



**2021-2022**

**Anderson Preparatory Academy/Pre-Academy**  
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**Anderson Preparatory Academy Cadet Handbook**

**WELCOME:** We welcome you to Anderson Preparatory Academy. Your academic and social endeavors here will challenge you in ways perhaps never before experienced. We believe these accomplishments will build a stronger and more qualified young adult to meet the challenges of the twenty-first century. To help work towards this goal, you will be required to adhere to the expectations, standards, and policies of APA.

This handbook is provided to every family with a cadet enrolled at APA. It contains information that cadets and their families will find important and useful throughout their time at APA. Working in a partnering relationship is essential to the success of both the cadet and family while at APA.

**MISSION:** APA will cultivate scholars, empower leaders, and instill core values.

**VISION:** To be the leading educational institution that prepares cadets for post-secondary success.

**MOTTO:** “Where Excellence is Expected”

**MASCOT:** Jets

**COLORS:** Dark Royal Blue & Silver

**SPONSORSHIP:** APA is an accredited Public Charter School open to any student in the state of Indiana, authorized by the Office of Charter Schools, Ball State University.

**\*This handbook is not all-inclusive. It is a listing of key provisions of School Board policy. Deviation from these procedures by cadets is not authorized.**

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## Daily School Times of Operation

### 2021-22 CALENDAR

<p><b><u>FIRST SEMESTER</u></b>                  August 2–6 – Teacher Professional Development                  August 9 – First Cadet Day                  September 3 – eLearning Day – Teacher Professional Development                  September 6 – Labor Day – No School                  October 8 – End of 1st Term                  October 11–15 – Fall Break – No School                  October 29 – eLearning Day – Teacher Professional Development                  November 22–26 – Thanksgiving Break                  December 17 – End of 2nd Term/1st Semester                  December 20– 31 – Winter Break</p>	<p><b><u>SECOND SEMESTER</u></b>                  January 3 - Teacher Professional Development                  January 4 – Cadets Return                  January 17 – MLK, Jr. Day – No School                  February 18 – eLearning Day – Teacher Professional Development                  February 21 – President’s Day – No School                  March 4 – End of 3rd Term                  March 18 – Snow Make Up Day – No School                  March 21–25 – Spring Break – No School                  April 15 – eLearning Day – Teacher Professional Development                  May 27 – End of 4th Term/2nd Semester</p> <p><b><u>SUMMER SCHOOL</u></b>                  June 6 – June 24</p>
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### 2021-2022 SCHOOL DAY

Cadets must report to Homeroom prior to 7:50 am or the cadet will be counted late.

<b>Academy Schedule</b>	<b>Pre-Academy Schedule</b>
HR- 7:50a-8:10a	HR- 7:50a-8:10a
Block 1/5- 8:15a-9:45a	Block 1/5- 8:15a-9:45a
Block 2/6- 9:50a-11:55a	Block 2/6- 9:50a-11:20a
● A-Lunch- 10:50a-11:20a	Block 3/7- 11:25a-1:30p
● B-Lunch- 11:25a-11:55a	● C Lunch- 12:00p-12:30p
Block 3/7- 12:00p-1:30p	● D Lunch-12:30p-1:00p
Block 4/8- 1:35p-3:05p	● E-Lunch- 1:00p-1:30p
	Block 4/8- 1:35p-3:05p

The building will be closed at 3:45 p.m. All cadets must be picked up by 3:45 p.m.

### **WEATHER CLOSINGS OR DELAYS & EMERGENCIES**

Television stations Channel 8, Channel 13 and Channel 59 will carry delay & closing information. Information is also relayed via the call system and the school’s website and social media.

**DELAY START TIMES**

On a 1 hour delay, school starts at 8:50 a.m. The doors will be opened at 8:30 a.m.

On a 2 hour delay, school starts at 9:50 a.m. The doors will be opened at 9:30 a.m.

<b>Academy Schedule (2 hour delay)</b>	<b>Pre-Academy Schedule (2 hour delay)</b>
HR- 9:50a-10:10a	HR- 9:50a-10:10a
Block 1/5- 10:15a-11:15a	Block 1/5- 10:15a-11:15a
Block 2/6- 11:20a-12:55p	Block 2/6- 11:20a-12:20p
• A-Lunch- 11:20a-11:50a	Block 3/7- 12:25p-1:55p
• B-Lunch- 11:50a-12:20p	• C Lunch- 12:25p-12:55p
Block 3/7- 1:00p-2:00p	• D Lunch-12:55p-1:25p
Block 4/8- 2:05p-3:05p	• E-Lunch- 1:25p-1:55p
	Block 4/8- 2:00p-3:05p

## Academics & Educational Philosophy

Anderson Preparatory Academy’s philosophy consists of three primary tenets balanced on a foundation of discipline.

1. **Scholarship:** Anderson Preparatory Academy offers a curriculum of high academic standards that prepares cadets for post-secondary success.
2. **Leadership:** Individual leadership and character development are a major part of the Academy’s environment and overall curriculum.
3. **Citizenship:** Service to the community is required of every cadet at Anderson Preparatory Academy.

The Anderson Preparatory Academy seeks to prepare all cadets for post-secondary success. Whether a cadet’s goal is to attend college, enlist in the military, study a trade, or enter directly into the workforce, our course offerings are designed to pique the interests of our cadets and set them up for success upon graduation.

APA **does not “socially promote”** its cadets. Cadets must demonstrate mastery of grade level coursework and earn passing grades in all core courses. Additionally, cadets must demonstrate progress in the digital curriculum (Edgenuity, IXL, Mindplay, Apex, etc.), NWEA, and various standardized tests before retention/promotion status will be determined.

Because a part of post-secondary success includes the opportunity to attend college, our policy and family signed agreement acknowledges cadets will maintain at least a C- in each class. Below a C- grade is considered as non-passing as noted in our grading scale.

APA has a multi-tiered system of supports in place that teachers will use to ensure cadets receive the academic, social-emotional, and behavioral supports they need in order to be successful when academic challenges arise throughout their time at APA. For example, if cadets demonstrate non-mastery of state academic standards or progress below APA standards in the previously mentioned curriculum and testing, tutoring requirements may be put in place. These systems of supports can be developed at any time, and they will be communicated with various stakeholders including families, teachers, support staff, and administrators.

Grade Marks		
Grade	High	Low
A	100.00	94.00
A-	93.99	90.00
B+	89.99	87.00
B	86.99	84.00
B-	83.99	80.00
C+	79.99	76.00
C	75.99	72.00
C-	71.99	68.00
F	67.99	0.00

### HOMEWORK

Cadets attending APA at the secondary level (6-12) should anticipate having homework outside of class; however, this is left to teacher discretion. APA teachers post assignments and other academic items on Google Classroom– APA’s learning management system. Failure to comply with these academic expectations is considered a disciplinary issue and consequences will be assigned.

### THE FOLLOWING IS ACADEMIC/APA POLICY:

1. Cadets are expected to be prepared for every class—this means computer/charger, paper, pen/pencil, and other required materials.
2. Cadets are required to complete all work as asked by their teacher.

### HIGH HONOR ROLL & HONOR ROLL

Cadets earning term and semester grades of all A’s will be recognized as “High Honor Roll.” Cadets earning term and semester grades of A’s and B’s will be recognized as “Honor Roll.”

## **REPORT CARDS & MID-TERM REPORTS**

APA expects parents and guardians to partner with APA in order to ensure the academic success of each cadet. Our IT Department assigns each parent and/or guardian a student code for their cadet using our Skyward software.. Parents and guardians may utilize the APA school-to-home communication link “Skyward” on their computer or cell phone to monitor their cadet’s academic progress daily. Parents and guardians may also register for daily, weekly, or monthly email updates through this platform. Parents and guardians may also track attendance records through Skyward. We strongly encourage parents to utilize this system in partnering with APA for cadet success. Report cards will be issued electronically to each cadet at the end of each 9-week grading period. Between grading periods, there will be continual progress monitoring.

