



2021-2022

Anderson Preparatory Academy Elementary
2200 W. 22nd St.
Anderson, IN 46016

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Fax: (765) 640-2550
www.goapa.org

Cadet: _____

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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SCHOOL DAY TIMES OF OPERATION

2021-2022 CALENDAR

FIRST SEMESTER

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

SECOND SEMESTER

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

SUMMER SCHOOL

June 6 – June 24

2021-2022 DAILY TIMES OF OPERATION

Cadets must report to their classroom prior to 8:05 a.m. or the cadet will be counted late.

7:30 a.m.	Doors Open
8:00 a.m.	Drop-off gate closes
8:05 a.m.	Class Begins
2:40 p.m.	Dismissal

- Cadets must be in line before 7:55 a.m. to receive breakfast. Cadets who plan on eating breakfast should be in the building no later than 7:50 a.m.
- Families may not pick up cadets from the office between 2:30 p.m. and 3:00 p.m.
- **All cadets MUST be picked up by 3:15 p.m. After 3:15, the parents/guardians must come inside and sign-out the cadet.**

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, the Remind App and the school’s website/blog: www.goapa.org.

2-HOUR DELAY AND 1-HOUR DELAY START TIMES

On a 2-hour delay, school starts at 10:00 a.m. The doors will be opened at 9:30 a.m. For a 1-hour delay, school starts at 9:00 a.m. The doors will open at 8:30 a.m.

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* course work and passing grades in all core courses. Additionally, cadets must demonstrate progress in the digital curriculum (Edgenuity, IXL, Mindplay, etc.), NWEA, and various standardized tests before retention/promotion status will be determined.

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

Because APA is a college preparatory academy, cadets are expected to rise to this standard. 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.

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. Cadets will only be promoted if they successfully complete and master academic standards and skills for that grade level. When it becomes clear that a cadet is failing at their current grade level, they may be moved back to grade level that fits better with their skills (even in the midst of the school year).

HIGH FLYERS PROGRAM (Grades K-5)

At least one of these items must be met for a cadet to be a high flyer in a subject. We use our benchmarking assessments to identify these cadets.

1. Working above grade level (entire grade level) in the digital curriculum
2. Reading above Grade Level
 - a. Kindergarten: Level E or higher
 - b. Alpha: Level K or higher
 - c. Bravo: Level Q or higher
 - d. Charlie: Level U or higher
 - e. Delta: Level X or higher
 - f. Echo: Level Z or higher
3. Made a year’s growth or more in a subject Reading, ELA or Math

REPORT CARDS/ACADEMIC NOTE TO FAMILIES

APA assigns each parent/guardian a cadet code for their cadet. Families may utilize “Skyward” on their computer or phone app to monitor their cadet’s academic progress and attendance records daily. We strongly encourage families to utilize this system in partnering with APA for cadet success. Report cards will be issued to each cadet at the end of each 9-week grading period. Between grading periods, there will be continual progress monitoring.

CADET COMMUNITY SERVICE VOLUNTEERISM

Every cadet must complete twelve (12) hours of community service per school year. We will celebrate community service successes at the end of the school year, during our awards celebration and class parties. Please watch for communication home regarding community service opportunities and check with your child's teacher for specific class-related community service hour possibilities. See Elementary Opportunities above.

K-5 Community Service Opportunities:

