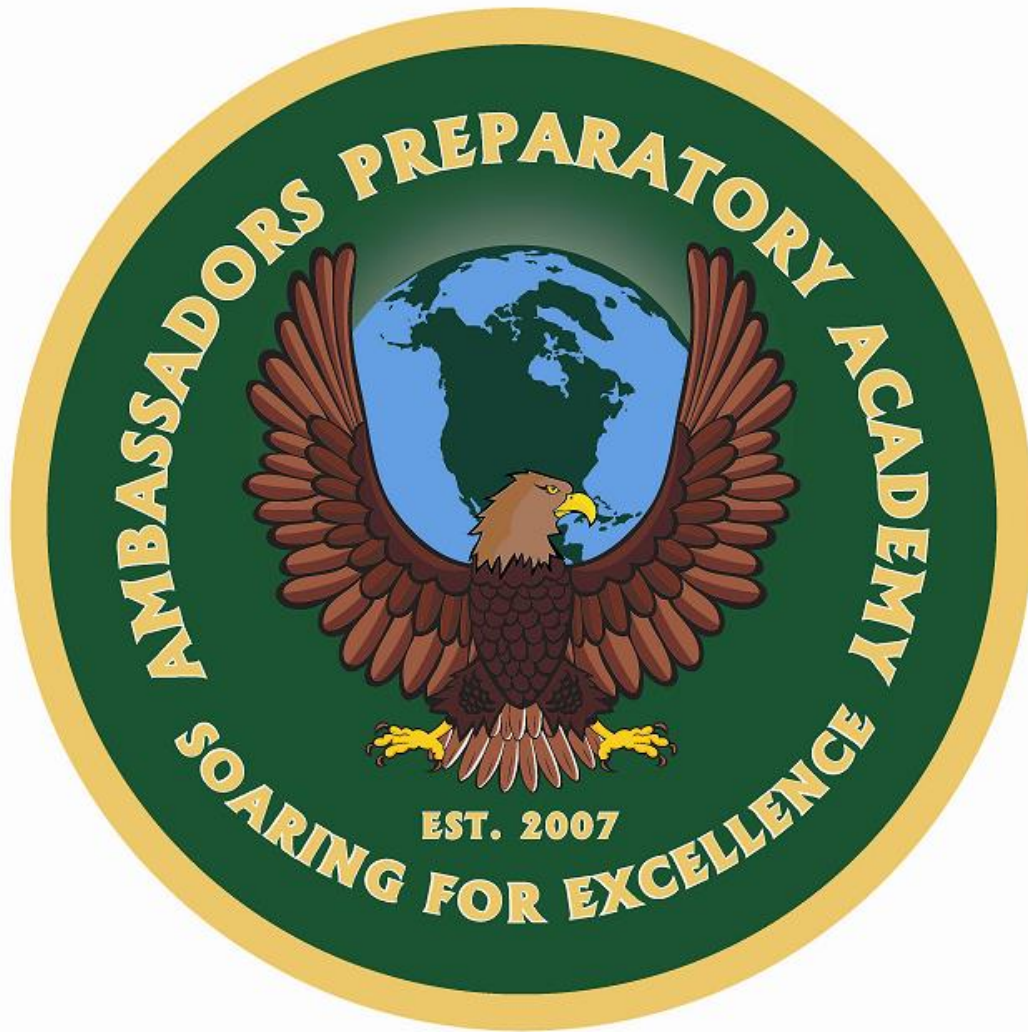


STUDENT / PARENT HANDBOOK 2018-2019



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TABLE OF CONTENTS

FOCUS, Inc. Board of Directors	3
Welcome Letter	4
Vision/Mission Statement	5
Students Rights and Students Responsibilities	5
Introduction	5
Philosophy	6
Uniform and Personal Appearance	6
Grading Scale	7
Grading System	8
Child-Centered Educational Process	9
Examination Procedures	10
Homework Policy	11-12
Grade Promotion Policy	13
Illness, Injury, and Medication Policies	13-14
Library	14-16
Technology Policy	16-18
Lost and Found	18
Lunch Periods	18-19
Public Areas	19
Restricted Areas	19-20
School Activities	20-21
Textbook and Supplies	21
Visitors	21-22
Attendance	22-30
Student Conduct and Discipline	22-30
Unacceptable Types of Student Behavior and Consequences	32-40
Types of Consequences	40-43
Damage to School Property	43
Due Process	43-44
Withdrawal from School	44
Access to Student Records	44-45
Communication	45-47
Parent Involvement	47-48
Parent Complaints	48
School Calendar	49
Student Commitment to Excellence	50-51
Parent / Guardian Commitment to Excellence	52-53
Wavier of Liability	54
Consent and Release from Liability	55
Complaint Form	56-58
Student and Parent Handbook Receipt	59-60
School Health Advisory Council (SHAC)	61

Ambassadors Preparatory Academy

FOCUS, Inc. Board of Directors

Lillie Ann Aleman, President

Louis Henry, Jr., Treasurer

Srirajya Rudrabhatla, Secretary

Darrell John

William Watson

Dr. Patricia A. Williams
Superintendent

Dear Parents and Students,

Welcome to the new school year at Ambassadors Preparatory Academy. The administrative team is excited about this coming school year. We are advocating an environment that is caring, competent, dedicated and willing to assist you. The ultimate goal is to provide the most productive learning climate for all students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. The mission of Ambassadors Preparatory Academy is to create a partnership among the members of this triad. Each of us is responsible for doing his or her part to make our school a place where we can all work and strive together as ambassadors for quality education.

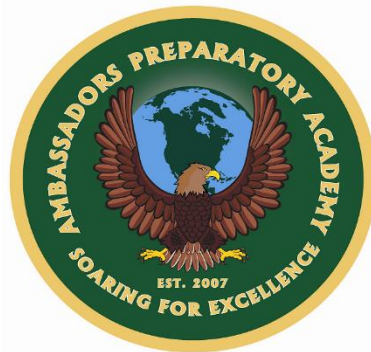
Ambassadors Preparatory Academy is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant. Get involved through classes, clubs, and activities.

This handbook is an overview of the school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully; it is for students and parents. Let it act as a guide for your effective involvement in all parts of the school. It has been written to provide students and parents with the information that will make the year purposeful and rewarding in every aspect. Keep this handbook, the information will be useful throughout the school year.

On behalf of the entire Ambassadors Preparatory Academy staff and FOCUS, Inc. (our sponsoring entity), best wishes for a great school year!

Sincerely,

Dr. Patricia A. Williams
Superintendent



VISION / MISSION STATEMENT

Vision Statement – To develop the mental, physical, social and spiritual needs of the whole child of success in our global society.

Mission Statement – To provide a learner centered environment that cultivates excellence, offers challenge, and embraces lifelong learning.

AMBASSADORS PREPARATORY ACADEMY Student Rights and Responsibilities

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
<ul style="list-style-type: none"> <input type="checkbox"/> To feel safe in the school environment; <input type="checkbox"/> To take full advantage of the learning opportunities; <input type="checkbox"/> To work in an environment free from disruptions, and chaos; <input type="checkbox"/> To express their opinions, ideas, thoughts, and concerns; <input type="checkbox"/> To have a healthy environment that is smoke, alcohol, and drug free; <input type="checkbox"/> To use school resources and facilities for self-betterment under appropriate supervision; <input type="checkbox"/> To expect courtesy, fairness, and respect from all members of the community; <input type="checkbox"/> To be informed of all expectations and responsibilities; <input type="checkbox"/> To take part in a variety of school activities and; <input type="checkbox"/> To have the right to due process. 	<ul style="list-style-type: none"> <input type="checkbox"/> To be caring and honest; <input type="checkbox"/> To do his or her best to learn and master all he or she can; <input type="checkbox"/> To respect school rules, regulations, and policies; <input type="checkbox"/> To be sure that personal expression does not interfere with the rights of others; <input type="checkbox"/> To follow state law and school policies concerning substance abuse; <input type="checkbox"/> To respect and protect the personal and property rights of others and of the school; <input type="checkbox"/> To treat all members of the community with full respect, fairness, and courtesy; <input type="checkbox"/> To abide by all the expectations of the school and its community; <input type="checkbox"/> To follow the prescribed guidelines for participation in school activities and; <input type="checkbox"/> To adhere to due process procedures.

1. INTRODUCTION

To achieve our mission, every member of the Ambassadors Preparatory Academy “Learning Community” must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a “Student / Parent” Handbook, it is written to and for you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

2. PHILOSOPHY

Ambassadors Preparatory Academy emphasizes five elements to ensure a successful learning experience.

- SAFETY and DISCIPLINE
- EXEMPLARY CHARACTER
- ADVANCED CURRICULUM
- GIFTED and TALENTED PROGRAM
- EXTRA-CURRICULAR ACTIVITIES

These elements are implemented with one philosophy in mind:

Education must be "one-on-one and individualized for the student."

3. UNIFORM AND PERSONAL APPEARANCE

Ambassadors Preparatory Academy has chosen a uniform to help create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. You will be expected to arrive dressed in the required uniform every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents’ and/or guardians’ support in helping maintain this dress code.

PLEASE NOTE...

If a student arrives to school out of uniform, parents will be called. The student will be kept out of classes until he/she is dressed appropriately and all class time missed will count as an unexcused absence. If a student is dressed or groomed inappropriately, parents may be called to bring a change of clothes. Violations of the dress guidelines will result in incremental disciplinary action.

4. GRADING SCALE

All students will be assigned a progress report in each grade at the end of the designated progress reporting periods. All progress reports will be picked up by parents. All students will be assigned a report card in all classes at the end of every 9-week grading period within a semester. Parents will pick-up report cards. Please notify the school office (call 409-762-1115) for any address or contact number change immediately.

The school is responsible for printing and issuing the progress reports and report cards in a timely fashion. It is the parent's responsibility to report to the school and request a report not received in time. If you have questions regarding the progress report or report card, please call the school office at 409-762-1115.

It is the teacher's responsibility to call or e-mail parents if a student is failing a class. We must also underline that it is the parent's responsibility to ensure that students submit their homework.

Ambassadors Preparatory Academy is dedicated to excellence in education, and we want to clarify and commit to our responsibilities to create a more caring and efficient communication between the home and school.

All grades, except for Pre- K & Kindergarten at Ambassadors Preparatory Academy, will follow a standard scale for assigning letter grades for each 9-week period. Teachers will follow the grading policies and procedures for the school, and their grades will correspond to this scale.

