contracts with parents and collaborates with schools to have an after school program at the school facility. This service is available until 6:00 p.m. They utilize a 10:1 child to care giver ratio. Financial aspects of the program are handled by the YMCA. It is a service currently utilized at the Pre-Academy with great success.

## **MORNING DROP-OFF AT THE K-2 ELEMENTARY**

**Official drop-off times are 7:45-8:10 a.m.** (Students are considered tardy if not *in the classroom* by 8:15 a.m.) Students are dropped off at the east doors and are to immediately report to their classroom.

**NOTE: Dismissal parent pickup procedures may change due to some last minute adjustments that could make it safer for students. Look for information.**

## **AFTERNOON PICK-UP FROM THE K-2 ELEMENTARY**

**Students are dismissed promptly at 3:00 p.m.** Please keep in mind that many parents/guardians have students to pick-up at the 3-5 Elementary located on 22<sup>nd</sup> St. or the Pre-Academy/Academy located on 29<sup>th</sup> St. ***It is imperative that parents follow these procedures for pick-up:***

- All **kindergarten** and **Level 1** are picked-up from the **east doors**.
  - Students are lined up by class, and each teacher is responsible for bringing his/her students outside.
  - Older siblings in the same building will be sent to their younger sibling's classroom a few minutes before dismissal and exit with that class.
  - On the East end there are three lanes. The outside lane (East) is maintained as a "throughway" and should not have any parking in it so that Level 2 pickups can pass by after picking up in the back. K and Level 1 pickups will fill in the two inside lanes. Teachers will allow students to board their pickup vehicles once they are at the front of the line in either lane 1 or 2. Once boarded, the vehicles will pull away and the next vehicles will pull up to board the next students.
  - Parents **will not leave** until directed by a staff member to do so.
- **Level 2 students** are picked up from the southwest doors.
  - We will use only one lane as we pick up Level 2 students.
  - Teachers will allow students to board their pickup vehicles once they are at the front of the line. Once boarded, the vehicles will pull away and the next vehicle will pull up to board the next students.
- **It is imperative that all parents/guardians follow the directions of faculty and staff to ensure the safety of all students.**

## **MORNING DROP-OFF AT THE 3-5 ELEMENTARY**

**Official drop off times are 7:35-8:00 a.m.** (Students are considered tardy if they are not in the classroom by 8:05 p.m.) Students are dropped off at the main entrance (south side of the building on 22<sup>nd</sup> St.). **Parents/guardians must pull-up to the school coming from the east so that students can exit their vehicle from the right side. This is to aid in the safety of all students. Faculty and staff will aid in this process.**

## **AFTERNOON PICK-UP FROM THE 3-5 ELEMENTARY**

**Students are promptly dismissed at 3:10 p.m.** Please keep in mind that many parents/guardians have students to pick-up at the K-2 Elementary located on 25<sup>th</sup> St. or the Pre-Academy/Academy located on 29<sup>th</sup> St. ***It is imperative the parents follow the following procedures for pick-up: (Continued on next page)***

- For parent/guardian convenience with pickups, students are dismissed from the following exits at 3:10. Level 3 exits the West exit by Fulton Street. Level 4 exits the Main exit on 22<sup>nd</sup> Street. Level 5 exits the East exit on 22<sup>nd</sup> Street nearest to Dewey Street.
- Students are not permitted to cross the street to get to their ride unless the parent/guardian/etc. exits their vehicle and crosses the street to escort the student across the street. Students may walk to their ride and enter the vehicle from the curb side on the school side of the street.
- It is preferred and strongly recommended that the parent/guardian park on the school side of the street.
- **Faculty and staff are required to walk out with all students to aid in a safe dismissal.**
- ***It is imperative that all parents/guardians follow the directions of faculty and staff to ensure the safety of all students.***

## **DROP-OFF AND PICK-UP PROCEDURES**

As stated above, all pick-up and drop-off procedures are essential to the safety of our students. Parents/guardians that continually refuse to follow drop-off and pick-up procedures will be prohibited to pick-up or drop-off their students and will have to make other arrangements for student transportation.

## **HEALTH CARE**

A state licensed RN will oversee both elementary facilities. All state mandates to health services and student health records are met.

## **MEDICATIONS**

All prescription medications or other medications parents ask the school to administer shall be administered by the school nurse or official school designee. Records will be kept of all such medications. Parents must have the medical records form completed prior to having medications administered. All medication forms must be on file with the school.