## **APA TERMS (H) = Cadets have access from home**

- **IXL** – Program used for skills practice in Language Arts and Math. (Science and Social Studies standards are available as well) **(H)**
- **Edgenuity** – Online curriculum for 6-12. **(H)**
- **Apex** – Online curriculum for 9-12. **(H)**
- **Mindplay** - Online curriculum for K-Adult focused on reading intervention. **(H)**
- **LMS** – Learning Management System, which is Google Classroom **(H)**
- **PBL** - Project-Based Learning
- **ELA** – English Language Arts
- **SEL** – Social Emotional Learning
- **SPED** – Special Education (**IEP** – Individualized Education Program)
- **EL/ELL** – English Language Learners (**ILP** – Individual Learning Plan)
- **MTSS** – Multi-Tiered System of Supports
- **Principal/Director are interchangeable, but the same person**
- **Superintendent/CEO/Commandant are interchangeable, but the same person**

## **HUMAN DIGNITY AND SCHOOL DIGNITY POLICY**

Statements or behavioral actions by any member of the APA school community which insults, degrades, harasses, or stereotypes any person on the basis of gender, race, disability, physical condition, socio-economic background, ethnic/national origin, sexual orientation, political beliefs, or religion is unacceptable. Failure to comply with this policy will result in disciplinary action.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act of 1974 (FERPA) requires us to inform families each year of the types of information we consider to be “directory information” and give parents/guardians the opportunity to restrict the release of such information. Despite its name, directory information is not information that will be used in a directory. It is information that we are allowed to release without specific parental permission to reliable third parties, such as military recruiters (high school students only) and news media that cover our schools. You have the right to request the withholding of any or all of this directory information. Please review the list of items. Should you request the withholding of any of this directory information any request for this information will be refused. Directory items considered are: student’s name, student’s age, student’s address and phone number, grade level and school, earned awards (including honor roll), participation in activities and sports, school photography, school work for display at discretion of the teacher, video tape of students at school activity, photograph of students for the school’s website, photographs taken for use in the school’s brochures, etc., photographs taken for media coverage of school activities. A form to withhold this information is available from the school upon request. The school must have this form on file prior to the start of school or within one week of enrolling a student.

# Attendance

## ATTENDANCE POLICY

A direct relationship exists between success in school and attendance. To ensure that cadets are in regular attendance, Anderson Preparatory Academy policy requires that all cadets attend daily, unless they are officially excused. Good attendance is a shared responsibility of cadets, parents/guardians, and school staff. It is the goal of the Anderson Preparatory Academy Attendance Policy to maintain communication with cadets that are absent from school in an effort to continue our support and encouragement.

Indiana state law requires a cadet to attend school full time during normal school hours. Indiana state law also states that it is the responsibility of the parent or guardian to see that their child is at school as state law mandates. IC 20-33-2 Ten (10) or more unexcused absences will be treated as habitual truancy and reported to the proper authorities for charges to be pressed. APA will enforce the law.

## SCHOOL ATTENDANCE CODES (SKYWARD)

- A– Class Absence
- E– Excused Absence
- U– Unexcused Absence
- S– Interim Alt. Ed. Setting
- T– Tardy to class
- L– Late to school
- F– Field Trip
- M- Miscellaneous
- QU- Quarantine
- OSS- Out-of-School Suspension
- ISS- In-School Suspension

## REPORTING ABSENCE

Parents/guardians have the responsibility to notify the school’s office by 10:00 a.m. on any day when a cadet is tardy or absent. Please identify yourself as the cadet’s legal guardian, state the cadet’s name, grade, and reason for the absence after calling: 765-649-8472: **press 1** (K-5), or **press 6** (6-12).

## EXCUSED ABSENCES

A cadet absent from school must return with a note within three school days from the parent/guardian regarding the reason for the absence to be considered “excused” if a call is not made. Parents/guardians may request an absence in advance, in writing, with information concerning the absence for consideration by the administrator. A cadet missing more than five consecutive days from school will be required to bring a doctor’s note. Any missed academic studies during excused absences are the cadet’s responsibility to communicate with the teacher for makeup work.

After a cadet reaches seven excused absences in one semester, there must be additional documentation to verify/excuse each absence thereafter (court appt., doctor’s note, Certificate of Student Illness or Capacity). Extenuating circumstances to the excused absences listed below shall be determined by the administration.

APA permits only the following reasons for an excused absence:

- Personal Illness
- Death in the immediate family
- Quarantine
- A page or honoree at the Indiana General Assembly
- Participation in an immediate family member’s military event
- Court Appointment
- Required religious instruction
- Participation in an out-of-school activity
- Authorized competition in the Indiana State Fair- not to exceed 5 days in total
- National Guard Duty

**Cadets that are not in attendance for at least the two afternoon blocks may not be able to attend and/or participate in any school extra-curricular activities and programs. D26/Co-op participation count towards this even though participation is off campus.**

## **UNEXCUSED ABSENCES**

Five or more unexcused absences in one semester are grounds for a family conference. The following absences are considered unexcused:

- Truancy
- Failure of parent to verify absence within 3 school days
- Oversleeping
- Unapproved family vacation

### **Truancy**

A cadet is considered truant when they:

- Leave school/class without administrative permission
- Leave school without a written request from the parent/guardian explaining the need to leave early
- Do not report to the appropriate person/place
- Are present in the school building but does not attend class
- Are absent from class, or tardy to class for more than 10 minutes without a valid pass
- Are absent from school when there is an attempt to evade the Indiana Compulsory Attendance Laws.

**\* Refer to page 20 for progressive discipline with accrued absences and tardies.**

## **PRE-ARRANGED ABSENCES**

Parents/guardians may request a cadet be excused from school for unique educational opportunities. All requests must be in written form and submitted to the Director for approval at least two weeks prior to the planned absence. The Director will provide notice to the parent/guardian if the planned absence will be excused or unexcused. Cadets will be required to collect their assignments and complete them prior to leaving for any pre-arranged absences. Pre-arranged absences for unique educational opportunities will not be included in the total absence count. Other pre-arranged absences include:

### **Family Vacations**

Vacations while school is in session are highly discouraged. The number of days excused for vacations will not exceed 3 days; any additional days will be considered unexcused. Vacations will NOT be approved during state mandated testing, NWEA testing or semester finals weeks.

### **College Visitation**

All college visits requests are to be submitted on the proper form to the guidance counselor at least one week prior to the anticipated visit. Cadets are limited to 3 college visits their senior year and 2 college visits their junior year.

## **MAKE-UP WORK**

It is the responsibility of the cadet to contact their teachers regarding any missed assignments during their absence. Failure to complete missed assignments could result in disciplinary action.

- **Excused Absences:** Cadets will have one day, per day missed, to complete missed assignments. Credit will be given for work missed if submitted within the time frame.
- **Unexcused Absences:** Cadets will be required to complete any missed assignments, however, it is up to teacher discretion if credit will be given for assignments missed during unexcused absences.

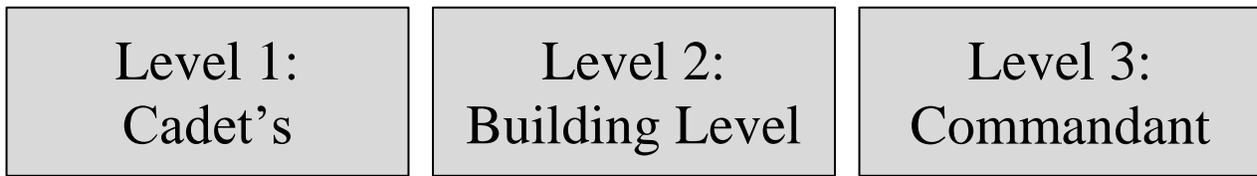
### **VISITORS & CONFERENCES WITH APA STAFF**

At the time of publication, no visitors are allowed in the schools in 2021-2022 due to the pandemic; however, this is subject to change based on Health Dept. recommendations.