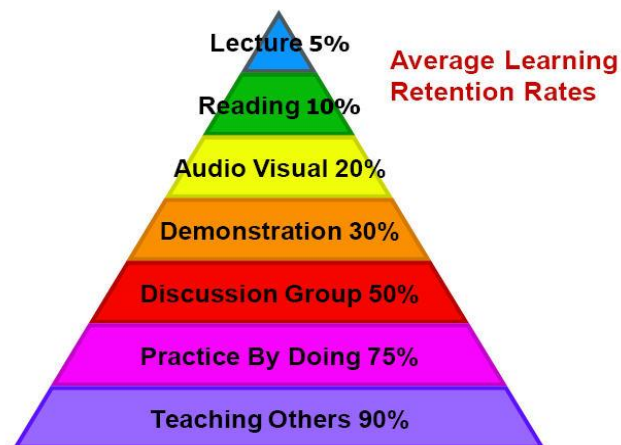
Academic Achievement Grades or Academic Progress:

A	90 - 100	D	70 – 74
B	80 – 89	F	Below 70
C	75 – 79		

Conduct Grades:

E	Excellent	U	Unsatisfactory
S	Satisfactory	I	Incomplete
N	Needs Improvement		

“The Learning Pyramid shows us that How Students Best Learn in the Classroom”



Source: National Training Laboratories, Bethel, Maine

5. GRADING SYSTEM

Overview: The goal of grading and reporting is to provide the students with feedback that reflects their progress toward the mastery of the objectives in each subject offered.

Factors	Brief Description	Grade Percentage Per 6 Weeks
Assessment	Assessments (formative and summative) may be written, oral, performance based, any evaluation that reflects the student's performance on a summary of chapter, unit or module objectives. <ul style="list-style-type: none"> • Systemic unit assessments • Other tests and quizzes • Portfolios • Oral presentations 	50%
Homework	Includes all work completed outside of the class setting, This may include any written or media presentation based on daily or weekly objectives completed outside the classroom by an individual or group of students including: <ul style="list-style-type: none"> • Readings and/or Related tasks • Constructed responses • Student journals • Other tasks as assigned <p><u>Evaluative Indicator</u> Teacher may check for completion by student and assign points accordingly</p>	25%
Class work and Participation	Includes all work begun and/or completed in class, including: <ul style="list-style-type: none"> • Constructed responses • Essays • Student journals • Class discussions • Group/cooperative activities • Participation • Other tasks as assigned <p>This may include labs and projects; any written (i.e. worksheet, textbook practice, etc.) assignment, media presentation, or oral exercise based on daily objectives completed inside the classroom by an individual or group of students, aligned to the Curriculum Framework.</p>	20%
Project/ Class Activities	This may include labs or hands on activities; project, Research and/or projects (individually or group). <p><u>Suggested criteria for grading presentations, projects</u></p> <ul style="list-style-type: none"> • Concepts/objectives have been met. • Completion of project. • Creativity, originality. 	5%

6. EXAMINATION PROCEDURES

Ambassadors Preparatory Academy formal examinations fulfill an important function in the assessment of each student's academic performance. The following tests are used to evaluate student performances:

- TPRI – Texas Primary Reading Inventory
- STAAR – State of Texas Assessments of Academic Readiness
- RPTE – Reading Proficiency Tests in English
- ITBS – Iowa Test for Basic Skills
- Benchmark - a 9-week progress monitoring report

Students at Ambassadors Preparatory Academy are exposed to formal examinations, not only for the purposes of assessment, but also for experience in examination conduct, procedure and technique.

Consequently, the school has in place a "Code of Conduct" pertaining to examinations.

- Students are to remain silent during all examinations unless directed otherwise by the supervising teacher.
- Under no circumstances are students permitted to distract other students during an examination.
- Students are not permitted to take any paper, including worksheets or scratch paper, into the examination room.
- Students are not permitted to remove any paper, including the question paper, from the examination room.
- Students must bring appropriate equipment for each examination and are not to borrow equipment or anything else during examinations.
- Students are not to be late for examinations and will NOT be permitted to leave early.
- Latecomers will not be granted extra time to complete the exam.
- Students are responsible for the collection of their work.
- Students who are absent from any examination are required to present themselves to the subject teacher immediately upon their return to school. All examinations must be made up within 3 days of absence; however, the student must present a reasonable excuse to be eligible for a make-up examination or project.

In the event of any violation of the above rules during an examination the student will, in the first instance, receive a zero. After the event, a review of the situation will determine if a zero is to be given or a lesser/harsher penalty imposed.

Any student found to be cheating during examinations and/or determined to have cheated will receive a zero and their parents will be notified. Disciplinary action may be taken by either the subject teacher or by a school administrator.

7. HOMEWORK POLICY

The Importance of Homework

Teaching and learning will become more effective for students who spend extra quality time on regularly assigned, meaningful homework. Family members play an important part in the homework process. Together with teachers, family members can help students develop the good study habits needed for successful learners.

Reasons Why Teachers Assign Homework

- to help students understand and review the work that has been covered in class
- to help teachers determine whether students understand the lesson
- to help students learn how to find and use more information on a subject
- to help students learn the value of self-discipline and responsibility
- and most importantly, to encourage a love of learning.

How Parents Can Help with Their Children's Homework

There are several ways in which parents can help children with their homework:

- Send your children to school each day, well-rested, fed and with a positive outlook.
- Take an active interest in your children's schooling. Ask specific questions about what has happened at school each day and how your children feel about it.
- Try not to let any of your own negative experiences keep you from supporting and encouraging your children's learning. Let them know how much you care about education.
- Set up a quiet, comfortable study area with good lighting and the school supplies that your children need. This can be almost any place in your home; you don't need a special room.
- Set a family "quiet time" when you and your children can work together on homework, reading, letter writing and playing games.
- Allow your children to study in the way each of them learns best. For example, some children work best when they're lying on the floor with background music playing.

Homework Tips for Parents

- Always assume that your children will have studying to do every night.
- Ask your children if they understand their homework. If they do not, work a few examples together.
- Ask your children to show you their homework after the teacher returns it, to learn where they are having trouble, where they are doing well, and to see if your children did the work correctly.

- Avoid doing your children's homework for them. Help them learn how to do it themselves. Teachers need to see where your children are having trouble.
- Stay in touch with your children's teachers. Ask about their classes and what they are studying. Ask their teachers how you can support what they are studying (flash cards, spelling, etc.).
- Don't be afraid to get in touch with the teacher if you and your child don't understand an assignment or if your child is having a great deal of trouble. Almost all parents run into these problems, and the teachers are glad to help.
- Show your children that you think homework is important. If you are at work during homework time, ask to see their work when you get home.
- Praise your children for doing well. Make praise a habit.
- Ask your school about tips or guides for helping your children develop good study habits.

When Homework Will Be Assigned

- We believe that "Perfect and Consistent Practice Makes Perfect". Therefore, parents and students should expect homework to be given regularly on weekdays and in some extent on weekends.

Time Intended for Homework Each Day

- Pre-Kindergarten – Kindergarten: 30 – 45 minutes per day
- 1st – 2nd grade: 45 – 60 minutes per day
- 3rd – 8th grade: 60 - 90 minutes per day.

Students' Homework Responsibilities

- Students must be sure that they understand the assignments. They should ask the teachers if they have any questions.
- Students are expected to do their best job on their homework. All homework should be done neatly and carefully. Students are to do the work on their own and only ask for help after they have given it their best effort.
- Students are expected to turn in all homework by the due date. Students who fail to complete and turn in their homework on time will be required to stay after class to complete the missing assignments.

Advantages of On-time Homework

- ✓ Maximum grade of 100% for a perfect score
- ✓ Participation in any after class program
- ✓ Possible (A/ AB) grades on report cards
- ✓ Positive reinforcers: sand dollars / bucket fillers

8. GRADE PROMOTION POLICY

Kindergarten – 8th grade promotions from one grade to another at Ambassadors Preparatory Academy shall be based on the following criteria:

1. A student must meet the minimum requirements on all STAAR tests. All 3rd - 8th grade students must pass STAAR reading and mathematics in order to be promoted to the next grade. If the student fails STAAR in a subject area, the student needs to retake and pass the exam during the summer in order to be promoted to the next grade level.
2. A student must demonstrate an adequate grade level progression of learning through the TEKS (Texas Essential Knowledge and Skills) and demonstrate learning through a variety of assessment tools, such as group projects, individual projects, tests, and teacher observation. If an adequate learning progression through the TEKS is not demonstrated, a student will not be promoted to the next grade level.
3. A student who has not maintained a grade average for a school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
4. A student must maintain a yearly average of 75 in Reading/Language Arts.
5. A student must maintain a yearly average of 75 in Mathematics.
6. A student must maintain a yearly average of 75 in Social Studies
7. A student must maintain a yearly average of 75 in Science.
8. A student must attend at least 95% of the classes throughout the year in order to be promoted to the next grade level. More than eighteen (18) unexcused absences within one school year will result in failing. There will be no make-up exam for unexcused absences. Students who do not meet the above requirements must attend summer school. (Reminder: three (3) tardies equates to one (1) absence.)

9. ILLNESS, INJURY, AND MEDICATION POLICIES

Ambassadors Preparatory Academy will have a school nurse or first-aid trained professional available to discuss or assist with medical problems or concerns.

Illness or Injury during the School Day

Please follow these three rules if you become ill or are injured during the school day:

- Report to the nurse's office. If the nurse is not available, you should report to the main office.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- Do not leave the building without permission. Always report to the main office.

Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be:
 - sent directly from the pharmacy or physician’s office or brought to school by the student’s parent or legal guardian.
 - accompanied by a Medication Administration Directions Form signed by the student’s physician and parent or legal guardian.
 - unopened and in its original properly labeled container.
- On the medication container, the following information must be clearly printed:
 - Student’s Name
 - Name of the medication
 - Dosage
 - Time the medication must be taken.
- Bring in only the amount of medication that is needed for a school day.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse’s office.

Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs are not available from Ambassadors Preparatory Academy.

Head Lice Policy

Ambassadors Preparatory Academy follows the No-Lice Policy. At the time head lice are positively identified, the student’s parent/guardian will be notified to pick student up immediately. The student and parent/guardian will need to check in at the office to have student rechecked. At the time of recheck, if there are nits visible the student will not be allowed to remain in school.

10. LIBRARY

The library is a resource center used by all Ambassadors Preparatory Academy students for class assignments and for leisure-time reading of appropriate books or magazines. Library resources are available to support and enhance students’ learning and understanding and to encourage students to become independent, life-long learners. Students may use the library before and after school. Books, magazines, and reserve materials may be checked out for varying times. Because the library serves many students, everyone will have to cooperate to maintain a good atmosphere for learning. Desks and carrels are available for independent study. You may do group work for a class if you work quietly. Please do not move any furniture. In keeping with school policy, do not bring food or drink into the library. The total number of students using the library at any one time will be limited.

Our mission is to provide students, teachers, and staff members the resources to expand their learning, explore new interests, and foster a love for reading and lifelong learning at APA.

Why Can't I Skip My 20 Minutes of Reading Tonight?