Ziploc (sandwich size) baggie full of pop-tabs = 2 hours

Ziploc (quart-size) baggie full of pop-tabs = 4 hours

1 sheet of box tops (taped to box top form) = 2 hours

Donate uniform shirt = 1

Donate uniform skirt or pants = 1

Donate uniform sweater = 1

Donate belt = 1

New headphones = 1

**ALL DONATIONS MUST INCLUDE CADET NAME &
TEACHER NAME**

APA TERMS (H) = Cadets have access from home

- **GLE** (Grade Level Equivalency) refers to cadets' understanding of standards for each specific grade level.
 - i.e. **3.0** – Beginning 3rd grade, **3.5** – mid-year, **3.99** – end of year
- **IXL** – Program used for skills practice in Language Arts and Math. (Science and Social Studies standards are available as well **(H)**)
- **Moby Max** – Language Arts and Math digital curriculum for K-5. **(H)**
- **ELA** – refers to English Language Arts
- **RAZ Kids** – online curriculum for Reading (online or small groups) **(H)**
- **Reading A-Z** – Reading Curriculum (online or small groups) and leveled assessments
- **LMS** – Learning Management System, which is Google Classroom **(H)**
- **PBL** – Project-Based Learning
- **SEL** – Social Emotional Learning
- **SPED** – Special Education (**IEP** – Individualized Education Program)
- **EL/ELL** – English Language Learners (**ILP** – Individual Learning Plan)
- **Review 360** – Database for accessing cadets' disciplinary records
- **Reflex/Frax Math** – Supplemental math program for basic fact and fraction mastery
- **Shurley English** – Grammar & Writing program used in the classrooms
- **Principal/Director are interchangeable, but the same person**
- **Superintendent/CEO/Commandant are interchangeable, but the same person**

HOMEWORK

Cadets attending APA may receive homework; however, not all teachers send home homework at the elementary level. APA teachers post agendas weekly in Remind 101 and classroom newsletters. Cadets have access to Google classroom or take-home folders that should contain assignments and paperwork. Failure to comply with these academic expectations is considered a disciplinary issue and consequences will be assigned.

THE FOLLOWING IS ACADEMIC/APA POLICY:

- 1) ALL cadets need to have their planner/agenda and/or take-home folders (teacher discretion).
- 2) Cadets are **expected** to be prepared for every class—this means paper, **headphones**, pencil, and other needed or required materials.
- 3) Cadets are required to complete all work as asked by their teacher.

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

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.

Legitimate reasons do exist for cadets to miss or be tardy to school but should be rare. When a cadet is not in attendance, school does go on and the cadet falls behind. Tardiness to class is defined as not being physically in the room at 8:05 AM.

Tardiness interrupts learning for everyone in the classroom. Good attendance and punctuality are skills for success in life. Anderson Preparatory Academy will adhere to a strict absence and tardy policy. Cadets arriving late to, returning to, or departing from campus during regular school day must be checked in and out by a parent or other responsible adult through the front office. Cadets are not allowed to leave campus early without first signing out in the front office. Early dismissals will be marked in the computer. **Three unexcused tardies and early dismissals will equal one unexcused absence.** Absences, tardiness, and early departures will be excused for the following reasons, **only** when supporting documentation is provided to the office within 3 days:

1. Illness during which times the cadet is under the care of a physician (must have doctor's note covering the days in question).
2. Absences due to bereavement (when requested by the parent and approved by school).
3. Absences due to medical, dental, legal appointments or court hearings (must have note from doctor, attorney, or court).
4. Observing a religious holiday (when requested by the parent and approved by the school).
5. Illness that requires the school nurse or the school administration to send a cadet home for the day.
6. Absences caused by an out-of-school suspension.
7. School related and approved absences such as field/study trips.
8. Absences verified as necessary by the administration.

CADET RESPONSIBILITIES

To attend school daily, on time and participate fully. The cadet who has been absent has the responsibility for securing and completing make-up assignments. The class work must be made up within a specific time period equaling one for each day absent. In case of a pre-arranged absence, the class work is due the day the cadet returns to school. All work not made up within the time limit will be graded at the teacher's discretion.

LATE/TARDY TO SCHOOL

- K-5 Arriving to school after 8:05 a.m. is considered "late to school."
- A parent/guardian must sign their cadet in at the main office after 8:05 am.
- Excessive tardiness will result in a conference with a parent/guardian.

EARLY DISMISSAL FROM SCHOOL

- K-5 cadets leaving school before 2:00 p.m. is considered leaving early.
- Families or guardians must sign the cadet out in the office as a tracking system.
- Excessive early dismissals will result in a conference with a parent/guardian.

REPORTING ABSENCES

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 four hours of the school day MAY NOT be able to attend and/or participate in any school extra-curricular activities and programs.

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.