Parents/guardians must schedule meetings with faculty/staff/coaches/administration in advance. This can be done by calling the main office 765-649-8472 and requesting your party's voicemail to start the process. It is expected that the chain of command is followed during this process and that one does not skip over speaking with a teacher before requesting a meeting with the building administrator, for example. Meetings can be set up via Zoom.

### **CHAIN OF COMMAND**

In general, APA expects the following communication chain to be followed when questions arise around a cadet's academic performance. APA employees can be reached via email using this format: [FirstInitialLastName@goapa.org](mailto:FirstInitialLastName@goapa.org). More detailed information about specific positions, including finance, athletics, testing, and attendance can be found on our website at [www.goapa.org](http://www.goapa.org).



### **CLOSED CAMPUS**

Once arriving at the Academy, a cadet will not be allowed to leave the campus unless a parent or designated individual provides the Academy with written documentation stating the reason the cadet shall leave. Cadets may only leave school grounds once the request is submitted in writing by a parent or guardian and approved by an administrator for mentoring, field trips, or other school related activities. Cadets leaving with a parent or guardian must have been signed out by that individual.

### **CHANGE OF ADDRESS, PHONE NUMBER, OR EMERGENCY CONTACT INFORMATION**

Parents/guardians are responsible for keeping APA informed of changes to their address and all other contact information pertinent to parent/guardian or home contact. Such information can be vital in the case of an emergency. Please contact the Registrar's office to report changes for Skyward and the IT Department for the school call system.

## **Fees**

### **SCHOOL FEES**

All school fees are expected to be paid in full. Under Indiana Code 20-8, 1-9-3, the parent of a child or an emancipated minor enrolled in a public school in grades K-12, who meets certain financial eligibility standards, may qualify for financial assistance for textbooks or curricular resources furnished by the school. The consumable materials, supplies, laboratory fees, equipment fees, and fees for special classes are not included in textbook assistance. These fees should be paid before textbook reimbursement is secured. Payment arrangements can be made through the finance office. Failure to pay in full or make payment arrangements prior to October 31 will necessitate APA to take legal action for collection. APA accepts all major credit cards.

## Cadet Health

### SCHOOL HEALTH PROGRAM

- APA provides the services of a nurse(s) on duty. Each family must complete and sign all state required medical information for APA cadet health records.
- A clinic is available for cadets who become ill during the school day. Only minor first aid services are available at school.
- Parents/guardians will be notified in the case of a serious injury or illness, or if there has been the need of medical services such as transport to a hospital. If an emergency contact cannot be reached, APA reserves the right to act on your behalf and secure medical assistance for your cadet. APA will not be held liable for medical services rendered, and financial responsibility will lie with the parent/guardian.
- Communicable diseases are reported to the Department of Health.
- It is the responsibility of the parent or guardian to see that all emergency contact information is current and accurate.

### CADET MEDICATION

It is strongly recommended that medications be given at home whenever possible. However, if the need is required to administer medication during school the following **MUST** be applied:

- Self-administered medications (including over-the-counter medication) by cadets while in school must comply with school policy. Permission for any self-administration must be granted in writing from the parent or guardian or prescribing physician and approved by school officials.
- Medications will only be received by the school nurse to be dispensed and shall be accompanied by the required paperwork and permission from parents or guardian.
  1. Written instructions from a physician must include:
  2. Medication in its original container
  3. Typed name of medication
  4. Dosage
  5. Daily time for administration
  6. Consent of physician and parent in writing
- The nurse has the right to question the authenticity of medications and is not required to administer non-FDA approved or experimental items.
- All medications must be brought to school by the parent or guardian. If any medication remains in school after it is no longer needed, parents should pick up the unused medications in a timely manner, or the designated school official will destroy the medication after a reasonable length of time.
- Over-the-counter medications are to be in original unopened container. Parent or guardian must sign a medication permission slip for all medications, whether prescription or over-the-counter.
- Medication must be administered to a cadet in the health center by the nurse or a designated school employee.
- Medications brought to school without following these guidelines will be properly destroyed.
- Failure to follow such procedures could lead to disciplinary actions.

### IMMUNIZATIONS

Parents/guardians of cadets at APA must show proof that the cadet has been immunized or that current medical or religious objection is on file. Parents/guardians must provide proof of immunization prior to the start of the school year. A waiver of no more than twenty (20) days may be granted for a cadet failing to provide immediate information as requested. Failure to do so may result in separation from the school, IC 20-33-8.

## **Daily Cadet Expectations**

### **HONOR CODE**

As a cadet at the Anderson Preparatory Academy, I will conduct myself in a manner which will be a positive reflection of the Academy and me. I will show respect for APA personnel, my fellow cadets, and treat all persons with dignity. I will wear my uniform properly and with pride. I will follow good habits of hygiene and grooming. I will strive for academic excellence. I will attend school regularly and will be on time. I will prepare myself to do my best work while attending APA and will have all my supplies, and assignments completed daily. I will respect my school, its property, and the belongings of others. I will not lie, cheat, steal, break rules, or tolerate those who do.

### **CADET RIGHTS**

- Every cadet at APA has the right to the finest educational opportunity. They do not have the right to disrupt that process.
- Cadets have the right to a free public education regardless of race, sex, ethnic background, nationality, sexual orientation, religion, or disability.
- Cadets have the right to “Due Process.”
- Cadets have the right to study in a disruption-free environment.
- Cadets have the right to a safe and disciplined school environment.

### **SCHOOL DAY EXPECTATIONS**

#### **MORNING ARRIVAL EXPECTATIONS**

- Cadets must arrive and enter the school in an orderly manner and on time (doors open at 7:30 a.m.).
- Cadets will report to their designated waiting area before school where they will talk quietly, study, or mentally prepare for their day.
- Upon dismissal at 7:40 a.m., cadets will have 10 minutes to organize for the day and report to homeroom.
  - Bags are to be stored in lockers, not carried by the cadet unless it is a school approved computer bag.
  - Cell phones and electronic devices will be turned off and left in their lockers.
    - Cell phones are permitted in the waiting areas.

#### **CLASSROOM EXPECTATIONS**

- Enter the classroom quietly.
- Stand at attention by their seat.
- Await inspection by the teacher/class leader.
- Await instruction to be seated by the teacher/class leader.
- Socializing/horseplay during instructional time and disrupting the educational process is not permitted.
- Respond with, “Yes, Sir,” “No, Sir,” “Yes, Ma’am,” and “No, Ma’am.”
- Give a substitute teacher every courtesy and respect due a regular faculty member.
- *Being prepared for every class is policy: possessing supplies/materials needed and having homework/assignments/projects completed is considered to be “prepared.”*

### **HALLWAY EXPECTATIONS**

- Report to the next class by the most direct route.
- Fraternizing, loitering, or public displays of affection on school property before, during, and after school is not permitted. This includes at school events.
  - Fraternization between Pre-Academy and Academy cadets is strictly prohibited.
- Visit lockers before school, between classes, during lunch, or after school.
- Loud yelling or rude conduct between classes is not permitted
- Always travel on the right side of the hallway to accelerate the flow of traffic.

### **CAFETERIA EXPECTATIONS**

- Enter in a quiet and orderly fashion.
- Remain in your seat once seated.
- Talking should be kept to a tolerable volume that does not disrupt nearby classrooms.
- Dispose of trash in receptacles. Keep our facility neat and clean.

### **ASSEMBLIES & EXTRA-CURRICULAR EXPECTATIONS**

- Cadets are to be courteous and respectful at all times.
- Cadets are to adhere to the APA Athletic Code of Conduct at athletic events (Page 29).

### **DANCES/SKATING PARTIES/FIELD TRIPS EXPECTATIONS**

- Cadets are to be courteous and respectful at all times.
- Cadets are to adhere to all APA rules and expectations.
- Cadets who fail to follow all school rules are subject to disciplinary action.