Student "A"
reads **20 minutes**
each day

3600 minutes in
a school year

Student "B"
reads **5 minutes**
each day

900 minutes in
a school year

Student "C"
reads **1 minute**
each day

180 minutes in
a school year

1,800,000 words



90th percentile

282,000 words



50th percentile

8,000 words



10th percentile

By the end of 6th grade Student "A" will have read the equivalent of 60 whole school days. Student "B" will have read only 12 school days. Which student would you expect to have a better vocabulary? Which student would you expect to be more successful in school...and in life?

(Nagy & Herman, 1987)

Library/Media Rules:

- A. **I will be prepared and participate.** On my scheduled class library/media day, I will be prepared to return or renew my library book(s). I will use the library/media time to focus on the necessary task.
- B. **I will be positive.** I will have a good attitude and not distract from the mission and purpose of the library/media center.
- C. **I will be respectful.** I will respect the other students by keeping my hands and feet to myself, leaving toys or other distraction in the classroom. I will respect the librarian by quietly listening during story time and following library rules. I will respect the library by treating the books/computers with care, not touching the decoration or bulletin boards and not climbing on any of the furniture.

Library/Media Policies and Procedures

- A. When a student checks out a book from the library, he/she is responsible for that book until it is properly checked back in. If a student needs a book for another, he/she may ask the librarian to renew it for them.
- B. Check-out Policy:
 - a. **Kindergarten through 2nd grade students** are allowed one book per week. Each book is due one week from the day it is checked out.
 - b. **Third through 8th grade students** are allowed two books per week. Books are due two weeks from check-out date.
 - c. During special assignments/projects. Students will be allowed to increase the number of books they may check out, with approval.
- C. Students with overdue books may not check out another book until all over dues are resolved.
- D. Excessive over dues or disruptive library behavior will result in the loss of library/media privileges for that student.

11. TECHNOLOGY POLICY

Procedure for Granting Access to Internet for School and Personal Computers (laptop, iPad, Kindle, tablet, Nook)

Ambassadors Preparatory Academy provides wireless network access in each of its school buildings in order to provide students with 21st Century learning opportunities. The purpose is to establish clear guidelines and procedures to ensure the integrity of APA's network. Under this procedure, students and staff can request Internet access for their personal computers, provided those computers meet the technical requirements and guidelines listed below.

Technical Requirements:

- Each computer must have unexpired and functioning antivirus protection installed.
- Each computer must have a wireless card installed to access the Internet.

- Connecting to the network with Ethernet cables is not permitted.

Guidelines for Use of Wireless Internet:

- Students must understand that the use of a personal computer in the classroom is at the teacher’s discretion. Students should have permission from the teacher to use a laptop in their classroom.
- Student use of personal and school computers in the classroom must support instructional activities. VMath, Ticket To Read, EduSmart, and Rosetta Stone are the only programs allowed for the students to work on with their computer.
- Students must power off and put away personal computers if directed to do so by teachers or school administration.
- Students must ensure that their personal computer does not disrupt the learning of others. For example, audio should be muted, unless directed otherwise by instructional staff.
- Students may use their personal computer in adult-supervised areas only, such as in the media center, under a staff member’s supervision.
- Students must have a signed Ambassadors Preparatory Academy Acceptable Use policy on file before wireless access to the Internet is granted.
- Students must abide by the Ambassadors Preparatory Academy Acceptable Use Policy when using personal computers.
- Students are not allowed to access any network resources other than the Internet.

Students failing to comply with the above guidelines will receive the following consequences:

- 1st Offense:** Personal computer will be confiscated and placed in the office where a parent will be required to come to school and pay \$10.00 to retrieve it.
- 2nd Offense:** 1st Offense consequence plus student will lose the privilege of being allowed to have a laptop on school premises for 9 weeks.
- 3rd Offense:** 1st Offense consequence plus student will lose the privilege of being allowed to have a laptop on school premises for the remainder of the school year.

Any other violations and misuses of a personal computer on school grounds will be subject to established discipline policies and procedures.

Procedure for Obtaining Wireless Internet Access:

1. The student or staff member wishing to obtain wireless Internet access will submit their personal computer to a designated staff member who will be responsible for completing Request for Internet Access for Personal Computers form.
2. Once this form is completed, the individual will be granted access
3. The completed form will be kept on file at the individual school.

Disclaimers:

Wireless access is available for the Internet only. Users of personal computers will not be granted access to other network resources such as school-system owned software and hardware devices. This includes printers.

In addition, Ambassadors Preparatory Academy’s Technology Department personnel will not provide technical support for personal computers.

Ambassadors Preparatory Academy assumes **no responsibility** for malfunction, damage, or loss of personal computers used on the campus or in the building.

No work orders may be submitted to the Technology Department for personal computers, nor does the school system provide any technical support for these devices. Support and technical assistance is the sole responsibility of the user.

12. LOST AND FOUND

If you find books, clothing or personal items on the school grounds that do not belong to you, please bring these items to the main office. If you lose something, please inquire at the main office. Items collected will be kept in the office until claimed. The corridors are inspected each evening and unsecured student property is placed in the office.

Students should ensure that all their books, uniform items and other property are clearly labeled with their full name to ensure a prompt return of such items if they become misplaced.

13. LUNCH PERIODS

All students will remain at school during the lunch period. You may buy your lunch at school, or you may bring a packed lunch. If you have a special situation, you will need to meet with the principal. During the lunch period you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your plate and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

Cafeteria Conduct

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice (classroom voice). Do not shout.
- Keep cafeteria lines orderly: no pushing, running, horse-playing or cutting in lines.
- No loitering in the cafeteria and hallways during lunch. Be seated, unless otherwise instructed.
- Keep hands, feet, personal belongings and food to yourself.
- No backpacks or books are allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.

Birthday party celebrations with food are prohibited during the school's lunch periods. Parents are asked to share party favors at the end of the day to celebrate birthdays rather than food. Several children, due to health reasons, are not allowed to consume milk, chocolate, or other ingredients in sweets. Thank you.

14. PUBLIC AREAS

Hallways, stairways, cafeteria, and restrooms are areas used by all members of Ambassadors Preparatory Academy. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom or restrooms.
- You may not eat in halls or restrooms.
- You may not run in the halls, lunchroom or restrooms.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, or make excessive noise while in these areas.
- You may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books, or any other school property.
- You must do your part to keep these public areas clean and safe.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the restrooms to a teacher or the office immediately.
- Do not roughhouse, push, or wrestle.
- Do not trip other students.

Students are not permitted in the halls during class periods or lunch hour unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action.

15. RESTRICTED AREAS

After arrival at school, students may not leave the building for ANY reason without written permission of the Assistant Principal or being accompanied by a teacher.

- Students may not use a classroom without the permission of a teacher.
- Students may not use or remove any item from a teacher's desk.
- The laboratories are out of bounds unless a teacher is present.
- The playground of the school is off limits except when permission is given.
- Construction areas are out of bounds.

- Any other areas that are determined by the Principal or Assistant Principals.
- All the areas mentioned above are out of bounds for students who are part of any after-school activities.
- Students may not use the phone during the day without permission of the principal or assistant principal.
- Teachers on special duty at school have the authority and discretion to correct any pupil and submit referrals to the office.

16. SCHOOL ACTIVITIES

Ambassadors Preparatory Academy will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

Field Studies

Field Studies provide exciting ways to learn. Ambassadors Preparatory Academy students will have the opportunity to go on field trips at various times throughout the school year. For all field trips students will be expected to follow these rules:

- A Field Studies Permission form signed by the parent/guardian must be submitted to school, along with any cost for the trip, by the specified due date. No phone calls will be accepted as permission. **Permission form and payment will NOT be accepted after the due date.**
- Student must wear school uniform, unless otherwise specified.
- Student must abide by Ambassadors Preparatory Academy Codes of Student Conduct while on the field study.
- Student may not qualify for field study due to standards or requirements set by either the field trip leader or by an administrator. Any money paid will be reimbursed the next business day.
- No money will be refunded if a student does not participate in the planned trip without a confirmed excuse.
- Student will be responsible to make up work for any classes they miss.
- Students are allowed a five-minute window from designated departure time for any field study.
- Field study leader or Ambassadors Preparatory Academy is not responsible for the students who are left at the school after the designated departure time.

Co-Curricular Activities

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore things you already enjoy more deeply and to try other areas that sound interesting. All students will stay for after-school activities; you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must abide by the Ambassadors Preparatory Academy Code of Student Conduct while participating in the activity.
- A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting.
- Students who are failing are required to attend tutoring and homework sessions.
- Students who display explicit behavior will attend behavior management classes.

**Tutorials and Team Practices will be determined by teachers & sponsors
Science Fair**

Ambassadors Preparatory Academy organizes a school-wide science fair every year. Due to our high expectations from our students in science, math and technology, each student (Grades 2-8) is required to complete a research project in one of these areas (individual or group). Science Fair Projects count as a major test grade. Pre-K – 1st grades have **options** for individual projects, **homeroom** each class will have a group project.

17. TEXTBOOK AND SUPPLIES

Ambassadors Preparatory Academy will use classroom sets for each course. Each student's parent/guardian is held responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students must return all textbooks and workbooks at the end of the year. Should a student withdraw or be expelled, all textbooks must be returned to Ambassadors Preparatory Academy immediately.

When textbooks are checked out if the supply of books will allow, the textbook will be registered, and the condition of the book will be noted. When you return the book, its condition will be checked. If you lose the book or damage it by writing in it or ripping it so that another student cannot use it, you will have to pay to replace the book. Many of the classes will use consumable supplies – from materials to workbooks. Students may be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration.

Final Report Cards and/or transcripts will not be issued until all textbooks are returned and all financial responsibilities are resolved.

18. VISITORS

Visitors for educational reasons are welcome at Ambassadors Preparatory Academy. Visitors must sign in with the office upon arrival. Visitors must present a valid ID to the front office personnel. Parents must also sign in with the front office. Student visitors are not permitted on site. All persons are expected to dress appropriately - no Do not bring guests to school without prior arrangements.

Parent Dress Code: School is Serious Business - Dress for Success

Purpose:

To avoid distraction or allow anything harmful to interfere with the productive culture created for the school.

Inappropriate Dress:

- Nothing overtly revealing (top or bottom)
- No gang symbols
- No pajamas
- Pants cannot be worn with undergarments showing

19. ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education - to benefit from teacher-led activities, to build each day's learning on the previous days, and to grow as an individual. It is also the law in Texas:

Students who are enrolled in kindergarten, at least five years of age on or before September 1st, or have been enrolled in a public school kindergarten program, and have not yet reached their 18th birthday are required to attend school each day during the instructional year unless otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school or from any class will be considered truant and subject to disciplinary action. To receive credit in a class, a student must attend 90 percent of the days classes are offered. A student who attends fewer than 90 percent of the school year or is absent more than 18 days cannot receive credit for the grade, unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

- An extracurricular activity that has been approved by the Board of Directors.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- A documented health care appointment - if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, assistant principal, or superintendent, including personal illness; or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.

In addition, three (3) tardies equates to one (1) absence.