ADMINISTRATOR RESPONSIBILITIES

- To review the attendance of cadets and to contact parent/guardian when a cadet has excessive absences, tardies, or early dismissals. Three unexcused tardies and early dismissals will equal one unexcused absence.
- To take appropriate steps, to ensure that cadets attend school in a timely manner on a regular basis.
- 5 (five) unexcused absences: Families will be notified of days absent and reminded of the need for regular attendance.
- 10 (ten) unexcused absences: A mandatory meeting with families and principals will be held to develop an intervention plan regarding attendance. The intervention plan will be pro-active and problem solving in nature.
- 12 (twelve) unexcused absences will result in DCS contact for educational neglect.
- 18 (eighteen) total absences could result in retention.

WITHDRAWING FROM APA

If a cadet must withdraw from school, they must inform the school at least two days prior to the last day of attendance. A parent or legal guardian must come into the school and fill out the required paperwork provided by our school's secretary. School records will be forwarded upon request by the new school.

VISITORS TO APA & CONFERENCES WITH APA STAFF

Families/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 the person's voicemail to start the process or by sending an email to that person. It is expected that one does not skip over speaking with a teacher before requesting a meeting with administration. Meetings can be set up via Zoom.

APA IS A CLOSED CAMPUS

Once arriving at the elementary, a cadet will not be allowed to leave the campus with anyone not on the pick-up list unless a parent or guardian provides written documentation with who will be picking up the cadet. Cadets leaving with a parent or guardian must have been signed out in the office by that individual.

CHANGING OF ADDRESS OR CONTACT OR EMERGENCY CONTACT INFORMATION

Families are responsible for keeping the school informed of changes to their address and all other contact information. 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.

Cadet Conduct Rules and Guidelines

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, or steal, 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.

ELECTRONICS AND PHONES

- Electronic devices including, but not limited to cellphones, games, music players, etc. are prohibited at the elementary level and should be left at home.
- There is no secure way for cadets to store electronics or phones in the building.
- CONFISCATED ITEMS will be turned in to administration. Families/guardians will need to come in to retrieve the item/s.
- If your cadet chooses to bring an electronic device, it needs to be kept in a backpack and turned off. APA is not responsible if devices are lost, stolen, or damaged.

CLASSROOM CONDUCT EXPECTATIONS

- Enter classroom quietly and sit in ASSIGNED seat.
- Put away their backpack and all personal belongings when instructed. (Or when given permission)
- Follow morning routines set by classroom teachers.
- Respond with, “Yes, Sir”, “No, Sir”, “Yes, Ma’am”, “No, Ma’am.”
- Give a substitute teacher the same respect as a regular faculty member.
 - Be prepared for class.

HALLWAY CONDUCT EXPECTATIONS

- Lockers are to be visited: before school, lunch/recess, and dismissal.
- Take the most direct route to your destination.
- Walk on the right side of the hallway.
- Talking should be kept at a Level 0.

RESTROOM CONDUCT EXPECTATIONS

- Visit restrooms only when instructed or taken by a teacher.
- Talking will be kept at a Level 0.
- All body parts will be kept to themselves.
- Wash hands when finished.

CAFETERIA CONDUCT EXPECTATIONS

- Cadet will sit in assigned seats.
- Talking will be kept at a Level 1. (0 when lights are out)
- Cadets will clean-up after themselves – throw trash away, check floor for trash, and clean-up any spills.
- As you enter, walk quietly to the next seat in line to sit.
- No saving or skipping seats. ~Remain in your seat.
- Raise hands to get permission to get up.
- 2 fingers up for microwave (K-2nd graders)
- **NO SHARING FOOD**; no caffeinated drinks.
- Cadets may bring single size portions only, **not sharable**.
- No restroom passes during lunch!
- Faces and feet FORWARD.
- LIGHTS OFF means VOICES OFF.
- Keep hands and feet to yourself.