## **IMMUNIZATION RECORDS**

Indiana State Code requires that the school corporation maintain a file of immunization history for each child. When a child enrolls for the first time or any subsequent time and at any level, his parents must show either that he has been immunized or that a current religious or medical objection is on file. The law further states *that no child may remain in school beyond the date of his/her enrollment without minimum required immunizations.*

## **MINIMUM IMMUNIZATION REQUIREMENTS FOR ALL CHILDREN NEWLY ENROLLED IN KINDERGARTEN AND GRADE ONE AND LESS THAN 7 YEARS OF AGE:**

- **Five (5) doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or 4 doses** are acceptable if the fourth dose was administered on or after the fourth birthday;
- Four (4) doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination or **3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday;**
- Two (2) of measles (rubeola) vaccine, on or after the first birthday;
- One (1) dose of rubella (German measles) vaccine, on or after the first birthday;
- One (1) dose of mumps vaccine, on or after the first birthday;
- **Three (3) doses of hepatitis B vaccine.**
- **Chicken Pox vaccine.**

## **MINIMUM IMMUNIZATION REQUIREMENTS FOR ALL CHILDREN ENROLLED IN GRADE TWO OR ABOVE OR 7 YEARS OF AGE AND OLDER:**

- Three (3) doses of diphtheria-tetanus-acellular-pertussis (DTaP), or tetanus-diphtheria-pertussis (DTP), or tetanus-diphtheria (Td) vaccine, or pediatric diphtheria-tetanus (DT) vaccine;
- Three (3) doses of either all oral polio vaccine (OPV) or all inactivated polio vaccine (IPV). If a combination of OPV and IPV is used, four (4) doses are required.
- One (1) dose of measles (rubeola) vaccine, on or after the first birthday;
- One (1) dose of rubella (German measles) vaccine, on or after the first birthday;
- One (1) dose of mumps vaccine, on or after the first birthday;
- Two (2) doses of measles-containing vaccine are required for children in grades six to twelve and students in upgraded classrooms who are 11 to 12 years of age by August 1, 1999.

## **REQUIREMENTS FOR DOCUMENTATION OF IMMUNIZATION HISTORY:**

- Month/Day/Year must be stated for each (dose) immunization.
- Measles (Rubeola) immunization must be live vaccine, given after the first birthday. Clinical infection (Mumps disease) may serve as an alternative to immunization only if diagnosed by a physician.
- Rubella immunization must be live vaccine \given after the first birthday. Clinical diagnosis of Rubella may serve as an alternative immunization only if the diagnosis is the result of a serological test (blood test).

**BOTH THE MINIMUM REQUIRED IMMUNIZATIONS AND THE REQUIREMENTS FOR DOCUMENTATION OF IMMUNIZATION HISTORY MUST BE MET.**

## **HEALTH, INJURY, AND ILLNESS REPORTING PROCEDURES**

1. When a student becomes ill or injured at school he/she is to report to the teacher. The teacher will initiate a “nurse pass.”
2. It is school policy to send a child home with a temperature of 100° degrees or higher. The child should remain at home until his/her temperature has been below 100° for 24 hours without fever reducing medications. If it is determined that the student should not be in school due to illness or injury, the school nurse or administrative office staff will call the student’s parent/guardian.
3. The parent/guardian is responsible for transporting the student home or for making arrangements for transportation. If the student is to be released to someone other than the parent/guardian the school must be notified by the parent/guardian. Another student may not transport a student who is ill or injured. The school nurse may not transport ill or injured students.
4. If the parent/guardian cannot be reached, persons who are listed on the enrollment/emergency card as “other emergency contacts” will be contacted in the order given. Parent/guardian permission to release the student to anyone other than the parent/guardian must be on file or verbally obtained.
5. In the event that the parent/guardian or the designated temporary caretakers cannot be reached, the student will remain in the clinic. At the end of the school day, if attempts to contact the parent/guardian or the temporary caretaker are unsuccessful, and in the best judgment of the school nurse or the designee, the student’s condition is not deemed to be serious, he/she will be transported home by the usual means.
6. If the student’s condition appears to be or appears to become such that immediate medical attention is required, Emergency Medical Services will be requested, and their recommendations will be followed.
7. The Anderson Preparatory Academy Elementary does not assume financial responsibility for Emergency Medical Services, emergency transportation, or medical services rendered.