Please note:

The school shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time and if, after the absence, the parent, guardian, or person having custody or control of the student submits written notification for the excused absence. The school shall excuse the student for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site. A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating attendance. Students

excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days.

In those rare circumstances when a student must be absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence; a note signed by the student, even with the parent's permission, will not be accepted.

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is tardy if he or she is not in the classroom at 8:00 A.M. Repeated instances of tardiness will result in disciplinary action. Notes must be received within three days of the absence, or the absence will be unexcused.

All anticipated absences must be cleared by the principal or assistant principal at least one full day before the absence. All assignments missed will be due on the day the student returns to school unless otherwise arranged with the student's teacher or principal. Assignments associated with an anticipated absence will be provided before or after the absence at the discretion of the school. Any absence not cleared in advance will be unexcused.

Ambassadors Preparatory Academy has the right to take extreme, abusive absence and tardiness cases to the court.

Arrival and Dismissal Guidelines

The speed limit on APA's campus is 5 mph at all times.

Morning Arrival

- Supervised drop off is 6:45 a.m. - 8:00 a.m.
- Students must be dropped off only at the South Campus Entrance. Do not drop students off in front of the building.
- For the child's safety, never drop child off before 6:45 a.m.
- Car riders are to be dropped off in front of the building. Safety Patrol personnel will assist students getting out of vehicles. Drivers should pull up in the right lane (near the sidewalk) as far as possible to allow room for others arriving behind them.
- After 8:00 a.m. all parents are required to come into the office, sign their student in, and return to their car. The student will receive a "TARDY PASS" and we will make sure he/she arrives at their destination.
- No parking next to the Fire Zone, ever.
- Parents will not be allowed to enter the facilities, unless signed in at the Front Office.

Dismissal time begins at 4:30 P.M. Monday- Thursday and 12:30 P.M. on Friday

- Early pick up times are 9:30- 10:00 a.m. & 2:00 p.m.-3:30 p.m.
- School lock down 8:00 a.m. -9:30 a.m. & 10:30 a.m. - 2:00 p.m.
- No pick-up after 3:45 p.m.
- **Students must be picked up by 5:00 p.m. After 5:15 p.m. a penalty charge of \$5.00 for each additional 5 minutes, or portion thereof, will be billed to the family**

- **On Friday all students must be picked up before 1:00 p.m. After 1:15 p.m. a penalty charge of \$5.00 for each additional 5 minutes, or portion thereof, will be billed to the family.**

Car Riders

- Drivers should follow the Dismissal Route Map. Students are dismissed from the front entrance of the school.
- Parents must stay in their cars. Attendants will call for the student and bring them to the vehicle.
- Drivers should remain in the left or right lanes while waiting and the student will be placed in the vehicle by a staff member. The middle lane is reserved for cars that are exiting.

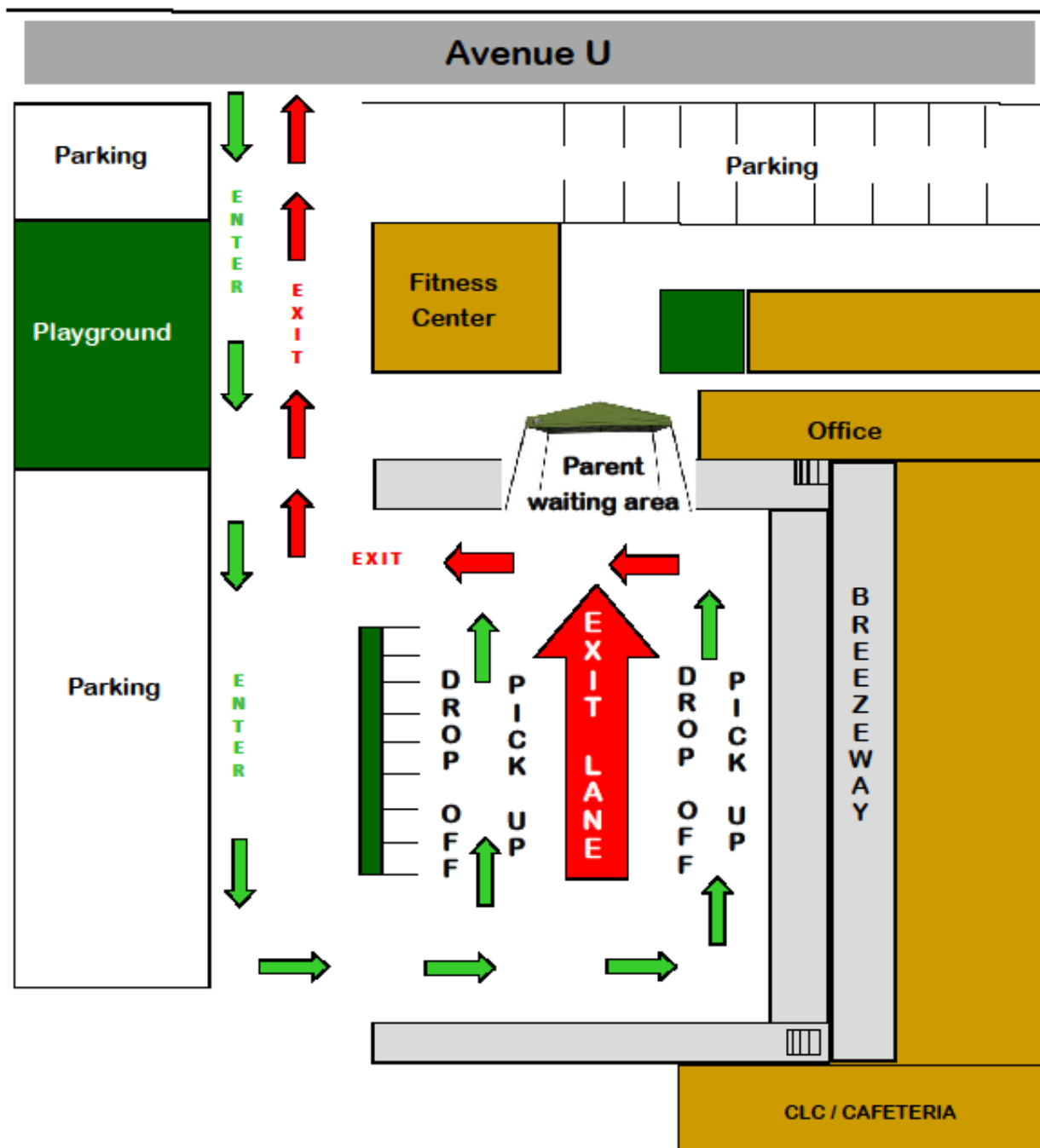
Day Cares

- Students are dismissed from the rear right parking lot entrance off of APA Drive
- Students will be walked to the Day Care vehicles.

Parents walking up

- Do not leave your car running.
- Park in the left parking lot off of APA Drive (near the fitness center / Avenue U).
- Wait under the tent in front of the north stairway, near the office, while student is called.
- Parents cannot walk to the classroom or conference with teachers during dismissal.
- Please be patient and kind.

Arrival / Dismissal Route



Absence and Tardiness

Ambassadors Preparatory Academy recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be acutely aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and

the consequences for unexcused absences. Students must provide a note from a parent or guardian or a doctor for an excused absence to be admitted to school.

A. Excused Absences

Ambassadors Preparatory Academy accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

Excused Absences:

Personal Illness

- A parent/guardian must call the school each morning the student is ill.
- An explanatory note from a parent/guardian must be brought to the school upon the student's return.
- The school may require a doctor's confirmation.

Illness in the Family

- Parent/guardian must call the office to explain the situation and estimated time of absence.
- An explanatory note from a parent/guardian must be brought to the school upon the student's return.

Quarantine of the Home

- Parent/guardian must call the office to explain the situation and estimated time of absence.
- An explanatory note from a parent/guardian must be brought to the school upon the student's return.
- Such an absence is limited to the length of the quarantine as fixed by the proper health officials.

Death of a Relative

- Parent/guardian must call the office to explain the situation and estimated time of absence.
- An explanatory note from a parent/guardian must be brought to the school upon the student's return.

Anticipated or Planned Absences:

Observance of Religious Holidays

- Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief (Documentation from the family's place of worship is required).
- An explanatory note from a parent/guardian must be brought to the office before the day(s) of the absence.
- An explanatory note from a parent/guardian must be brought to the school upon the student's return.

Professional Appointments

- We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours, whenever possible. If this is not possible, parent must bring a note to the office the day of the absence stating clearly the time the student is to be dismissed. In addition, the following rules shall apply to this type of dismissal during the school day:
 - Parents must come into the office to pick up student;
 - Parent must sign student out of school and upon return to school, parent must sign student in;
 - Student must return to school when finished, if classes are still in session.

B. Unexcused Absences

An unexcused absence does become part of a student's school record. Student will be marked for an unexcused absence if they:

- fail to bring a written note within two school days following an absence;
- leave school without the permission of the assistant principal;
- are absent from class without permission - including walking out of class;
- are absent from school without parental permission;
- get a pass to go to a certain place, but do not report there; and/or,
- are absent for reasons not acceptable to the administration.

C. Make-up Work for Excused Absences

- An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.
- To be eligible for make-up work, an "excused absence slip" must be shown to the teacher. On the day of return to school, it is the student's responsibility to find out what work is required, when the work needs to be completed, and to record the due dates.
- If the student is absent for school-related reasons or for an anticipated or planned absence, make arrangements with the teacher(s) for assignments prior to absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If student fails to do this, the teacher is not obligated to re-schedule the make-up. If student fails to make up a test without making other arrangements, the teacher is not obligated to give the test.

D. Make-up Work for Unexcused Absences

If student has an unexcused absence, the grade(s) in a class or classes will be affected in one of these following ways:

- Student may not make up work following an unexcused absence.
- Unexcused absence may result in an "F" or "zero" for the day in each class missed.
- Teachers are not obligated to allow student to make up quizzes or tests.

E. Truancy

Truancy means that a student is inexcusably absent from his or her assigned location without the knowledge of a parent. Ambassadors Preparatory Academy shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of a parent.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work missed as result of truancy;
- A record of the truancy will be entered into the student's record file;
- A conference with parents/guardian will be held.

F. Habitual Truancy

Ambassadors Preparatory Academy shall consider a student a "habitual truant" by State law and expel him/her when, in spite of warnings and/or his/her parents' efforts to ensure attendance, he/she has accumulated five (5) consecutive days or nine (9) total days of unexcused absence during a semester.

G. Tardiness

At Ambassadors Preparatory Academy, there are two types of tardiness: tardy to school and tardy to class.

SCHOOL TARDINESS

The Ambassadors Preparatory Academy Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of Ambassadors Preparatory Academy standard of excellence, which prepares students for success.

In our school, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem. Note that after each incident the student/parent will receive notice; but if the problem continues, additional consequences will be imposed.