### **BULLYING, THREATS, & HAZING**

Bullying committed by cadets toward other cadets is strictly prohibited. Bullying at APA will be a disciplinary infraction dealt with in accordance with state law and the APA Anti-Bullying Policy. APA believes that hazing activities of any type are inconsistent with the educational process and will be dealt with as a disciplinary manner. All verbal and physical threats towards employees or cadets will be taken seriously and cadets and/or parents/guardians will be remanded into the custody of the appropriate authorities for criminal prosecution.

### **SUICIDE HOTLINE**

The National Suicide Prevention Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. They are committed to improving crisis services and advancing suicide prevention by empowering individuals, advancing professional best practices, and building awareness. The National Suicide Hotline is 1-800-273-8255.

## Dress Code/Grooming Standards

### GENERAL EXPECTATIONS FOR ALL CADETS 6-12

- Gray APA polo\* for 6-8 cadets
  - Red polo permitted for 6th grade- only for 2021-22 school year
- Royal APA blue polo\* or white oxford shirt for 9-12 cadets
  - Traditional cadet uniform permitted, but phased out entirely after 2023-24 school year
    - White aviator shirt, gray pants with stripe, navy APA sweater, plaid skirts
- A plain black belt; no sagging
- Polos/aviators tucked in at all items with belt/skirt line exposed
- A white, black, navy, or gray t-shirt/long sleeve shirt without logos is permitted as an undershirt
- Jackets, sweatshirts, and hoodies are generally not permitted over the uniform
  - Teachers may give permission to wear these items in their classrooms, but they must be removed for passing periods.
  - Approved APA sweater/outerwear\*, navy or gray, is permitted at all times over polos/aviator shirts
- Cadet's military science course will have set uniform days and those expectations will be outlined by those departments.

\*Any APA uniform top wear with our logo must be purchased through our approved vendor: Dennis Uniforms.

### ADDITIONAL GUIDELINES

APA will follow the uniform guidelines set forth by the United States Air Force and Civil Air Patrol manuals at all times. Some highlights are listed below (additional guidelines can be found in their respective manuals).

- One bracelet, solid in color, no wider than ½ inch, worn around the wrist
- Rings: A maximum of three rings on both hands combined. Will be worn only at the base of the finger- no thumb rings authorized- ring ornaments should be no larger than a nickel in size.
- Not permitted
  - Facial piercings
  - Exposed necklaces
  - Tattoos above the shoulders
    - Inappropriate tattoos below the shoulders must be covered at all times (reference section 3.2.4 of the CAP grooming standards for more details on what constitutes appropriate and inappropriate tattoos)
- Hair
  - Will not contain excessive amounts of grooming aids (i.e. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black, or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color.

### MALE CADETS

- Navy dress pants for 6-8 cadets
- Black dress pants for 9-12 cadets
- Black knee high/crew socks; no ankle socks
- Solid, black dress shoes- smooth finish
- Male Hair

- Tapered appearance on both sides and the back of the head. A block-cut is permitted with tapered appearance. Hair will not exceed 2 inches in bulk, regardless of length and ¼ inch at natural termination point; hair will not touch the ears or shirt collar. Cleanly shaven heads, military high-and-tight, or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched design. Males are not authorized to wear hair extensions.
  - Men's hair may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width.
- Sideburns
  - If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.
- Mustaches
  - Males may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.
- Beards
  - Beards are not authorized unless a medical or religious waiver is obtained
- No earrings or nail polish

### **FEMALE CADETS**

- Navy dress pants/skirts/skorts for 6-8 cadets
  - Skirts must be knee length
- Black dress pants or blue plaid skirt for 9-12 cadets
  - Skirts must be knee length and for 9-12 cadets, skirts must be purchased through the APA approved vendor: Dennis Uniforms.
- Black tights, knee high/crew socks with pants; knee-high black tights/socks with skirts
- Solid, black, closed-toed dress shoes- smooth finish
  - No heels
- Female hair
  - Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance
  - Nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Nails can only be a quarter inch in length.
- Earrings must be small, conservative diamond, gold, pearl, or silver earrings which are worn as a set, one in each ear lobe. Cadets may wear one (1) set of earrings.

## **SPIRIT WEAR**

Spirit wear is defined as:

- APA approved apparel to be worn on approved days (beginning the second Friday of first semester)
- Cadets are not required to participate in spirit wear. Those opting not to wear spirit wear must be in the appropriate polo/cadet uniform.
- APA approved apparel for spirit wear are as follows:
  - Shirts in good condition that clearly have APA or something with an APA affiliation on it
  - Jeans
    - No holes/rips
  - Tennis shoes
  - The APA warm-up/running suit is approved in part or whole.
  - Any proposed changes/additions to the spirit wear apparel list must be approved by the administration.
    - Clubs, teams, etc. should have their shirts approved by the administration prior to printing.

## **FACEMASKS**

- If required by local officials, facemasks must be worn in accordance with their guidelines. Facemasks must meet CDC recommendations.
- If not required by local officials, facemasks can be worn by personal choice by cadets and their families as long as they meet our guidelines.

## **Military Procedures**

APA is a military academy style school with many military traditions that are observed each day. The most common are wall-bracing, class opening/closing procedures, and calling the room to attention for administrators. Cadets are expected to follow these procedures regardless of the military course enrolled.

### **WALL BRACING**

Cadets move freely during passing periods; this is done quickly and professionally to their destination following the flow of traffic (always on the right side of the hallway in the direction the cadet is traveling). Wall bracing occurs when a cadet is in the passageways during the academic day between the first bell to the dismissal bell of any class block but not during the set passing periods between classes.

- A. If you are walking down the hall and see a teacher/staff member coming in the opposite direction or coming up behind you: once the staff member is within 3 paces, come to the position of attention, standing back to the right wall, render a hand salute, holding the salute and give a proper verbal greeting like: "Good Morning/Good Afternoon, sir/ma'am." Once the teacher/staff has returned your salute and passed your position, you can drop your salute and resume movement to your destination.
- B. If the cadet's hands are full (encumbered), the cadet should still brace the wall and give a proper verbal greeting. A hand salute is not required.
- C. If a cadet passes a group of teachers/staff officers engaged in a discussion or working on something, the cadet should simply pass and give a proper verbal greeting like: "Good Morning/Good Afternoon, Ladies/Gentlemen or Ladies and Gentlemen."

### **CLASS OPENING/CLOSING PROCEDURES**

Each teacher will appoint a Class Leader (CL) and Class Sergeant (CS) for each class period in each classroom. This position should be rotated at least every nine weeks. At the beginning of each class, the CL will call the room to attention and take attendance. The CL will render a hand salute and then report the class attendance to the teacher. An example is as follows: The CL will salute and report, "Sir/Ma'am, Cadets Smith, Jones, and Johnson absent," or "Sir/Ma'am, all present or accounted for." The teacher will return the salute, at which time the CL drops his/her salute, faces the class and commands the class to: "Take seats." All cadets will be seated at this time.

One minute before dismissal, the Class Leader/Class Sergeant (CL/CS) sounds off: "1 minute to dismissal." The class should begin preparation for dismissal such as disposing of garbage, picking-up the area, straightening chairs and tables, or other activities as determined by the teacher. Once the class is prepared for dismissal, the CL/CS will call the room to attention. All cadets will assume the position of attention behind their chairs. The CL will approach the instructor, halting approximately two paces from the teacher or from the desk if the teacher/staff officer is seated. Speak in a clear, conversational tone of voice, "The class is ready for dismissal," holding the salute. If the classroom meets the teacher's expectations, then the teacher will return the salute and state, "The class is dismissed." The CL will drop their salute, face the class and state, "Class dismissed." Cadets may leave the classroom at this time.

### **ATTENTION AND ADMINISTRATORS**

When an administrator enters a classroom, a cadet in the classroom will call the room to attention immediately. All cadets will stop what they are doing and go to the position of attention. The administrator will give the order "As you were" or "Carry-on" at their discretion, and then cadets may resume what they were doing. Administrators include, but are not limited to, the Commandant, Director, and the Dean of Discipline. Calling the room to attention also applies when the Registrar is giving tours and stops in a classroom.