## **LOST AND FOUND**

All lost articles are turned in at the office. Students who have lost items of clothing, books, money, etc., should claim lost items in the office.

## **MONEY**

**If you send money to school with your child, please place it in a sealed envelope with the child’s name on it, along with the purpose for which it is sent.** It is strongly suggested that students not carry significant amounts of money to school unless there is a specific purpose for which it is to be used.

## **EMERGENCY INFORMATION**

Every student is required to have emergency contact information on file. This information **MUST** be kept current.

## **APA ELEMENTARY IS A CLOSED CAMPUS**

Once arriving at APA elementary, students will not be allowed to leave campus without a parent or designated individual providing a written reason for such action. Each student must be signed-out at the office when leaving.

## **SCHOOL FEES AND LUNCH FEES**

State law requires schools to collect all fees. Therefore, APA Elementary will pursue all delinquent fees. Students with an overdue lunch balance of \$10 will be given a peanut butter sandwich and milk. They will be charged \$0.75 for this meal. The student will not be allowed to purchase meals until the balance is paid in full. No school records will be released until all fees are paid.

## **FIELD TRIPS**

Students may go on field trips as a general part of their education. Details concerning field trips will be shared with parents/guardians as the trips are planned. Permission slips will be issued for field trips away from the school.

## **CHILD ABUSE PROTOCOL**

### **Sexual Abuse/Harassment Policy**

Indiana law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as the Anderson Preparatory Academy Elementary, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. All employees and volunteers at Anderson Preparatory Academy Elementary must adhere to the following procedures:

1. In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of Anderson Preparatory Academy Elementary, the employee or volunteer shall immediately notify an administrator, or, in the absence of an administrator, lead teacher(s). In the event of suspected, reported to discovered child abuse or neglect, an employee or volunteer will also immediately make a report to the local child protection service or law enforcement agency.
2. At the beginning of each school administrative year, all employees and volunteers working with minor children will receive training regarding the signs of child abuse, including child sexual abuse, and will receive instruction regarding reporting procedures for any and all suspected child abuse.

### **APA Elementary Child Protection Guidelines:**

1. All adults and youth, employed and volunteer, must be screened prior to beginning work.
2. Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct will not be employed and shall not volunteer service in any activity or program for minors.
3. Employees and volunteers who work with children and youth shall observe the “two-person rule” or the “open door policy” at ALL times. A situation where one person is alone with a child or youth should be avoided. This policy is mandatory for employees and volunteers working with all elementary children.

4. Reporting Incidents: Reports shall be documented in writing with the date of the report, the time of the report, the telephone number and name of the recipient to whom the report was made, name of person making the report, and a brief synopsis of the report. If at all possible, oral reporting will be recorded in the presence of a witness.

### **PARENT REQUESTED CONFERENCES**

Parents are asked to follow protocol for all conferences.

- First, make an appointment with the teacher.
- If the parent feels the parent/teacher conference was not satisfactory, a conference may be scheduled with the school's administration.
- Parents/guardians are asked not to demand a conference at any given time.
- A conference must be scheduled through the secretary.
- **Any parent/guardian that arrives at the school demanding to conference with a teacher or administrator will be asked to schedule a conference and return at the scheduled conference time. Parents/Guardians that continually refuse to follow this rule will not be allowed in the building. (There are occasions when an immediate conference is deemed necessary. This is at the discretion of the faculty and staff.)**

### **HOME-TO-SCHOOL COMMUNICATION**

- All teachers are required to have a portfolio (folder) that is used to communicate with parents/guardians. (Students will also have an agenda for such use.)
- Teachers, staff members, and administrators can be reached through email, telephone, the use of our website blog to find class expectations and assignments, and the use of the school to home technology link to find your entire child's information such as academic grades, assignments, and disciplinary actions.
- The corporation's web address is [www.goapa.org](http://www.goapa.org). All information regarding grade book information, the blog, online curriculum programs, and faculty and staff email addresses and telephone numbers can be found on this site.

### **WEATHER AND EMERGENCIES**

The blog, our automated telephone service, and the television stations WRTV, WISHTV, and Fox59 will all be sources to find delay, closing, and emergency information.