Thank you for your support in ensuring that students make maximum use of class time and learn to be punctual. Instruction begins at 8:00 A.M. Beginning the day promptly is important and demonstrates commitment to success. Students should be inside the school no later than 8:00 A.M. After 8:00 A.M., a parent is required to sign them in at the reception desk in the school office and the student is required to get a tardy slip in order to attend class. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused reasons. Tardies are excusable by a school official under the following circumstances:

1. Court appointment
2. Illness of the student
3. A doctor/dentist student appointment

A note or phone call from a parent or a professional note from a doctor/dentist will be required to verify the above. Problems with tardiness to school may require adjustments in the family's

morning schedule. The consequences for repeated tardiness to school within a reporting period are as follows.

The number of tardies to class	Consequences
1 st tardy	Verbal warning
2 nd tardies	Written warning
3 rd tardies	Parent informed, equates to one (1) unexcused absence

The Assistant Principal has the right to substitute an alternative disciplinary intervention for repeated offenders.

CLASS TARDINESS

In our school, instructional time is viewed as a precious resource. A tardy policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of Ambassadors Preparatory Academy standard of excellence, which prepares students for success.

We view chronic tardiness as a serious problem. Note that after each incident you will receive a notice; but if the problem continues additional consequences will be imposed.

Tardiness is excusable only if a student has a written note from the office, the nurse, or a teacher. The consequences for repeated tardiness to class within a reporting period are as follows:

The Assistant Principal has the right to substitute an alternative disciplinary intervention for repeated offenders.

Thank you for your support in ensuring that students make maximum use of class time and learn to be punctual.

H. Friday After-School and Care Center:

Every Friday, Ambassadors Preparatory Academy students will be dismissed at 12:30 P.M. This will enable the school to implement a professional development programs for teachers to prepare students for higher level of learning, in addition to improving the quality of teaching and learning needed to increase students' academic performance. Parents may choose from the list of care centers that the school has worked with in order to provide assistance for transportation on Friday.

Important:

Ambassadors Preparatory Academy has a right to call Child Protective Services, Galveston Police Department, or related authorities for students not picked-up at the designated time.

I. Early Dismissal of Students from School

Because Ambassadors Preparatory Academy is very concerned about the students' safety and wellbeing, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure student's safety.

- The principal may release a student before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from a parent/guardian or for emergency reasons.
- A student may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- A student may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause a student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of a parent or guardian.
- A student will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

Please be reminded that regardless of a regular or an early-dismissal day, the school building may be locked at 6:00 PM.

J. Unexpected Closing of School

In case it becomes necessary after students have been dismissed to close school the next day because of weather or some other emergency, local radio and TV stations will be notified.

Multiple methods will be used to communicate with parents.

20. STUDENT CONDUCT AND DISCIPLINE

The goal of Ambassadors Preparatory Academy is to help every student fulfill his or her intellectual, social, physical, and emotional potential.

Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the Ambassadors Preparatory Academy administrators and teachers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity.

Classroom Rules in Every Classroom:

SEE CHAMPS

1. Be in assigned seat, ready to work before the tardy bell rings.
2. Bring pencils, pens, paper, books, and all assigned materials to class.
3. Keep hands, feet, books and objects to yourself.

4. Do not engage in behavior that keeps the classroom from functioning.
5. Follow directions the first time they are given.
6. Raise your hand before talking. If you are given permission, stand up and talk. (Excluding normal class discussions)
7. Every student must have a hall pass with him/her at all times. No exceptions.
8. No students may leave the class without a hall pass.

Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and effectiveness of classroom rules. One or a combination of the following consequences for violating daily classroom rules may be implemented:

- Written warning
- Teacher's option
- Parental contact
- Sent to the office

Discipline - Positive Reinforcement

SEE CHAMPS

The teacher will reinforce positive behavior through any of the following ways.

1. Oral praise from the teacher
2. Pass to assemblies
3. Pass to school store
4. Note to parents
5. Phone call to parents
6. Parties
7. Personal notes to student
8. Notes accompanying report cards
9. Notes on papers, tests, etc.
10. Free dress day

Discipline: School-Wide Rules

SEE CHAMPS

Students breaking the following rules will be subject to disciplinary action by school officials:

- **Do not bring radios, tape players, tapes, beepers, phones, CD players, virtual pets, or games.**
- Students are to be in assigned supervised areas only.
- Running, pushing, hitting, tripping or shouting are prohibited.
- No swearing, whether written or verbal.
- No cruelty or rude gestures or bullying.
- Students shall not miss class/classes unless excused by parent, guardian, or teacher.
- The use of tobacco, matches, or lighters on or near school grounds is prohibited.
- No inappropriate displays of affection.

- Being insolent, disrespectful and/or argumentative is prohibited.
- Student conduct code cited in board policies must be followed.
- Eating in hallways and classrooms are prohibited.

Discipline: Severe Causes-Immediate Office Referral and/or Possible Withdrawal

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult.
- Possesses or uses tobacco and/or drugs on or near the school campus.
- Possesses a weapon or any object deemed as a weapon.
- Damages or destroys property belonging to a student, the school or to a teacher.
- Swears, makes rude gestures, cruel teasing or put-downs
- Consecutively accumulates five (5) documented disciplinary marks on behavior chart, or
- Displays serious or unacceptable behavior occurs, the student may be removed from school.

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Lack of participation of student and/or parent(s) in the process does not preclude action taken by the Ambassadors Preparatory Academy administration.

21. UNACCEPTABLE TYPES OF STUDENT BEHAVIOR & CONSEQUENCES

A. Fight or Arranged Fights:

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, participant in any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will be sent home for the remainder of the day and he/she will be noted as absent.

Consequences:

1st Offense: Parents/guardian contacted. Up to three (3) days in-school suspension. Possible withdrawal from APA.

2nd Offense: Parents/guardian contacted. Possible withdrawal from APA.

B. Mobile Telephones or Other Electronic Devices:

Mobile telephones may be checked in at the front office at the beginning of the school day and picked up after school is dismissed. Telephones may not be carried on campus during the school

day. Radios, music players, electronic devices, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. Students may bring a camera to school with a one-day advance approval notice from the Assistant Principal.

Consequences:

- 1st Offense: Parents/guardian contacted. Confiscation of the device with retrieval only by parents/guardian along with a \$10 fee. Ambassadors Preparatory Academy is not responsible for the confiscated items which are not retrieved one week after confiscation.
- 2nd Offense: Parents/guardian contacted. Up to two (2) days in-school suspension. Device will be confiscated, and the device will be given to parent on or after last day of school along with a \$10 fee. Ambassadors Preparatory Academy is not responsible for the confiscated items which are not retrieved one week after the last day of school.
- 3rd Offense: Parents/guardian contacted. Up to three (3) days in-school suspension. Possible expulsion from APA. In addition, students cannot bring a cell phone to APA.

C. Cheat and/or Plagiarize:

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct. Each teacher sets his/her own standards of behavior for the classroom, and students are expected to know the standards and procedures for each of their classes and the expectations their teachers have. The administration has reviewed, accepted, and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences: See individual teachers' policies.

D. Abuse and/or Misuse Computers and Laboratory Equipment:

Computer hardware and software, and lab equipments are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and/or misuse of computers also include loading private software, accessing inappropriate web sites or web pages, using school equipment. All science lab equipment and materials are to remain in the lab unless otherwise instructed.

Consequences:

- 1st Offense: Parents/guardians contacted. Administrative discretion. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may be required to pay for computer or lab technicians to undo tampering. Up to two (2) days in-school suspension.
- 2nd Offense: Parents/guardians contacted. Administrative discretion, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering under

supervision. You may have to pay for computer or lab technicians to undo tampering; Up to three (3) days in-school suspension.

3rd Offense: Parents/guardians contacted. Administrative discretion, student will be banned from using any computer and science labs at Ambassadors Preparatory Academy. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may be required to pay for computer or lab technicians to undo tampering. Recommendation for expulsion.

E. Disrupt Learning:

Disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to, use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students.

Consequences:

1st Offense: Parent/guardian contacted. Teacher discretion with the recommendation of detention, and/or up to one (1) day in-school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion, including possible detention, and/or up to two (2) days in-school suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion, including up to three (3) days suspension, and/or withdrawal from APA.

F. Violation of Uniform Policy:

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in this handbook.

Students will not be allowed to attend class until they are in proper attire. All missed work must be made up.

Consequences:

1st Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, the parent/guardian will be contacted to bring proper attire. Possible one (1) day in-school suspension.

2nd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, the parent/guardian will be contacted to bring proper attire to you. Possible one (1) day in-school suspension.

3rd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to three (3) days in-school suspension.

4th Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, the parent/guardian will be contacted to bring proper attire to you. Up to three (3) days in-school suspension with possible withdrawal from APA.

G. Use of Drugs and/or Alcohol and Sell or offer to Sell Drugs and/or Alcohol:

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

Consequence:

Parent/guardian contacted. Direct expulsion proceedings.

H. Give A False Fire Alarm:

Issuing a false fire alarm is a violation of the State law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense; ranging from fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be \$100 dollars for each false call.

Consequence:

Parent/guardian contacted. Three (3) days in-school suspension. Recommended for withdrawal from APA. Restitution for any damage. Possible prosecution by legal authorities.

I. Forge any school related Document:

Any attempt by a student to sign a teacher's, administrators, parent's/guardian's, or student's name to any school document is considered forgery.

Consequences:

1st Offense: Parent/guardian contacted. Two (2) days in-school suspension.

2nd Offense: Parent/guardian contacted. Three (3) days in-school suspension.

3rd Offense: Parent/guardian contacted. Recommendation for expulsion.

J. Inappropriate Materials (Pornographic, criminal, hate related, etc.) on Campus:

Consequences:

1st Offense: Parent/guardian contacted. Three (3) days in-school suspension.

2nd Offense: Parent/guardian contacted. Recommendation for expulsion.

K. Harass another Student and/or a Teacher, Administrator, or Staff Member:

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark and any speech, written communication or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. If harassment occurs as a "joke", the student will experience consequence of his/her behavior.

Consequence:

Parent/Guardian contacted. Administrative discretion with a recommendation for in-school suspension. Possible expulsion from APA.

L. Disrespect teacher or staff, use of inappropriate language and behavior or respond to staff in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back):

Consequences:

1st Offense: Parent/guardian contacted. Up to two (2) days in-school suspension.

2nd Offense: Parent/guardian contacted. Up to two (2) days in-school suspension.

3rd Offense: Parent/guardian contacted. Three (3) days in-school suspension. Possible expulsion from APA.

M. Hazing:

Hazing means to plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may also carry heavy legal consequences.

Consequence:

Parent/guardian contacted. Administrative discretion with a recommendation for in-school suspension. Possible expulsion from APA.

N. Smoke or Use Other Tobacco Products and/or Bring Such Products to School:

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Consequences:

1st Offense: Parent/Guardian contacted. Three (3) days in-school suspension. Possible expulsion.