## **Department of Guidance & Scheduling Information (Academy Only)**

### **ACADEMIC SCHEDULE & CALENDAR**

APA operates on a semester schedule that includes two eighteen-week terms.

- Each eighteen-week semester into two 9-week grading periods.

APA cadets attend four (4) classes daily. Cadets have the opportunity to earn sixteen (16) credits of coursework in one academic year.

### **COURSE ADD & DROP PROCEDURES**

Cadet schedule changes may be made within the first two (2) weeks of an academic semester.

Administration or counseling staff may initiate a change in a cadet's schedule for the following reasons:

- An error made by the school in developing the schedule
- A change in school personnel
- A class size issue (i.e. rebalancing)
- A teacher has determined that a cadet has been misplaced academically
- A cadet fails to enroll in a class required for graduation
- A medical reason with appropriate documentation
- Other reasons as determined by administration made in the cadet's best interest

### **GRADE POINT AVERAGE (GPA) & CLASS RANK**

At the end of each semester, high school cadets are ranked in their classes by grade point average (GPA). A cadet's GPA is determined by dividing the total number of points earned by the credits attempted in all subjects.

- GPAs are weighted for cadets who pass an honors, advanced placement, or dual-credit course. 0.04 is added for advanced placement or dual-credit courses & 0.02 is added for honors.
  - Note: A cadet who does not take the AP exam will earn credit for the course but will not earn the increase in the GPA calculation.
- Class rank is calculated on cumulative GPA through the completion of the seventh (7<sup>th</sup>) semester. The Valedictorian & Salutatorian must have attended Anderson Preparatory Academy for the last four semesters prior to graduation.

### **TRANSCRIPT REQUEST**

A cadet must request in writing (to the school counselor) that a transcript of their school records be sent to a college, vocational school, or place of employment five (5) school days in advance with a self-addressed envelope (postage included). Transfer of records from one educational institution to another where a family is moving or to a college will be sent upon request of that educational institution without consent of cadet or parent/guardian.

### **GRADUATION REQUIREMENTS**

All cadets will be required to complete 42 credits and 96 community service hours (24/year enrolled) to earn a Core 40 Diploma. Other Diploma types include:

- Core 40 with Academic Honors
- Core 40 with Technical Honors
- Core 40 with Academic & Technical Honors

### **EARLY GRADUATION**

A written request for early graduation must be made by the cadet and legal guardian two (2) semesters prior to the end of a cadet's intended graduation year. In addition to a written request, an application form for early graduation must be completed. These are available in the Academy's guidance office. The Director and Commandant must approve the request.

### **GRADUATION & COMMENCEMENT EXERCISES**

Commencement exercises will include only those cadets who have successfully completed all requirements for graduation and will receive a diploma or certificate of course completion and are certified to be eligible by the Director. No cadet who has completed the requirements for graduation shall be denied a diploma or a certificate of course completion as a disciplinary measure. A cadet may be denied participation in the ceremony by the Director when the cadet's conduct so warrants.

# **Disciplinary Policies & Codes of Conduct**

## **DISCIPLINARY CONSEQUENCES**

Cadets whose behavior do not meet the stated behavioral expectations will be subject to disciplinary consequences that may be administered by teachers, administrators, or other school personnel. In certain situations, the disciplinary consequences for younger cadets (Pre-Academy) may be at a lower range than the consequences for older cadets (Academy). Certain law violations will be reported to the appropriate juvenile or law enforcement authorities. The level of disciplinary consequence is decided by the Director. Normally, discipline will be progressive in nature moving to a more serious consequence for repeat violations. However, in certain situations, the violation may be a repeated offense or of such a serious nature that progressive discipline would not be appropriate. The Director will make the final decision as to the most appropriate level of consequence.

## **ATTENDANCE**

### **Unexcused Absences**

Unexcused absences are considered truancy and may be met with the following disciplinary actions:

- 3 days unexcused absence = Letter sent to parent/guardian
- 5 days unexcused absence = Letter sent to parent/guardian and 1 day suspension
- 7 days unexcused absence = Attendance contract/conference and 3 day suspension
- 9 days unexcused absence = Final letter to parent/guardian and 5 day suspension
- 10 days unexcused absence = Probable Cause Affidavit filed/Department of Children Services notified and recommendation for expulsion

### **Late to School/Tardies**

Cadets arriving at school after 7:50 a.m. without a valid excuse are considered late. Arriving late to school or tardy to class is considered truancy and may be met with the following disciplinary actions:

- 5-10 Late to Schools = Thursday School
- 11 Late to Schools = Cadet conference
- 13 Late to School = Attendance contract/conference and a 1 day suspension
- 15 Late to Schools = Letter to parent/guardian and 3 day suspension
- 18 Late to Schools = Final Letter to parent/guardian and 5 day suspension
- 20 Late to Schools = Probable Cause Affidavit filed/Department of Children Services notified and recommendation for expulsion

### **Loss of Credit for Cadet with 8 total absences per semester:**

A cadet who has accumulated a total of eight (8) unexcused absences in one term will not receive credit for the classes they are enrolled in for that term. The cadet will remain in the class and receive an n/c (no credit) for the course.

- Any cadet who falls under the “no credit” guidelines due to excessive unexcused absenteeism will receive the opportunity to formally appeal this decision in writing. A form will be provided to the cadet and parent/guardian informing them of the appeals process. The process will be done in writing and submitted to an appeals committee consisting of an administrator, the attendance officer, school nurse, and guidance counselor(s). The cadet or parent/guardian may also attach additional information about the absences or any unusual circumstances that may have caused the excessive absenteeism. The appeal committee’s decision will be final for credit or no credit for the cadet.

## **Levels of Disciplinary Consequences**

Outlined below are the level of consequences that the Director or Dean of Discipline may assign to a cadet for misconduct. This list is by no means exhaustive and disciplinary levels will typically be progressive unless an offense is repeated or is more serious in nature. Types of misconduct leading to a level of consequence are outlined on the following page.

### **Level 1: Teacher/Classroom Level Intervention**

- Conference with cadet
- Detention
- Phone call to parent/guardian
- Letter to parent/guardian/SAIP Conference with parent
- Conference with building level behavioral support staff and/or building administrator
- Teacher assigned help sessions

### **Level 2: School Administration Intervention**

- Conference with cadet
- Detention
- Phone call to parent/guardian
- Letter to parent/guardian & SAIP conference
- Referral to building level behavioral resources, i.e. PEER mediation

### **Level 3: School Level Consequences**

- Detention: Before, during, or after school
- Removal from the classroom (for less than one day)
- In-School-Suspension (removal from classroom for 1 day or more)
- Restricted activity: denial of participation in school or extracurricular activities
- Restitution: cadet assigned to make appropriate restitution for loss or damage
- Assignment to “Extended School Assignment” program outside normal school hours such as Thursday School
- Building Level Probation Agreement
- Suspension of driving privilege
- Suspension of work permit (for attendance violations only)
- Suspension of driver’s license through the Bureau of Motor Vehicles (for truancy, after second out-of-school suspension or at expulsion)
- Other consequences as deemed appropriate by the school principal

### **Level 4: Out-Of-School Suspension (1-10 Days)**

- Suspension with parent/guardian contact
- Suspension with SAIP Conference
- Other consequences as deemed appropriate by the principal

### **Level 5: District Level Interventions & Consequences**

- Madison County Probation Department meeting
- Madison County Probation Agreement - Court Referral
- Waiver of Due Process Agreement with assignment to least restrictive environment
- Department of Child Services report
- Other consequences deemed appropriate by district administrators or expulsion examiner

### **Level 6: Request for Expulsion**

- Request for Expulsion without Suspension
- Request for Expulsion with Out-Of-School Suspension

## Cadet Misconduct Types

The following list contains types of misconduct that can lead to disciplinary levels as outlined above. This list includes examples of, and by no means exhausts all types of, misconduct.