### **MEALS**

APA Elementary offers a student lunch service. Currently the corporation utilizes Preferred Meals Inc. out of Chicago, IL. **Lunch prices were not available at the time this handbook was printed.**

### **SCHOOL UNIFORM AND DRESS CODE**

- Red polo shirt with APA logo in blue
- Khaki pants (Girls may wear khaki skorts.)
- Girls may also wear the appropriate "jumpers" like the high school.
  - NO SHORTS
  - NO SAGGING ALLOWED

- Tennis shoes (**white preferred**)
- White socks
- Belt (must be black)
- **Optional: navy blue sweater**
  - APA running suit (worn only on Fridays)**
  - APA spirit wear (worn only on Fridays) (Continued)**
- Students may wear one bracelet, one necklace, one watch, and two rings.
- Male hair:
  - Neatly trimmed, above the ear, above the eyebrows, off the shirt collar
  - No dyed hair
  - No shaved designs in hair or eyebrows
  - No spikes or mohawk cuts
- Female hair:
  - Neat and clean
  - Above the eyebrows
  - No dyed hair
  - No distractive styles. Should be conservative.

### **COMMUNITY VOLUNTEER SERVICE**

Every student must complete 12 hours of community service per year. Failure to complete will result in ineligibility to participate in extracurricular activities. Non-compliance may result in grade retention. Teachers and staff provide some opportunity for hours, but it is the responsibility of both child and parents/guardians to make sure the 12 hours of community service are completed.

### **ELECTRONIC DEVICES**

**No electronic devices should be brought to school.** This includes cell phones, iPods, gaming equipment, etc. These devices will be confiscated and be released only to the parent/guardian

### **DISCIPLINE POLICIES AND PROCEDURES**

**These policies and procedures are written primarily for Levels 3-5. K-2 will follow these policies and procedures with some flexibility in an attempt to teach younger students appropriate behavior. Students are expected to understand and exhibit appropriate behavior more the older they are. 3-5 are expected to understand and exhibit appropriate behavior and are held to a higher standard. As parents/guardians, you can help your child succeed by promoting, demonstrating, and expecting appropriate behavior at home also. That will allow us to work as a team, together for the benefit of your child.**

### **APPROPRIATE SCHOOL BEHAVIOR:**

Students come to school to learn and no student has the right to infringe upon any other student's right to learn. To promote a learning atmosphere we will expect the children to observe the following guidelines:

1. Maintain calm and quiet in the classroom, in hallways, in restrooms, in the cafeteria, in special classes, and during school assemblies.

2. Students need to listen to all teachers, staff, adults and other students.
3. Teachers are expected to ensure that students are following the rules, policies, and honor code of APA Elementary. That being said, like every student, all teachers are unique in their demeanors, personal educational philosophies, and approach to handling discipline issues. **Students are expected to follow directions from every teacher in regard to each teacher's classroom rules and policies.**
4. **All students are to address adults with formal respect responding to questions and instructions with "yes, sir/ma'am," "no, sir/ma'am," "please," "thank you," "excuse me, sir/ma'am," etc.**
5. Students will keep school property neat, orderly, and in original condition.
6. Proper use of school equipment and materials is expected.
7. Speak in a respectful tone of voice to all others.
8. Use good manners at all times.
9. Students will refrain from chewing gum.
10. **Students will wear their proper uniform attire at all times.**

### **CONSEQUENCES FOR NOT FOLLOWING APPROPRIATE SCHOOL BEHAVIOR:**

**Scheduled and supervised by the teacher. Steps result after the teacher has tried other methods within the classroom to control and/or modify inappropriate behavior. See teachers' classroom rules/guidelines.**

**NOTE: Steps 1-4 are examples. Actual steps will be communicated by the teachers.**

- Step 1: Warning
- Step 2: Notation in student's portfolio; parent signature required the next day; teacher will conference and debrief with student on how to further prevent this behavior. Teacher may assign appropriate consequence.
- Step 3: Lunch detention; notation in student's portfolio to communicate with parent signature required the next day.
- Step 4 : After school detention; notation in student's portfolio as well as time and date of detention.
- Step 5: Administrator intervenes; parents are called to arrange a conference. Student may be placed on a behavior plan with more severe consequences which may include:
  - After school detention
  - Saturday school (if available)
  - In school suspension (if available)
  - Alternative Discipline
  - Out of school suspension
  - Expulsion

**NOTE: Consequence will depend on the severity and/or frequency of the violation. It is an administrative decision.**

- **Parents will be notified concerning behavior incidents where consequences were given.**

### **ZERO-TOLERANCE POLICY:**

1. Students will not demonstrate defiant behavior including a disrespectful tone of voice.
2. Students will not engage in bullying.
3. Students will not fight or use any forms of aggression including physical or sexual harassment.
4. Students will not intentionally destroy equipment, materials, or property (vandalism).
5. Students will not lie, cheat, or steal.
6. Students will not use or possess weapons, tobacco, alcohol, or drugs.
7. Students will not use or possess a laser pointer.
8. Students will not use profanity or possess profane/obscene material.
9. Students will not bring electronic devices to school.