2nd Offense: Parent/Guardian contacted. Possible expulsion from APA.

O. Steal and/or Vandalize Private Property:

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

Consequence:

Parent/guardian contacted. Administrative discretion. Up to three (3) days in-school suspension. Restitution if required. Possible expulsion from APA. Police report filed.

P. Habitually Tardy:

This means to be late for the beginning school day and/or late for classes.

Consequence:

See Tardy Policy of Ambassadors Preparatory Academy.

Q. Threatening Behavior:

Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), hand written notes, and/or non-verbal threats, including “hard” stares, gestures, etc. that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences:

1st Offense: Parent/guardian contacted. Administrative discretion. One day in-school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Three (3) days in-school suspension recommended.

3rd Offense: Parent/guardian contacted. Possible expulsion from APA.

R. Truancy:

Truancy means being inexcusably absent from school or class without the knowledge of a parent. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

Consequence:

Parent/guardian contacted. Administrative discretion on full range of disciplinary measures including expulsion from the school.

S. Weapons of Any Kind at School:

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. School administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

Consequence:

Parent/guardian contacted. Three (3) days in-school suspension with a recommendation for expulsion. Possible withdrawal from APA.

T. Possession or Use of Fireworks:

Using or possessing any amusement device such as, smoke bomb, etc is against APA Board Policy. At administrations discretion, possession of fireworks may be viewed as a weapon.

Consequences:

1st Offense: Parent/guardian contacted. Administrative discretion. Up to two (2) days in-school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days in-school suspension. Possible expulsion from APA.

U. Use of Gang or Secret Society Symbols:

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. Students can not promise to or be members of a gang, secret society, illegal club, sorority or fraternity.

Consequences:

1st Offense: Parent/guardian contacted. Administrative discretion. Up to two (2) days in-school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days in-school suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days in-school suspension. Possible expulsion from APA.

V. Possession of Stolen Property:

Having in one's possession property obtained without permission of the owner is considered "stolen".

Consequences:

1st Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days in-school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

W. Arson:

Intentionally starting any fire or combustion on school property is viewed as an act of arson.

Consequence:

Parent/guardian contacted. Administrative discretion. Possible expulsion from APA.

X. Public Display of Affection or Inappropriate behaviors of affection which are not acceptable for public places such as kissing, hugging, physical contact, etc. are violations of APA Board Policy.

Consequences:

1st Offense: Parent/Guardian contacted. Conference with student. Up to (2) days in-school suspension.

2nd Offense: Parent/Guardian contacted. Administrative discretion. Up to three (3) days in-school suspension. Possible expulsion from APA.

Y. Exhibit Provoking/Intimidating Behavior that Encourage or Urge Other Students to Violate School Rules:

Consequences:

1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days in-school suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion from APA.

Z. Bullying

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture, written, verbal or physical act.

Consequences:

1st Offense: Parents/Guardian contacted. Up to three (3) days in-school suspension.

2nd Offense: Parents/Guardian contacted. Possible expulsion from APA.

AA. Conspiracy

Any two (2) or more persons mutually agreeing to do any unlawful act.

Consequences:

1st Offense: Parents/Guardian contacted. Up to two (2) days in-school suspension.

2nd Offense: Parents/Guardian contacted. Up to three (3) days in-school suspension.
Possible expulsion from APA.

BB. Failure of Identity (lying to staff or incorrect information)

Refusal to stop, provide name and/or other information when asked to do so by a staff member.

Consequences:

1st Offense: Parent/Guardian contacted. Up to two (2) days in-school suspension.

2nd Offense: Parent/Guardian contacted. Up to three (3) days in-school suspension.
Possible expulsion from APA.

CC. Leaving Campus without Permission

Leaving campus without prior consent and authorization from school administration.

Consequences:

1st Offense: Parent/Guardian contacted. Up to three (3) days in-school suspension.

2nd Offense: Parent/Guardian contacted. Possible expulsion from APA.

DD. Bus Misconduct

Failure to comply with rules of bus safety or disturbing others.

Consequences:

1st Offense: Parent/Guardian contacted. Up to two (2) days in-school suspension.

2nd Offense: Parent/Guardian contacted. Up to three (3) days in-school suspension.
Possible expulsion from APA.

EE. Trespassing

Entering any school property or into any school facility without proper authority. Includes any entry during withdrawal from school.

22. TYPES OF CONSEQUENCES

Ambassadors Preparatory Academy does its best to correct unacceptable behavior. Teachers have their own classroom rules. Parental involvement is required in repeated misconduct. The school may require the parent/guardian to come in and sit with the child in case the student is defying authority at school. Other forms of consequences are:

A. Detention

Detention may be held during school each day for up to eight (8) hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted for this. There are two types of detentions: “after school” and “Saturday” detentions.

Rules

- Students will bring materials to work on. (Homework, books to read from the Library only school acceptable materials are permitted.) Classroom materials may be sent by teacher.
- Sleeping is not permitted.
- Do not address staff or teachers. No other form of communication will be allowed.
- Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time, except during an emergency.
- Students will not be permitted to go to their classrooms. All materials must be brought to the room when reporting.
- Students will follow all rules concerning classroom behavior. Failure to comply will mean automatic suspension from school.
- Any student assigned to the detention room must sit the whole time. Students refusing to sit their time will be suspended from school.
- Detention time will be assigned within 24 hours of the Assistant Principal’s meeting with the student. This allows the parent time to make transportation arrangements.
- Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
- If a student arrives to detention room five (5) minutes after designated time without confirmed excuse, the student will not be allowed into detention room. This absence miss will be considered unexcused. This will result in one day out of school suspension, and a repeat of the detention.
- If a student does not turn in the Parent Notification form on the due date without confirmed excuse, he/she will have Saturday detention. If it occurs again, the student will required to serve a one day in-school suspension. If the infraction is repeated a one day out of school suspension will be issued. Failure to follow After School Detention Rules may result in one-day School Suspension.

B. Suspensions

Notice of in-school suspension and the reasons for the suspension will be given to the student by the principal after hearing the issues involved in a situation. If you receive in-school suspension you will not have any opportunity to make up work that you missed during the suspension.

In-School Suspension

Grounds for in-school suspension will include, but not be limited to:

- Damage or destruction of school property or private property
- Profanity or obscene language or materials (including obscene gestures or signs.)

- Insubordination in refusing to comply with directions of school personnel
- Truancy from, or repeated tardiness to, class or school
- Theft of school property or equipment, or personal property of any school personnel, another student, or visitor
- Fighting among two or more students on school property (including buses) or at any school- sponsored activity
- The act of extortion from any person on school property (including buses) or at any school sponsored activity
- Repeated or flagrant violation of any school or classroom rules or accepted standards of school behavior
- Using a fire exit door in an inappropriate time.
- Selling food without an approval form from an administrator.
- Not being in assigned location. Skipping a class (including clubs and electives)

Rules and Regulations

- A student who is suspended is responsible for all make-up work missed.
- Parents or guardians of the student will be notified in advance of dates of in-school suspension.
- If the incidence is severe, the Principal or Assistant Principal may retain the student in detention room until parents are notified and they pick up the student.
- Some in-school suspensions may be extended if further evidence is revealed. In such case, parents or guardians will be notified either by phone or by mail.
- If a student does not turn in the Parent Notification Form on the due date without confirmed excuse, he/she will have Saturday Detention. If it occurs again, it requires one day in-school suspension. Failure to follow School Suspension Rules may result in extra disciplinary action.

Any student expelled during the school year may be denied registration to Ambassadors Preparatory Academy the following year.

If a student is expelled during the school year, the student will be denied a Re-enrollment Form for the following year. If you are interested in filing a petition and requesting the child to be re-enrolled, please submit the following to the Assistant principal within two weeks after suspension being issued. Letters must be dated and addressed to The Principal, Ambassadors Preparatory Academy.

- A one-page letter from the parent that includes:
 - Request for re-enrollment
 - Any improvement in the student
 - Measures that will be taken to avoid future discipline problems
 - Date, Parent Name, and Signature
- A half-page letter from the student that includes:
 - Request for re-enrollment
 - An apology for the offense

- A commitment to proper conduct
- Date, Student Name, and Signature

Ambassadors Preparatory Academy Administration and The Discipline Committee will review the petition letters after they are submitted. During the decision making process, the student's up-to-date conduct will also be taken into consideration. If suspension occurs before the re-enrollment deadline, and if the school decides not to deny re-enrollment, we will send you a letter and a Re-enrollment Form postmarked earlier than the second Friday of March. You will have one week after receiving the letter to submit the Re-enrollment Form. If the petition is not accepted, you will receive a letter postmarked earlier than the second Friday of March. If suspension occurs after the re-enrollment deadline, and if the school decides not to deny re-enrollment, we will send you a letter postmarked earlier than the last day of school. If the petition is not accepted, you will receive a letter postmarked earlier than the last day of school.

C. Expulsion

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the principal after hearing all the events involved in a situation.

Expulsion Policy

Grounds for expulsion will include, but not be limited to:

1. Assault, assault and battery or threat thereof to any school personnel, other student or visitor while on school property, including buses, or at any school sponsored activity
2. False alarm, including fire, bomb threats, etc.
3. Use or possession of alcoholic beverages or illegal narcotics or drugs
4. Disruption of school by use of violence, force, coercion, threat, or disorderly conduct (This shall include the use of same to incite others toward acts of disruption.)
5. Arson or attempted arson to any school building or property
6. Repeated offenses of flagrant violations where suspension is normally considered appropriate
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.

23. DAMAGE TO SCHOOL PROPERTY

Students who accidentally damage school property must report this promptly to the principal or classroom teacher. Where damage (e.g., a broken window) results from careless behavior, students will be expected to pay the cost of repairs. Unreported damage will be regarded as vandalism.

24. DUE PROCESS

All students at Ambassadors Preparatory Academy are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who

exhibits any of the “Unacceptable Types of Student Behaviors” listed in this handbook or added to this list at a later date will receive immediate consequences. These consequences range from notification of parents, in-school suspension, Saturday Detention, after school detention, and emergency removal from a school activity, to expulsion, and criminal prosecution.

All students at Ambassadors Preparatory Academy have the right to feel that they are physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible; all reports of this nature will be kept completely confidential.

Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible; all reports of this nature will be kept completely confidential.

25. WITHDRAWAL FROM SCHOOL

When a student must withdraw from Ambassadors Preparatory Academy during the school term, he/she will report to the main office on the morning of the day he/she leaves. There, the student will receive a withdrawal form that will be taken to each of his/her teachers for "clearance" showing that the following responsibilities have been fulfilled:

1. Has returned all textbooks and checked out materials
2. Has checked in all assigned equipment;
3. No make-up work is due;
4. Fines are paid;
5. A release of Student Records was signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of the completed withdrawal form that gives grades earned to date in current period. A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS.