RECESS

- Temperature/Wind Chill at or more than 32 degrees = Normal recess will be held.
- Temperature/Wind Chill between 26-31 degrees = Outdoor recess is allowed for **15 minutes (Optional)**
- Temperature/Wind Chill below 25 degrees = Recess will be held indoors
- Remain silent until supervising teachers dismiss cadets to play.
 - **CADETS WILL ADHERE TO THESE PLAYGROUND RULES**
 - All body parts will be kept to themselves.
 - Treat all living things with respect.
 - Treat playground equipment with respect- picking-up after themselves.
 - 1 whistle = Cadets will **STOP** playing and begin to “clean-up.”
 - 3 whistles = **SILENCE**, no more talking, hands down, listening for instructions.
 - Cadets will line-up in an order determined by the teacher & will be silent as they enter the school.

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 APA Bullying Policy. Legal Code: I.C. 20-33-8-0.2, I.C. 20-33-8-13.5
- APA believes that hazing activities of any type are inconsistent with the educational process and will be dealt with in a disciplinary manner and in accordance with I.C. 35-42-2-2.
- It is a Class D felony to threaten a public school employee. All verbal and physical threats towards employees will be taken seriously and cadets/and or families will be remanded into the custody of the appropriate authorities for criminal prosecution

PROHIBITED ITEMS

- Tobacco/Alcohol
- Illegal drugs/paraphernalia
- Lighters/matches
- Weapons of any sort
- Obscene literature
- Razor blades/box cutter
- Drug graffiti

Disciplinary Policies

Elementary-wide behavior plan: CORE

- C = Civility
 - Synergize (together is better)
 - Think Win-Win (everyone can)
- O = Order
 - Put first things first (work then play)
 - Begin with the end in mind (have a plan)
- R = Respect
 - Seek first to understand, then to be understood (Listen before you talk)
 - Sharpen the saw (balance feels best)
- E = Excellence
 - Be proactive (you're in charge)

BEHAVIOR LEVELS

Outlined below are the level of consequences that may be assigned 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.

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Considered minor behaviors <ul style="list-style-type: none"> ○ Talking out loud ○ Out of seat ○ Horseplay ○ Cursing ○ Chewing gum ○ Name calling ○ Dress code 	Considered step above minor behaviors <ul style="list-style-type: none"> ○ Repeated defiance ○ Minor vandalism ○ Stealing ○ Lying ○ Cursing at someone ○ Threats 	Considered major behaviors <ul style="list-style-type: none"> ○ Fighting ○ Destructive Vandalism ○ Assault ○ Weapons ○ Threatening life or suicide ○ Drugs/alcohol ○ Bullying

BEHAVIOR CONSEQUENCES

- **Warning**
Cadet will be given a warning about their behavior before any consequence occurs for level one behaviors. This warning may not be documented or communicated to families.
- **Level One**
May result in parent contact
- **Level Two**
May result in ISS (PASS)
- **Level Three**
May result in OSS.

Multiple discipline offenses will result in a mandatory parent meeting to brainstorm ideas and create a plan to help the cadet be successful. If the brainstorming meeting does not create the intended change, a mandatory behavior contract meeting may be called to create a more formal behavior plan and will be evaluated regularly. If the cadet still unable to create the change to be successful in the classroom a mandatory expulsion hearing may be called. We strongly believe in restorative justice and logical consequences. All cadets will receive warnings, regulation time, and conferences to assist the cadet in creating ways to manage unwanted behavior. All consequences will be given on a case-by-case basis.

SUSPENSIONS/DETENTIONS/EXPULSIONS

- **In School Suspension is referred to as P.A.S.S. (Positive Alternative School Suspension)**
 - Cadets will have a conference with the Director of Cadet Behavior.
 - Cadets will complete online modules through Ripple Effects that cover appropriate social and emotional lessons based off their behavior.
 - Cadets will complete their schoolwork.
- **Out of School Suspension (OSS)**
 - Major offenses can result in automatic OSS.
- **After School Detention:**
 - Will be assigned as needed from 2:50 p.m. until 4:00 p.m.
 - We will do our best to assign the detention on the same day as the offense.
- **Expulsion**
 - Due process will be followed.