### **POSSIBLE CONSEQUENCES FOR BREAKING THE ZERO-TOLERANCE (SEVERE CLAUSE) POLICIES:**

- A. Lunch, after school, or Saturday detention
- B. Alternative discipline
- C. In-school suspension
- D. Out-of-school suspension
- E. Expulsion

NOTE: Consequence will depend on the severity and/or frequency of the violation. It is an administrative decision.

- **Parents are called as promptly as possible to notify of such behavior and the child's consequence.**

### **POSSIBLE POSITIVE CONSEQUENCES (REWARDS) FOR APPROPRIATE BEHAVIOR:**

- A. Positive notes sent home in portfolios.
  - B. Praise
  - C. Intrinsic value added
  - D. Field trips, ball games, extra activities, etc
  - E. Afternoon socials with music and celebration for qualified students
- **In addition to the positive consequences listed above, teachers may choose to implement their own system of rewards as well.**

### **CURRICULUM**

Overview for the Vision of the Rotation Learning Classroom

- **Small group instruction replaces large group lecture.**
  - Education must be personalized through projects that result in learning the standards.
  - Differentiated instruction is required for all students.
  - Students move at their own pace with 80% mastery required for each skill in sequence.

- Progress is reported in grade equivalence.
- Hands on experiential learning are expected for non-computer teacher directed lessons.
- Portfolio assessment ensures that students have the skills for life.
- All learning should be compatible with brain research.
- The following features of Optimal Learning Environments should be incorporated:
  - Student choice
  - Student centered
- **Whole-part-whole approach**
  - Active student participation
  - Focus on ideas before mechanics
  - Authentic purposes for learning
  - Immersion in language and print
  - Teacher and peer demonstrations
  - Approximation
  - Immediate response (During planning and presentation stages)
  - Classrooms as learning communities (Students share in the development and presentation of projects.)
  - High expectations

### **Overview of System**

**Direct Instruction:** Teacher facilitates

**Project-based learning:** standards based and personalized

**Computer based:** Assessment and formal classroom progress

**Final advancement procedures:** Written formal evaluation with prescription

### **Classroom Management Related to the Rotation Learning System**

- Room layout for best practices
- Computer center for individualized learning
- Teacher small group instruction center
- Independent study for project based learning and hands on learning activities
- Discipline plan and procedures
- Use school-wide discipline plan.
- Student motivation
- Work to link student interests to independent projects and mini-projects
- Work on life skills that are part of student transition plans including the Senior Portfolio skills

## **PROJECT BASED LEARNING**

### **Format:**

- Use PBL format to construct with individual students or with small groups that will do similar projects
- Teacher directed projects are to be used to assist students in learning how to prepare and design projects independently
- Management

- Use the standards checklist to record progress on Indiana standards
- Develop project library in electronic portfolio

**Assessment:**

- Use NWEA to measure general growth.
- Use ISTEP+ scores to confirm mastery and needs for improvement for each student
- Use ISTEP+ scores to target small group instruction for shared needs
- Develop the use of Odyssey software for formative assessment on an ongoing basis

**DIRECT INSTRUCTION:** Teacher facilitator

- Sources for lessons and Assessments
- Odyssey Software
- Lessons can be given straight from the Odyssey curriculum using the small group center and LCD projector
- Lessons can be focused on group needs with follow up done by the individuals during the computer based rotation
- Indiana Standards
- Internet

**COMPUTER- BASED:** Individualized based on instructional grade level

- Compass Odyssey Software – K-6 (Aligns with NWEA)
- Standards generated prescriptive lessons
- Used as tools:
  - Word processing
  - Spreadsheets
  - Graphic presentations: Power Point and beyond

**WINGS PROGRAM**

Students that are accelerated learners will participate in the WINGS program. WINGS students will participate in the general classroom, but will have focused attention from the WINGS staff that will allow them extended educational opportunities. As stated before, no child should ever be bored. WINGS students are selected using testing programs and teacher recommendations.