- **CELL PHONES/SMART WATCH/OTHER ELECTRONIC DEVICES-** Cellular devices, including smartwatches, are to be powered off throughout the educational day. All personal electronic devices should remain in the assigned school locker for the duration of the day. APA staff has the right to confiscate the electronic device if reasonable suspicion of disruption of the educational process.
- **DRESS CODE VIOLATION-** Cadets are required to wear school uniforms throughout the entire day. Cadets should leave the building at the end of the school day in their APA uniform; changing clothing into “street clothes” is not permitted unless authorized by the building administrator for a special event, work, or for an after school practice. APA has defined what is and what is not an acceptable professional appearance for our cadets in accordance with the standards set forth by CAP and USAF. Those standards are outlined in a previous section. Cadets arriving to APA from D-26 or a Co-op site are permitted to change into the proper APA uniform after they check-in with the front office.
- **MISCONDUCT-** Engaging in conduct such as chronic talking out in class, making rude noises or comments, teasing or horseplay that disrupts instructing or learning. \*Potential dangerous horseplay is an act that may result in the injury of a cadet.
- **AUP VIOLATION/TECHNOLOGY MISUSE-** Violating any policy as outlined in the AUP agreement set forth by the APA IT Department.
- **CHEATING/LYING/PLAGIARISM-** Copying work from the internet without proper source or other cadets’ homework, projects, or tests. Lying to any teacher or administrator about any topic. .
- **INSUBORDINATION/DEFIANCE-** Failing to follow reasonable direction given by a staff member or adult in authority.
- **THROWING OBJECTS-** Throwing any object, except in the normal course of participating in a recreational or athletic activity that may cause physical injury to another person or disrupt the educational process.
- **FAILURE TO REPORT-** Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or damage to property when the cadet has information about actions or plans regardless of where, when, or how, the cadet received such information.
- **PUBLIC DISPLAY OF AFFECTION (PDA)-** Engaging in any affectionate or sexual activity while in school, on school property, or while participating in, or during attendance, at school-sponsored activities including transportation to said activities.
- **INAPPROPRIATE SPEECH OR CONDUCT-** Inappropriate speech, conduct, or material that is profane, indecent, lewd, vulgar or offensive or disruptive to school purposes.
- **HARASSMENT (SEXUAL, DISABILITY, ETC.)-** Engaging in behavior that constitutes the harassment of anyone at school or at a school activity due to the individual’s race, gender, sexual orientation, disability, religion, or physical condition.
- **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION-** Leaving school property while school is in session without a valid excuse.

- **FALSE ACCUSATIONS OR THREATS-** Preventing, or attempting to prevent, by physical act the convening or continued function of any school or educational function, or any meeting or assembly on school property by the making of a false report of a destructive device, fire, triggering a false fire alarm, etc.
- **ALTERING/MISREPRESENTING COMMUNICATION TO SCHOOL AUTHORITIES-** Tampering with communications from parents or guardians to school authorities, including but not limited to forging names on excuses.
- **MISREPRESENTATION-** Intentionally providing false written or oral information to anyone in authority at school with the intent to deceive school officials including falsely accusing any person of harassment, violating a school rule, or violating a state/federal law.
- **DISRESPECTFUL OR INAPPROPRIATE BEHAVIOR DIRECTED TOWARDS A SUPERVISORY ADULT-** Engaging in behavior such as “walking away” (physically leaving while the adult is talking to the cadet); “talking back” (responding orally in a rude manner); “inappropriate gestures or actions” (actions that may be seen as rude or obscene); or other behavior that may be considered disrespectful.
- **ALTERING OFFICIAL SCHOOL RECORDS OR COMMUNICATIONS-** Tampering with official documents in any manner, including but not limited to changing grades or forging names.
- **ASSAULT OR THE THREAT OF ASSAULT ON AN APA EMPLOYEE-** Threatening to strike, attack, or harm an employee through any means of communication, including gestures, symbols, or signals such as threatening “to get” an employee.
- **CAUSING INJURY TO AN APA EMPLOYEE-** Willfully participating in a physical altercation, reckless behavior or disorderly conduct that results in injury to an APA employee.
- **GAMBLING-** Playing any game of skill or chance for money or anything of value.
- **TRESPASSING-** Entering any school property or facility without proper authority including entering school property or school sponsored activity during a period of suspension or expulsion.
- **RECKLESS VEHICLE USE-** Operating any motorized or self-propelled vehicle in a reckless manner on or near school grounds or at school sponsored activities.
- **PROVOCATION-** Engaging in conduct that is likely to provoke a reasonable person to fight or commit battery.
- **FIGHTING-** Engaging in an unpremeditated encounter with one or more persons and striking another person.
- **THEFT/CONVERSION-** Taking or possessing school property or the property of another person without permission.
- **RECEIVING STOLEN PROPERTY-** Receiving, retaining or disposing of school property or the property of another person that has been the subject of theft or conversion.
- **VANDALISM-** Causing damage to school property or the property of others.
- **CAFFEINE-BASED PILLS/STIMULANTS-** Possessing, using, transmitting, or being affected by caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind, whether available with or without a prescription.
- **MISUSE OF PRESCRIPTION MEDICATION-** Possessing, using, transmitting, or being affected by a prescription drug in a manner not authorized by written parental/guardian permission.

- **TOBACCO PRODUCTS-** Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
- **ALCOHOL/PARAPHERNALIA**
- **DRUGS-** Possessing, using, transmitting, or being affected by, any non-prescribed narcotic drug, hallucinogenic drug, steroid, marijuana, barbiturate, amphetamine, intoxicant, depressant, inhalant, or any substance which is represented to be or looks like any banned substance.
- **BANNED ITEMS-** Bladed Objects (i.e. Knife, box knife, pocket knife, etc), Fireworks or Combustible items, firearms; any item that may be considered a “Deadly Weapon.”

### **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY**

APA adopts this policy pursuant to state/federal law in order to address the detrimental effects of criminal gangs and their activity on its cadets, demonstrate its commitment to preventing, reducing, and eliminating criminal gang membership/activity, and educate cadets, employees, and parents/guardians about criminal gangs and their activity. APA prohibits criminal gang activity and similar destructive or illegal group behavior on APA property, on buses owned by APA or used to transport cadets, and at school-sponsored functions. APA prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior. More information regarding APA’s Criminal Gang Activity policy including the policy in its entirety can be found on the APA website.

### **CELLPHONE CONTENT, DISPLAY, AND TRANSMITTING**

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or DCS whenever there is reason to believe that any person/cadet is involved with child exploitation or child pornography as defined by Indiana Criminal Statutes.

### **LOCKERS**

Every cadet is assigned a locker. Lockers must have a lock/be locked at all times. Lockers and locker combinations are not to be shared. Bags are to be stored in lockers not carried by cadets. The school assumes NO responsibility for lost or stolen items. While a concerted effort will be made to recover them, the school does not assume responsibility for these items. The school expectation is that all lockers are maintained by cadets in a safe, hazard-free, and sanitary condition. It is the expectation that soiled clothing, food items, etc., that create unsanitary conditions will be the responsibility of the cadet. For any marks that must be specially removed, a \$100 fine will be assessed to the financial balance of the cadet assigned the locker. Lockers are to be utilized by cadets for school items and personal items as these are related to school. Lockers are not to be used for items that would interfere with the function of the cadet(s) or the school.

### **SEARCH & SEIZURE**

APA recognizes that the privacy of cadets or their belongings may not be violated by unreasonable search and seizure and directs that no cadet be searched without reasonable suspicion.

- A. As used in this section, “reasonable cause for a search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
  - Evidence of a violation of the cadet conduct standards contained in the cadet handbook;
  - Anything which because of its presence presents an immediate danger of physical harm or illness to any person.