CORE MATRIX/COMPONENTS OF THE LEADER IN ME

	All	Classrooms	Hallways	Assembly	Cafeteria	Restroom/ Water	Recess
<u>Civility</u>	Synergize (together is better) Think Win-Win (everyone can)	Listen and follow instructions Set a good example	Go directly to your destination	Be a good listener Be kind and polite to others	Listen and follow directions Comply with rules posted	Respect privacy	Include everyone Set a good example
<u>Order</u>	Put first things first (work then play) Begin with end in mind (have a plan)	Level 0-3 Body to self Use time wisely	Level 0 Body to self Right side and face forward	Level 0-1 Body to self Sit in a straight line facing forward	Level 0-1 Body to self Wait your turn	Level 0 Body to self Wait your turn	Level 0, whistle Wait your turn Take turns/play fair
<u>Respect</u>	Seek first to understand, then to be understood (listen before you speak) Sharpen the saw (balance feels best)	Be prepared Use/return materials and equipment properly	Use proper spacing in lines Walk directly behind the person in front of you	Stay in one spot Use appropriate applause Respect speakers and follow directions	Throw away trash Leave table, chairs, and floor clean Keep food to yourself	Go, flush, wash Keep restroom clean Report problems	Use equipment appropriately Line up with one whistle Play safely
<u>Excellence</u>	Be proactive (you're in charge)	Work quietly without disturbing others Use active listening	When alone, use wall bracing when passing an adult	Hats off Stand with hand over heart during the pledge Voice Control	Use table manners Sit correctly Try new foods	Use time wisely (try during breaks, don't wait) Use manners	Report problems Follow directions Follow safety procedures

Dress code

Anderson Preparatory Academy is a school with an expectation of professional appearance, as well as professional behavior for all cadets. While our dress code policy does not want to take away individuality of the cadets through appearance, cadets are required to be in school uniform and comply with dress code standards.

UNIFORMS

- Red polo shirt*, tucked in
 - Polos do not need the APA logo for the 2021-22 school year
 - Polos must have the APA logo starting in 2022-23
- Navy blue dress pants, skirts, jumpers, skorts, or shorts
- Long sleeves may be worn under the polo. They must be solid colors in black, white, navy blue or gray.
- Tights or leggings may be worn under skirts and must be black, white, navy blue or gray.
- Solid sweaters* are permitted over the polo. They must not have a hood and need to be solid navy blue or gray.
 - Sweaters do not need the APA logo for the 2021-22 school year
 - Sweaters must have the APA logo starting in 2022-23
- Tennis shoes are the *only* approved footwear for grades K-5.
- Black belts are required for grades 3-5.
- Masks may be worn and/or required in accordance with CDC and Health Dept. guidelines. Masks should be plain or contain designs that do not include political, religious, or other non-school approved printing.

*Any APA uniform top wear with our logo must be purchased through our approved vendor: Dennis Uniforms. Any items with our legacy logo can be work through the 2023-24 school year.

HAIR

- Neatly trimmed and maintained. Hair should be a natural color and not styled in distracting ways.

JEWELRY AND EARRINGS

- Jewelry and earrings must not be a distraction or safety issue. Cadets may be asked to place items in their backpack as needed by staff.

SPIRIT WEAR DAYS

Spirit wear days are generally on Friday. APA approved shirts/sweatshirts may be worn on this day. Approved spirit wear shirts will have the APA name or logo clearly visible. It is not required that they be tucked in. Cadets may wear their navy-blue pants or jeans. Jeans must be without holes and must be properly fitting. Tennis shoes are still required.

Title I - Families' 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 cadet. 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 cadet 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) Families' Right To Know, this is a notification from Anderson Preparatory Academy to every parent of a cadet 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 cadet's classroom teachers.

This information regarding the professional qualifications of your cadet'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 cadet is provided services by paraprofessionals, and if so, their qualifications.

If at any time your cadet 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 cadets, staff, and guardians during normal business hours.

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.

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.

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 skillsets. 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.

Thank you for allowing APA to be your school of choice. We understand the added stress and frustrations put on families during this unprecedented time. APA is committed to providing your child with the best education possible while making safety the number one priority. We love our cadets and treat them as family. If there is anything we can do as a school to help out, please let us know.

Sincerely,

Your APA Family

Signature Page

Please return this page to your cadet's teacher.

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

_____ 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.

_____ date _____
Cadet Signature