**GRADING SCALE**

A = 90 – 100%  
 B = 80 – 89%  
 C = 70 – 79%  
 D = 60 – 69%  
 F = 59% and Below

**SPECIALS CLASSES (Art, Music, and PE)**

P = Pass      F = Fail

**KINDERGARTEN**

In place of letter grades, Kindergarten has competency checklists to identify mastery of skills.

**Students will have progress reported as follows:**

In each core subject, (math, reading, science, social studies) students will have an “academic fingerprint”:

Example – Math 2.3, Reading 3.4, Science 4.3, Social Studies 3.8

- 2.3 = 2<sup>nd</sup> grade, 3<sup>rd</sup> month and so on.
- 80% mastery required to move forward on each skill
- Progress measured by computer based assessment (Just like the state testing.)
- Progress is reported with real time access for parents.
- Letter grades will be given along with the grade equivalent.

## **HOMEWORK POLICY**

The completion of homework is NOT an option for students. Students that fail to do homework will simply fail coursework.

## **DUE PROCESS**

Public Law IC 20-8.1-5.1, enacted by the Indiana General Assembly, guarantees due process for pupils' suspended or expelled from classes for more than ten (10) days and outlines in detail the procedures to be followed when a student is disciplined by suspension or expulsion. In cases of expulsion for more than ten days the President of the Board of Directors appoints a hearing officer. The hearing officer will notify the student of "due process."

### **IC 20-33-8-14**

#### **Grounds for suspension or expulsion**

Sec. 14. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  - (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
  - (2) off school grounds at a school activity, function, or event; or
  - (3) traveling to or from school or a school activity, function, or event.

*As added by P.L.1-2005, SEC.17.*

### **IC 20-33-8-15**

#### **Unlawful activity by student**

Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

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(2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

*As added by P.L.1-2005, SEC.17.*

### **IC 20-33-8-16**

#### **Possession of firearms, deadly weapons, or destructive devices**

Sec. 16. (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

- (b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
- (c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.
- (d) Notwithstanding section 20 of this chapter, a student who is:
- (1) identified as bringing a firearm or destructive device to school or on school property; or
  - (2) in possession of a firearm or destructive device on school property;
- must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- (f) Notwithstanding section 20 of this chapter, a student who is:
- (1) identified as bringing a deadly weapon to school or on school property; or
  - (2) in possession of a deadly weapon on school property;
- may be expelled for not more than one (1) calendar year.
- (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- (h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.
- As added by P.L.1-2005, SEC.17.*

## **PARENT RIGHTS**

Parents have the right to see all records that pertain to their individual child. If you desire to view your child's records, contact the school secretary or principal. Student records may not leave the office area. You will be given a private area to view the records. By law, students' records must be kept confidential and viewed only by school personnel dealing with the child directly. No information can be shared publicly without the expressed written consent of the parent or guardian.

### **Non-custodial Parent Rights**

Unless a court order is on file preventing a parent from visiting or receiving information concerning a child, non-custodial parents have the right to visit children, view records, and take part in communications regarding the child. Please contact the school principal concerning any problems with custodial and non-custodial parents that would affect our school.

## **PARENT VISITATIONS/PARTICIPATION**

Parents/guardians may have to show photo IDs upon entering the school. You may visit the school at any time and help your child learn by sitting with them and assisting them as they rotate through activities. Parents should be careful to work with teachers and not disrupt the flow of the classroom environment. **Before visiting school it is necessary to let your child's teacher(s) know when and how long you plan on visiting. Please schedule in advance.**

## **PROMOTION/RETENTION ASSIGNMENT**

It is the goal of the school to help students grow at their own rate to achieve the highest level of learning as possible. Teachers accept students assigned to them at their stage of development and help them learn according to their capabilities.

Students will progress at their own rate, which is determined by parents, teachers, students, and testing. A student **will not** progress to the next “grade level” until a minimum of 80% of the skills/standards are learned. *Progress to grade level is not determined by the calendar but is based on the student progress and work with mastering skills.* For example, a student could complete two years of math in 16 months. No calendar or grade level roadblocks will exist. A student that needs more time to progress will be given that time. **We accept “no excuses” for failure. Every child can and will learn at APA Elementary.** The grade level that a child is in for any subject is called the IGL (Indiana Grade Level). Since we are in multi-aged classrooms, no students will know the exact level of other students. There will be no embarrassment because a student has to move more slowly in one subject area or another.