26. ACCESS TO STUDENT RECORDS

Access by Parent

A parent is entitled to access all written records of Ambassadors Preparatory Academy concerning the student, including:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Enrollment records

- Health and immunization records
- Teacher and counselor evaluations regarding student
- Reports of behavior patterns

“Parent” includes a person standing in parental relation. The term does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.

A parent is entitled to full information regarding the school activities of a parent’s child except when related to child abuse investigations. Additionally, a parent is allowed full access to student’s medical records maintained by the school. On request by a student’s parent, the school shall provide a copy of the student’s medical records.

Access by Certain School Staff

A school administrator, nurse, or teacher is entitled access to a student’s medical records maintained by the school for reasons determined by school policy. A school administrator, nurse, or teacher who views medical records shall maintain the confidentiality of those medical records. This does not authorize the school administrator, nurse, or teacher to require a student to be tested to determine the student’s medical condition or status.

27. COMMUNICATION

The administration and staff will use all means (mail, e-mail, phone, etc.) to communicate with the parents. In the event of a change of address, telephone number, or e-mail address, please notify the school office immediately. The school may not be held responsible for lack of communication unless parent contact information is updated regularly. Communication is the key word for success in education. You have many ways to contact our teachers. You may directly call school at (409) 762-1115 during school hours (8:00 A.M. thru 5:00 P.M.). You may send an e-mail to teachers. E-mail addresses are available at the front office. Please note that it is also the parent’s or guardian’s responsibility to monitor student’s progress and conduct.

Fund Raising

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school sponsored events, or on school transportation unless he/she has the written permission of the school principal.

Sales

Advertising may be permitted if it is for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal.

Protective Orders/Restraining Orders

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

Assemblies

Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly by intercom. Students are expected to attend assemblies when dismissed from class unless a different assignment is given a student by the school administration. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated, and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

Emergency Procedures

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. Primary and Secondary evacuation routes will be posted in each classroom. This is a life and death matter. Students should be familiar with the emergency drills and procedures.

The **Fire Alert** is a continuous two (2) or three (3) second sound. The **Tornado Alert** is a continuous wailing sound over the intercom. The **All clear** is sounding of the bell. The **Lock-Down Procedure** is posted in all classrooms and practiced during the school year. In the event of a lock-down, it will be announced as prescribed by the Principal. The evacuation procedures will be covered with students by their teachers and announced by staff as prescribed by the Principal. As a backup Fire and Tornado Alert system, hand-held walkie-talkies will be used. Each teacher will be assigned to use the walkie-talkie to alert the students.

Arts and Activity Groups Procedure

The Ambassadors Preparatory Academy philosophy concerning performing arts in education is that the total learning experience involves practice, performance, and evaluation. A student is expected to be evaluated on both practice and performance. Students and parents should be aware of possible conflicts with other activities, both within and out of the school system. The following guidelines of student responsibility to performing arts and activity groups are outlined: Performing groups have responsibilities in and away from the school, during and after regular school hours, and student members of such groups must adhere to all organizational rules and policies.

Students are expected to attend rehearsals and performances of the school organization of which they are a member. Participation and service in the performing group outside of the classroom will be a determining factor of the grade. Any student who is absent from a scheduled required rehearsal or performance may have his/her semester grade lowered one letter grade because of unexcused absence per performance. The student may lose the position in the performing group and become an alternate performer to the main performing group. The following conditions constitute reasons for an excused absence for a required rehearsal or performance:

1. Out-of-town trip with family, provided prior approval is obtained from activity director, and five-days prior notice is given to the school in writing.
2. Family emergency.
3. Illness (Director should be notified prior to required rehearsal or performance).
4. Any conflicts of school activities which have been previously resolved with director and principal.

The principal will determine whether or not an activity is a required rehearsal or performance. The initial responsibility for a review of the policy is that of the student. If an acceptable solution is not reached during a meeting of the student and the activity director, the building principal will be informed of the need to review the request. The principal will meet with the concerned student and the activity director (instructor) to obtain needed information. A decision by the principal concerning resolution of disagreement will be provided all interested parties. Please have parent/guardian sign and return this page to the homeroom teacher. Late return may result in disciplinary action.

28. PARENT INVOLVEMENT

The mission is to assist families in the educational process by using research and evidence-based programs to empower parents as they build positive parent-child relationships. We believe the concerted efforts of the parents, school, and community will bridge the gap between home and school. As a result of the collaborative efforts, there will be an increase in students' social, emotional, and academic success.

- **Technology** - Resources and presentations for parents, students, and teachers
**Lab availability for parents.*
- **Health and Fitness Program** - Parent exercise groups with a Personal Trainer. The Personal Trainer provides healthy meal plans and nutritional information. Water and healthy snack provided at the end of each workout session.
- **Collaboration with Family Service Center of Galveston** - Onsite counselor for students, Professional Development, parent support groups and referrals as needed for individual, group, or family counseling.
- **Character Building Program** - "I Care" is a positive parent program involving the parents, school, and community to enhance student success.
- **Evidence-based Program** - The "Incredible Years" parent program focuses on the early development stages of children, their parents, teachers, and others.
- **Parent Field Trips** - To provide a way for parents to experience educational and social opportunities with other parents and members of the community. To enhance parents' resources for helping their child to succeed.
- **Sponsor Teacher Appreciation Week** - During the annual Teacher Appreciation Week (the first full week of May) host daily activities and culminate with an Appreciation banquet.
- **Support Cinco de Mayo Festival** - Support the APA staff with a campus festival allowing students, family, and the community to participate in a fun, friendly environment while learning the importance of Cinco de Mayo.

- **Resource for Assistance** - Help obtain items for the Science Fair and school supplies, as needed.
- **Parent Portal** - Daily access to students' grades and important messages from teachers.

29. PARENT COMPLAINTS

Should a parent have a complaint or a concern to address with the school, a teacher, or administrator, they are directed to fill in the attached Complaint Form (pages 56-58) and submit it to the Business Office (Destin Simmons) in order to have the issue acknowledged and addressed as quickly and efficiently as possible.

Ambassadors Preparatory Academy

2018-2019 APA School Calendar

August 13-17 Inservice
 August 20-24 Teacher Prep
 August 27 School Starts

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	I	I	I	I	I	18
19	TP	TP	TP	TP	TP	25
26	27	28	29	30	31	

September 3 Labor Day

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	H	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 5 Progress Reports
 October 9 Picture Day
 October 10-11 BOY TPRI & Circle Assessment
 October 22-26 1st Benchmark

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	T	T	12	13
14	15	16	17	18	19	20
21	T	T	T	T	T	27
28	29	30	31			

November 2 Parent/Teacher Conference
 November 2 Report Card
 November 19-23 Thanksgiving

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	PC	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	H	H	H	H	24
25	26	27	28	29	30	

December 14 Progress Report
 December 21 Semester one Ends
 December 24-31 Winter Break

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	H	H	H	H	H	29
30	H					

January 1-4 Winter Break
 January 7 Teacher Prep Day
 January 9-10 MOY TPRI & Circle Assessment
 January 14-18 2nd Benchmark
 January 19 MLK
 January 25 Report Cards
 January 28-31 ITBS

JANUARY 2019						
S	M	T	W	Th	F	S
		H	H	H	H	5
6	TP	8	T	T	11	12
13	T	T	T	T	T	19
20	H	22	23	24	25	26
27	T	T	T	T		

February 1 ITBS

FEBRUARY 2019						
S	M	T	W	Th	F	S
					T	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 1 Progress Reports
 March 11-15 Spring Break
 March 28-29 4,5,7,8 Benchmark

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	H	H	H	H	H	16
17	18	19	20	21	22	23
24	25	26	27	T	T	30
31						

April 5 Report Cards
 April 9-11 S.T.A.A.R. Writing, Math, & Reading 4, 5, 7, 8
 April 18 Early Dismissal
 April 19 Good Friday
 April 20 Holiday
 April 24-25 EOY TPRI & Circle Assessment
 April 29-30 Last Benchmark

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	T	T	T	12	13
14	15	16	17	ED	H	20
21	H	23	T	T	26	27
28	T	T				

May 1-3 Last Benchmark
 May 6 EOC Algebra 1
 May 10 Progress Report
 May 13-16 STAAR 3-8
 May 27 Memorial Day
 May 30 Last Day
 May 30 Report Card
 May 31 Teacher Prep

MAY 2019						
S	M	T	W	Th	F	S
			T	T	T	4
5	T	7	8	9	10	11
12	T	T	T	T	17	18
19	20	21	22	23	24	25
26	H	28	29	LD	TP	

June 25-26 S.T.A.A.R. Retest 5th & 8th

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	T	T	27	28	29
30						

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Ambassadors Preparatory Academy

Student Commitment to Excellence

I understand that being an APA student is a commitment to do “my best”. In order to experience “my best”, I fully commit to the following:

- I will arrive at APA each day on time and remain until the end of the school day.
- I will come to APA on appropriate Saturdays at 9:00 A.M. and remain until 1:00 P.M.
- I will bring at least two pencils with erasers, two pens, all books and materials, and all necessary folders and binders filled with at least ten blank sheets of paper to class.
- I will follow the APA dress code.
- I will always work, think, and behave in the best way according to APA rules, and I will do whatever it takes for me and my fellow teammates to learn.
- I will always protect the safety, interests, and rights of all individuals in the classroom. This means that I will always listen to my APA teammates and give everyone my respect.
- I will follow the teachers’ directions.
- I will always work my hardest to improve my academics and behavior so I can meet the expectations I have for myself, and that my school and family have for me too.
- I will raise my hand and ask questions in class until I understand something.
- I will complete my homework every night, and I will call my teachers if I have problems.
- I will always take responsibility for my actions and tell the truth.

I understand these commitments. If these commitments are not met, I will receive consequences, including loss of APA privileges, alternative placement, and possibly even removal from the school.

Name of Student _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Ambassadors Preparatory Academy

Compromiso Del Estudiante Con la Excelencia

Entiendo que el ser un estudiante de APA es un compromiso para hacer “lo mejor de mí”. Para experimentar “lo mejor”, me comprometo a lo siguiente:

- Llegaré puntualmente a APA cada día y permaneceré hasta el final del día de la escuela.
- Asistiré a APA algunos sábados indicados a las 9:00 de la mañana y permaneceré hasta la 1:00 de la tarde.
- Traeré por lo menos dos lápices con borradores, dos plumas, todos los libros y materiales, y todas las carpetas con por lo menos diez hojas en blanco de papel para clasificar.
- Seguiré el código del vestuario de APA.
- Trabajaré siempre, pensare, y me comportare de la mejor manera según las reglas de APA y haré lo que tome para mí y mis compañeros de equipo para aprender.
- Protegeré siempre la seguridad, los intereses, y los derechos de todos los individuos en la sala de clase. Esto significa que siempre escucharé mis compañeros de equipo de APA y daré a cada uno mi respecto.
- Seguiré las indicaciones de los profesores.
- Trabajaré siempre más duro para mejorar mi académico y comportamiento así podré resolver las expectativas que tengo para mí, y que mi escuela y mi familia tiene para mí también.
- Levantaré mi mano y haré preguntas en clase hasta que entienda algo.
- Completaré mi tarea cada noche, y llamaré a mis profesores si tengo problemas.
- Tomaré la responsabilidad de mis acciones y diré siempre la verdad.