- B. All lockers and other storage areas provided for cadet use on school premises remain the property of the School Corporation and are provided for the use of the cadets; subject to inspection, access for 13 maintenance, and search pursuant to this section.
- Locker searches will be conducted in accordance to I.C. 20-33-8-32.
  - A teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- C. The principal or another member of the staff designated by the principal and acting at the direction of the principal may search a cadet during a school activity if the principal has reasonable cause for a search of a cadet.
- D. Searches of a cadet shall be limited to:
- Searches of the pockets of the cadets
  - Any object in the possession of the cadet such as a purse or briefcase
  - A “pat down” of the exterior of the cadet’s clothing.
    - Searches of the person of a cadet which removal of clothing other than a coat, jacket, or outer sweater with clothing beneath shall be referred to a law enforcement officer in accordance with subsection G. These searches of the person of a cadet shall be conducted in a private room by a person of the same sex as the cadet being searched. At least one but not more than three additional persons of the same sex as the cadet being searched shall witness but not participate in the search. At the request of the cadet to be searched, an additional person of the same sex as the cadet designated by the cadet, and then reasonably available on school premises shall witness the search.
- E. The privilege of bringing a cadet-operated motor vehicle onto school premises is hereby conditioned on written consent by the cadet driver, the owner of the motor vehicle and the parent/guardian of the cadet to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a cadet , parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The Director or a member of the staff designated in writing by the Director may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G.
- F. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the cadet conduct standards in the cadet handbook may be:
- Seized and admitted as evidence in any suspension or expulsion proceedings if it is tagged for identification at the time it is seized and kept in a secure place by the Director or their designee until it is presented at the hearing
  - Returned to the parent or guardian of the cadet from whom it was seized
  - Destroyed if it has no significant value
  - Turned over to any law enforcement officer in accordance with subsection G.
- G. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
- Returned to the parent or guardian of the cadet from whom it was seized.
  - Destroyed
  - Turned over to any law enforcement officer in accordance with subsection G.
- H. The Director, or a member of the staff designated in writing by the Director, may request the assistance of a law enforcement officer to:
- Search any area of the school premises, any cadet, or any motor vehicle on school premises
  - Identify or dispose of anything found in the course of a search conducted in accordance with its section. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

## **DUE PROCESS**

Cadets have the right to Due Process. If a cadet cannot correct a behavior, they will meet with school officials. Families will be notified of concerns, and they may be asked to work with the school and their cadet to correct those concerns. Cadets will face disciplinary consequences when they create a disruption to the educational flow.

Indiana Student Code of Conduct section I.C. 20-8.1-5, 1-13. When an administrator (or designee) recommends to the Commandant (or designee) that a cadet is expelled from school, the following procedures will be followed:

- Ensure that procedural due process has been offered and is cited under procedures for suspension.
- Filing procedures which must be followed include:
  - Accurate completion of cadet information of the request for expulsion form
  - Signature of appropriate administrator
  - Causal Hearing date/pre-expulsion date when requested in writing by the guardian to the Commandant within 10 days, otherwise not applicable
  - The code of conduct citation for the violation(s) for the expulsion
  - All appropriate suspension information, if the cadet has been suspended, including dates for the beginning and ending of the suspension
  - The date the expulsion would be upheld
  - Communication in accordance with state code via certified mailing stating reasons for expulsion, the date, time, place and purpose of the meeting.
- When requested, the Commandant or designee may conduct an expulsion hearing or appoint legal counsel or a member of the administrative staff who did not expel the cadet.
- Failure to request or appear at a requested meeting by the cadet or the cadet's parent/guardian will be deemed as a waiver of rights administratively to contest the expulsion or appeal.
- At the meeting, the administrator or designee will present evidence to support the charges against the cadet. The cadet and parent/guardian will have the opportunity to answer the charges against the cadet and present evidence to support their position regarding DUE PROCESS. An attorney may not represent the cadet at the expulsion hearing, but the attorney may be available for consultation outside the meeting room during the meeting.
- A written summary of evidence heard at the meeting will be recorded. Action taken as deemed appropriate will be recorded. Notification will be provided to the cadet and the parent/guardian via certified mail.
- By Board Policy, the Board does not hear appeals.

## **NON-DISCRIMINATION POLICY**

Anderson Preparatory Academy does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities as required by Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.

## **Athletics and Extracurriculars**

### **ATHLETIC TEAMS**

<b>Academy</b>	<b>Pre-Academy</b>
<ul style="list-style-type: none"> <li>● Archery Coed</li> <li>● Basketball Boys/Girls</li> <li>● Baseball Boys</li> <li>● Bowling Coed</li> <li>● Cheerleading Coed</li> <li>● Cross Country Boys/Girls</li> <li>● Football Coed</li> <li>● Soccer Coed</li> <li>● Softball Girls</li> <li>● Tennis Boys/ Girls</li> <li>● Track Boys/Girls</li> <li>● Volleyball Girls</li> </ul>	<ul style="list-style-type: none"> <li>● Archery Coed</li> <li>● Basketball Boys/Girls</li> <li>● Baseball Boys</li> <li>● Cheerleading Coed</li> <li>● Cross Country Boys/Girls</li> <li>● Football Coed</li> <li>● Soccer Coed</li> <li>● Softball Girls</li> <li>● Track Boys/Girls</li> <li>● Volleyball Girls</li> </ul>

### **RULE 18- SCHOLARSHIP**

To be eligible academically at APA, all athletes must enroll in a minimum of six (6) credit bearing classes and they must be enrolled in three (3) credit bearing courses each day. The following pass guidelines also apply to be eligible academically:

- Enrolled in six (6) credit bearing classes = Must pass a minimum of five (5) classes
- Enrolled in seven (7) credit bearing classes = Must pass a minimum of five (5) classes
- Enrolled in eight (8) credit bearing classes = Must pass a minimum of six (6) classes

The following grading periods will be used to determine academic eligibility for sports:

- Term 1
- Semester 1
- Term 3
- Semester 2

### **ATTENDANCE POLICY**

Athletes are expected to be in school, in each class, every day. Cadets must be in attendance for at least the last two blocks of a school day in order to attend and/or participate in any extra-curricular activity.

### **ATHLETIC FEES AND PHYSICALS**

Athletic participation fees must be paid in full in advance of a cadet's sport participation. Payment arrangements can be made through the finance office. Failure to pay or to make payment arrangements will disallow a cadet's sport participation in that sport.

IHSAA Athletic Physical Forms must be completed by a physician and turned into the athletic office prior to the athlete's first day of participation in a sport.

### **ATHLETIC TRANSPORTATION POLICY**

All athletes are to ride to and from the away athletic contests on the bus provided by APA. If there is a situation where the cadet will not be able to ride the provided transportation home from the event, there must be written notification to the Athletic Director no more than five (5) days and no less than three (3) days in advance of the date the athlete will not be able to ride the provided transportation home from the event. If there is no written notification in advance, the athlete will have to ride the bus home with the team. APA understands that there are circumstances where a cadet may not be able to ride the bus home from an event because of an emergency. Those circumstances would include but are not limited to:

- Injury at the event
- Injury to family member
- Death of a family member

In these situations, communication with the coach or Athletic Director would be acceptable. If these guidelines are not followed, the athlete will not be allowed to participate in the next event in that sport.

### **ATHLETIC CONTEST ATTENDANCE PROCEDURE**

Cadets should be prepared to stay in the area in which the athletic contest is taking place. There will not be cadet pass-outs at any contest. Cadets can go to the concession areas; however, a cadet is not to remain in the halls or concession areas while the contest is in progress. Cadets are there to see athletes participate and support them in a winning effort. Any problem that may arise during a contest that would necessitate your leaving must be referred to an administrator. Otherwise, once you leave, you are not permitted to return.

### **IHSAA BY-LAWS**

The following policy is in line with the Indiana High School Athletic Association which states:

- “Contestants’ conduct, in and out of school, shall be as such (1) not to reflect discredit upon their school or the Association or (2) not to create a disruptive influence on the discipline, good order, moral, or educational environment in the school.”