No child should ever feel ashamed in school because they don’t know something and no child should ever have to wait to learn the next thing they do not know. No child should ever be bored

## **PARTY POLICIES**

### ***Home Parties/Invitations***

We discourage students from inviting other students to home parties or events in a public way that will make those students not invited feel hurt. Please help your child use good judgment about such invitations and make them private.

### ***School Parties***

Schools traditionally have many parties that are seasonal in nature. Our school is not a traditional school. While we will have celebrations and will honor certain occasions, please do not expect traditional seasonal parties on a regular basis. Small class recognitions of birthdays shall be left to the classroom teacher’s discretion. **Any snacks brought for such an occasion must be store bought.**

## **TELEPHONE USAGE POLICY**

Students may only use the telephone under **very special circumstances** and must receive permission from a teacher or staff member. This is not a privilege that should be abused.

## **TECHNOLOGY USE POLICY**

Use of technology is essential to the curriculum and learning at Anderson Preparatory Academy Elementary School. Students will participate in a variety of lessons using computers, printers, kindles, and other digital equipment. Students will receive training to use the technology and are expected to follow and agree to the “Acceptable Use Policy.”

***“Acceptable Use Policy”***

Regardless of the circumstance, each student is expected to be responsible and honest, use common sense, and practice proper etiquette at all times. It is important that students help protect the investment. In order to comply, the follow rules are in effect:

1. It is a federal crime to unlawfully copy software; any student attempting to copy the school's software and/or multi-media materials will be referred to school's administration and law enforcement for disciplinary consequences according to the student handbook for stealing.
2. Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
3. Using any commands on the computer that could alter the operations of any part of the computer system, including default settings, will result in disciplinary consequences according to the student handbook for vandalism.
4. The downloading of programs from any source is strictly prohibited. Failure to comply will be treated as insubordination.
5. No CD-ROMS or USB Drives other than those provided by the school are allowed unless permission is granted from faculty or staff members. Failure to comply will be treated as insubordination.
6. Technology is to be used for educational purposes only. Games or inappropriate files including pornography are never to be used in the school. Failure to comply will be treated as insubordination.
7. No student is to use a computer without an authorized staff member present. Failure to comply will be treated as insubordination.
8. Students are not allowed to take computer books out of the classroom or school. Failure to comply will be treated as insubordination.
9. A student's user ID and password must be kept confidential at all times. A student may not change his or her password. A student may log in using his or her own user ID. Any attempt to do otherwise will be treated as insubordination.

The consequences for misusing computers and technology at APA Elementary School are as follows:

1. First offense: Changing computer configuration, deliberately accessing another student's account, deliberately harming any of the equipment, or surfing the web without an educational assignment will result in the parent being called and student losing all computer privileges for the remainder of the six-weeks outside of the usage necessary for the basic curriculum.
2. Repeat offenders and/or students who deliberately access pornographic or any inappropriate materials from the internet will lose all computer privileges and will be processed through expulsion procedures. Student will be immediately have an out-of-school for any such infraction.

## **VOLUNTEERS**

Family members, community organizations, businesses, and other groups are encouraged to volunteer at APA Elementary School. Application forms must be completed for any volunteer to work with children on an ongoing and continuous basis. The Indiana Code requires that a limited criminal history check be on file in the school office for each volunteer.

**APA ELEMENTARY  
HANDBOOK SIGNATURE PAGE  
2011-2012**

**Parent/Guardian**

**I/We have read the entire APA Elementary handbook and understand the reasons behind all policies, guidelines, and procedures.** I/We will do our very best to maintain an environment at home that coincides with the expectations at APA Elementary. I/We understand that while teachers are extremely vital to my child's educational process, I/we must encourage and foster an environment that promotes an importance for learning as well.

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Relationship to student** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Relationship to student** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:**

**Student**

With my parent(s)/guardian(s), I have gone over all the rules of APA Elementary. I will do my very best to obey these rules, and I will try my hardest to learn as much as I can while I'm a student at APA Elementary. I am willing to work outside of school to become the best student possible.

**Student name** \_\_\_\_\_

**Student signature (can be print** \_\_\_\_\_

**Date** \_\_\_\_\_ **Grade** \_\_\_\_\_