Entiendo estas comisiones. Si estas comisiones no se resuelven, recibiré consecuencias, incluyendo la pérdida de privilegios de APA, la colocación alternativa, e igual posiblemente la forma del retiro la escuela.

Firma del Estudiante _____ Día _____

Ambassadors Preparatory Academy

Parent/Guardian Commitment to Excellence

I understand that being an APA parent is a commitment. I fully commit to supporting my child at APA in the following ways:

- I will ensure that my child arrives at APA each day on time and remain until the end of the school day.
- I will make arrangements for my child to come to APA on appropriate Saturdays at 9:00 A.M. and remain until 1:00 P.M.
- I will notify the school no later than the beginning of the school day if my child will miss school.
- I will always help my child in the best way I know how, and I will do whatever it takes for him/her to reach APA's academic and behavioral goals, as well as the school's Cultural Expectations.
- I will carefully read the communications that the school sends home to me. I will carefully check my child's homework every night. I will make sure that my child reads a minimum of 30 minutes each night.
- I will ensure that my child calls his/her teacher when there are problems with homework.
- I will attend all five quarterly Parent Teacher Conferences. I will attend all other meetings scheduled for my child.
- I will allow my child to go on APA field trips that he/she earns.
- I will make sure my child follows the APA dress code.
- I will make sure that my child upholds his/her Commitment to Excellence.
- I understand that my child must follow the APA rules to protect the safety, interests, and rights of all individuals in the classroom.
- I am responsible for the behavior and actions of my child. The school is not always responsible for the behavior and actions of my child.
- I will always make myself available to my child and the APA staff members regarding any concerns they might have.

I understand that if these commitments are not met, our child will receive consequences, including loss of privileges, alternative placement, and possible even removal from the school.

Name of Student _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Ambassadors Preparatory Academy

Compromiso De Padre/Tutor Con la Excelencia

Entiendo que el ser un padre de APA es una responsabilidad. Como padre me ago responsable en apoyar a mi niño(a) en APA de las maneras siguientes:

- Me aseguraré de que mi niño(a) llegue a APA cada día a tiempo y que permanezca hasta el final del día de la escuela.
- Tomaré las medidas para que mi niño(a) asista a APA el sábado indicado de 9:00 de la mañana y permanezca hasta la 1:00 de la tarde.
- Notificaré a la escuela antes del comienzo de las clases si mi niño(a) estará ausente es día.
- Ayudaré siempre a mi niño(a) de la mejor manera que sé y haré lo que este a mi alcance para que mi niño(a) alcance las metas académicas y del comportamiento de APA, así como las expectativas culturales de la escuela.
- Leeré cuidadosamente las comunicaciones que la escuela me envía. Revisare cuidadosamente la tarea de mi niño(a) cada noche. Me cercioraré de que mi niño(a) lea un mínimo de 30 minutos cada noche.
- Me aseguraré de que mi niño(a) llame a su profesor cuando tenga problemas con la tarea.
- Asistiré a las cinco conferencias trimestrales que el maestro ofrecerá. Asistiré al resto de las reuniones programar para mi niño(a).
- Permitiré que mi niño(a) vaya a los paseos de APA.
- Me cercioraré de que mi niño(a) siga el código del vestuario de APA.
- Me cercioraré de que mi niño(a) mantenga su comisión a la excelencia.
- Entiendo que mi niño(a) debe seguir las reglas de APA para proteger la seguridad, los intereses, y los derechos de todos los individuos en la sala de clase.
- Soy responsable del comportamiento y de las acciones de mi niño(a). La escuela no es siempre responsable del comportamiento y de las acciones de mi niño(a).
- Siempre me pondré a disposición de mi niño(a) y de los miembros del personal de APA con respecto a cualquier preocupación que puede ser que tengan.

Entiendo que si estas comisiones no se resuelven, nuestro niño recibirá consecuencias, incluyendo la pérdida de privilegios, la colocación alternativa, y retiro posible de la escuela.

Firma del Padre/Tutor _____ Día _____

Ambassadors Preparatory Academy

5001 Ave U ~ Galveston, Texas 77551 ~ (409)762-1115

WAIVER OF LIABILITY – ASSUMPTION OF FULL RESPONSIBILITY FOR ALL RISKS OF BODILY INJURY, DEATH OR DAMAGES

I am the parent or legal guardian of the minor (under age 18), named below. I understand that during the minor's participation in the fieldtrip at _____, the minor may be exposed to a variety of hazards and risks, foreseen or unforeseen, which are inherent in each activity and cannot be eliminated without destroying the unique character of the activity.

In consideration of allowing the minor to participate in this fieldtrip, I hereby release and hold harmless Ambassadors Preparatory Academy, members of its board of directors, and its officers, employees, teachers, volunteers, other participants, and agents (collectively, the "Released Parties"), of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that Minor Participant may have or sustain with respect to any and all damage and/or injury, of any type, arising out of his or her participating in this fieldtrip_____.

I have read this document in its entirety, understand it and agree to abide by all of the above. I freely and voluntarily assume all risks of such injuries and damages and notwithstanding such risks; I agree that the minor identified below can participate in this fieldtrip at _____.

Name of Student: _____

Relationship: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

Ambassadors Preparatory Academy

Consent and Release from Liability

I hereby acknowledge that it is my desire for my child, _____, to participate in school-sponsored activities at Ambassadors Preparatory Academy, including activities on and/or away from the school premises as well as transportation to and from such activities.

I AM (MY CHILD IS) VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES, INCLUDING TRANSPORTATION TO AND FROM SUCH ACTIVITIES, WITH KNOWLEDGE OF THE DANGERS INVOLVED AND HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY AS A RESULT OF SUCH PARTICIPATION AND TRANSPORTATION.

As lawful consideration for permitting me (my child) to participate in such activities, including the transportation to and from such activities, I hereby release and discharge Ambassadors Preparatory Academy, its officers, employees, agents and members of the Board of Trustees from all actions, claims or demands I and my heirs, distributes, guardians, legal representatives or assigns now have or may hereafter have for any injury or damages resulting from the negligence of others acts, however caused, by such school, officers, employees, agents and Board of Trustees, before or during my participation in such school-sponsored activities on and/or away from the school premises, including transportation to and from such activities.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND AN ASSUMPTION OF RISKS, AND I SIGN IT OF MY OWN FREE WILL.

This Consent and Release from Liability shall remain effective until revoked in writing and delivered to office of Ambassadors Preparatory Academy.

Parent or Guardian Signature

Date

Ambassadors Preparatory Academy

Complaint Form

To file a complaint, complete this form and submit it to the Ambassadors Preparatory Academy Business Office (Destin Simmons). All complaints, written or verbal, are automatically forwarded to the Superintendent, Dr. Patricia Williams.

Check if you'd like to remain anonymous

I. Contact Information for Person Submitting the Complaint

(Please record your name, address, telephone number, and additional contact information in the spaces below.)

First Name	Middle Initial	Last Name
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Address	City, State, and Zip Code	Best Telephone Number
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Are there other ways we can contact you? (If yes, list them in the box. Other ways might include an email address or a different telephone number.)

II. Reason for the Complaint

(Provide information about the complaint with as much detail as possible for questions (A-E). Attach additional paper if more space is needed.)

A. What is the name and address of the entity you are filing the complaint about?

B. If this complaint is against an individual, enter the person (or persons) name and contact information in this box. If the complaint is not against an individual, record a check in the box in front of N/A.

N/A—This complaint is not against an individual.

C. Describe the complaint with as much detail as possible, including the date and time incident occurred. If you have any relevant documentation that supports the complaint or alleged violation, attach that documentation to this form.

D. If there are other people who have knowledge about this event, please provide their names, titles, and address/contact information. *(Attach additional sheets if you need more space.)*

<i>Name</i>	<i>Title</i>	<i>Address/Contact Information</i>

E. What is the basis or the type of discrimination you feel occurred? *If the complaint is not based on discrimination, record a check in the box in front of N/A.*

N/A—This complaint is not based on discrimination.

(Check the boxes that apply.)

- Race Sex
 Color Age
 National Origin Disability

Signature of Complainant

	Date:
--	-------

-----This Space to Be Completed by Person Receiving the Complaint -----

Name of Person Receiving Complaint:

Complaint was translated (*Check this box if this complaint from was completed by a person other than the complainant*)

Staff Person Assigned to Address Complaint:

Date Forwarded to the Superintendent:

Ambassadors Preparatory Academy

Student & Parent Handbook Receipt

Student's Name _____

Parent/Guardian Name _____

I hereby acknowledge receipt of my Ambassadors Preparatory Academy Student & Parent Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in board policies may supersede, modify, or render obsolete the information summarized in this booklet. As the board provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform Ambassadors Preparatory Academy of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting Ambassadors Preparatory Academy if I have questions or concerns or need further explanation.

Parent/Guardian Signature

Date

Special Note: This handbook includes two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to the APA office.

PARENT COPY

Ambassadors Preparatory Academy

Student & Parent Handbook Receipt

Student's Name _____

Parent/Guardian Name _____

I hereby acknowledge receipt of my Ambassadors Preparatory Academy Student & Parent Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in board policies may supersede, modify, or render obsolete the information summarized in this booklet. As the board provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform Ambassadors Preparatory Academy of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting Ambassadors Preparatory Academy if I have questions or concerns or need further explanation.

Parent/Guardian Signature

Date

Special Note: This handbook includes two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to the APA office.

Ambassadors Preparatory School COPY

Ambassadors Preparatory Academy

SHAC

School Health Advisory Council is seeking new members

The School Health Advisory Council (SHAC) assists the district in ensuring that local community values are reflected in the health education program. The council will address the continued implementation of a coordinate health program including:

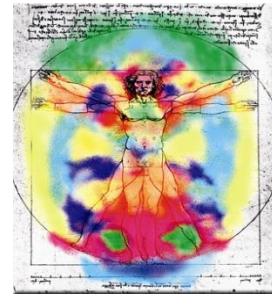
Health Education, Physical Education,
Health Services, Nutrition Services, Counseling,
Healthy School Promotion, and
Family/Community Involvement



MIND



BODY



ENERGY

The SHAC meets at least 4 times during the school year.

If you are interested in serving on the SHAC, please complete the application below and return to the school.

Name:	Email Address:
Child's Name:	Grade:
Address:	Home Phone:
Skills & Interests:	Cell Phone:

Ambassadors Preparatory Academy
reserves the rights to delete, add and amend
any changes to this handbook.

Any changes to this handbook will be posted on
the school web page and outside bulletin board
for 30 days.