**Note:** It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school. All by-laws can be viewed at [www.ihsaa.org](http://www.ihsaa.org).

### **COMMUNICATION**

If a concern arises with your athlete, this is the procedure we support:

1. Have your athlete speak directly to their immediate coach at an appropriate time when the coach is not coaching or teaching.
2. If a concern still exists, you as a parent/guardian should set up a meeting with the coach or coaches who directly work with your athlete. This should be set up ahead of time with an appointment. Attempting to talk to a coach before or after an athletic event is NOT considered an appropriate time, and the athletic office does not expect our coaches to participate in a meeting with a parent/guardian during these times. Confrontations after an event are unproductive and unacceptable. Talk to coaches at the right time, which is scheduled in advance.
3. If a concern still exists after steps 1 and 2, contact the Athletic Director. Again, schedule an appointment to ensure availability. The athlete, coach, parent/guardian, and the Athletic Director will meet to resolve the situation.

### **APA ATHLETIC CODE OF CONDUCT**

Smoking, drinking, drug use, felony, misdemeanor, or a violation of any item in the cadet handbook that might be considered a felony or misdemeanor may result in an immediate suspension or dismissal from the team. A review of the details of the incident will be investigated by the coach, athletic director, the Director, and Commandant. A confirmed violation of these rules will result in the following minimal disciplinary procedures:

### **First Confirmed Violation**

- The athlete will not be allowed to participate in the first 33% of the contests for the next sport season in which the athlete participates.
  - In calculating the number of contests to be missed, any fraction of a contest is to be counted and the next highest number used.
  - If the violation occurs during a season in which the athlete is participating and the 33% suspension goes beyond the season, the suspension shall be completed the next year.
    - If the athlete is a senior, they will no longer be considered in good standing in the sport and shall forfeit the season and any awards due to them that year.
  - An athlete may be considered in violation if they are in attendance where drugs and/or alcohol are in the possession of the other people present. The athletic council shall determine the discipline for this type of violation.
  - The suspended athlete is expected to continue to practice at the coach's discretion. Should the athlete decide to discontinue their participation for the season and time still remains on the suspension, they will remain an athlete not in good standing for the season in question until the full 33% suspension is served.

### **Second Confirmed Violation**

- The athlete will not be permitted to participate in any sport for a minimum of one calendar year starting from the date of the violation.

### **Third Confirmed Violation**

- The athlete will be permanently suspended from athletics.

### **Voluntary Admission of Guilt**

- If the athlete has committed no other violations prior to admission of a problem, they will be suspended pending an evaluation. Following the evaluation, the athlete may return to competition but must successfully complete requirements set forth by the school.
- If the athlete has voluntarily come forward previously or has committed a confirmed violation, the admission will be treated as a confirmed violation and the athlete is subject to further sanctions as outlined above.

### **ADDITIONAL REQUIREMENTS**

The head coach for each sport or team may have additional training rules and regulations and should expect athletes to meet reasonable standards. These guidelines should be properly distributed and discussed to all athletes in that sport at the first practice (even before, if possible). Enforcement of such rules is left up to the individual head coach.

### **REVIEW AND APPEAL OF ACTION FOR ATHLETE AND LEGAL GUARDIAN**

1. Request hearing with athletic director and the head coach involved
2. Request hearing with the Director
3. Request hearing with the athletic council.

### **ATHLETIC COUNCIL**

The APA Athletic Council will remain confidential but will consist of two administrators, two head coaches, one male and female athlete, and a non-coach faculty member.

## **Title I - Parents' Right to Know**

APA is a Title I school and receives Title I funding in order to provide additional educational resources and services for your student. These resources include additional remediation and enrichment classes, alternative methodology classes for credit recovery, in-school and afterschool tutoring, and Success Period.

Beginning in the 2014-2015 school year, APA implemented a school-wide Title I program which means that every student has access to these resources. In accordance with the Elementary and Secondary Education Act (also referred to in the media as the ESEA waiver), Section 1111(h)(6) Parents' Right To Know, this is a notification from Anderson Preparatory Academy to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers.

This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact your building principal.

### **LEGAL NOTICES**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of Anderson Preparatory Academy is available for review and copying by students, staff, and guardians during normal business hours.

# **Anderson Preparatory Academy Family Involvement Policy**

## **PURPOSE**

Anderson Preparatory Academy's Family Involvement Policy seeks to involve families in jointly developing our district's local plan under section 1112 and in the process of school review and improvement under section 1116. This policy provides the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve cadet academic achievement and school performance. Additionally, APA's policy builds the schools' and families' capacity for strong parental involvement by providing families with a description and explanation of curriculum to be used, forms of academic assessment used to measure cadet progress, proficiency levels that cadets are expected to meet, opportunities for decision-making related to the education of their children, along with materials and training on how families can improve their child's achievement. Furthermore, this policy educates school staff on how to build ties between home and school, coordinates and integrates, as appropriate, parent involvement with Head Start, Even Start, Families as Teachers Program and public preschool programs.

Lastly, Anderson Preparatory Academy's Family Involvement Policy seeks to ensure, to the extent possible, that information sent home is in a language and from families can understand, that other reasonable support for parental involvement activities as families may request are available, and that with the involvement of families, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds is conducted.

With Anderson Preparatory Academy's Family Involvement Policy in place, APA can best identify barriers to greater participation by families in parental involvement activities, with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. This ultimately will lead to positive strategies for more effective parental involvement.

## **EXPECTATIONS FOR FAMILY INVOLVEMENT**

Anderson Preparatory Academy intends that families of participating cadets be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement. Any comments indicating families' dissatisfaction with the district Title I program must be collected and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education. The Title I program must be designed to assist cadets to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the Board of Anderson Preparatory Academy. These goals and standards must be shared with families in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

## **CURRICULUM & INSTRUCTION**

Our instruction in grades K-8 is based upon our rotational learning model, which is similar to blended learning. The rotational model encompasses three components – a guided teacher group, project based learning/independent work, and a digitalized curricula. The guided teacher group is based upon academic proficiency, meaning multiple data points are used for cadet grouping. The project based learning/independent work group affords cadets the opportunity to create projects based on individual interest and passion. At the digital curricula piece, cadets engage in individualized learning by proving proficiency in grade level standards and skill sets. Additionally, this curricula is used in part to determine grade level equivalency (GLE). In grades 9-12, cadets are engaged in both lecture-based, project-based

learning and digital curricula. Leadership skills and core values are also emphasized through our military science programming. This military culture is present holistically and is integrated into daily routines.

**PROFICIENCY**

Grades K-8 operate on a growth mindset expecting cadets to have 1.5 years growth per grade. NWEA, RAZ, Digital Curricula, etc. assist in determining GLEs and or growth. Grades 9-12 use NWEA, ECA, and GPA to help determine proficiency.

## Signature Page

Please sign and bring the page to your homeroom instructor.

As the parent, legal guardian/caregiver, I acknowledge by my signature that I have read this handbook and that I am informed of the policies, procedures, expectations, and consequences of Anderson Preparatory Academy.

I also understand that my student's successful educational experience relies on a collaborative partnership between the school and the parent/caregiver. Thus, I will do my part to be proactive in this educational process by monitoring my student's academic progress, communicating with the school, and taking an active role in my child's educational experience.

Additionally, I understand that APA is a Title I school, and I have read and understand my rights as defined in the Parents' (Guardians') Right to Know Policy in this handbook.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature

As a cadet at the Anderson Preparatory Academy, by my signature, I acknowledge that I have read this handbook and that I am informed of APA's policies, procedures, expectations, and consequences.

Additionally, I understand that APA is a Title I school, and I have read and understand my rights as defined in the Parents' (Guardians') Right to Know Policy in this handbook.

\_\_\_\_\_ Date \_\_\_\_\_  
Cadet Signature