

# EMPLOYEE HANDBOOK

2018-2019



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**Ambassadors Preparatory Academy**  
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Dr. Patricia A. Williams  
Superintendent

## *Introduction*

Dear APA Employee:

The purpose of this handbook is to provide important information that will answer questions and pave the way for a successful year.

Suggestions for additions and improvements to this handbook are welcome and may be sent to the Superintendent/Principal.

This handbook is neither a contract nor a substitute for the official district policies. It is merely a guide and offers a brief explanation of policies. Policies and procedures may change at any time.

Sincerely,

Dr. Patricia Williams  
Superintendent  
Ambassadors Preparatory Academy

## *District Information*

### **Ambassadors Preparatory Charter School District Ambassadors Preparatory Academy (APA)**

#### VISION

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

#### MISSION

To provide a hands-on learner centered environment that cultivate excellence, offers challenge, and embraces lifelong learning.

#### CORE VALUES

Internal control mechanisms for financial accountability and reporting

School budget focused on the educational needs and support services for all students

Instructional leadership based on data-driven systems

High expectations for all students

Multifaceted educational experiences that will create learners, producers, consumers, and productive citizens

Educational foundation based on the philosophy of “continuous progress” by utilizing sequential learning, hands on, critical thinking, and problem-solving skills

Parents and the community are active participants

#### GOALS

1. APA will be accountable for all local, state, and federal fiscal requirements for budgeting, accounting, auditing, and reporting as defined in the **TEA Financial Accountability System Resource Guide with a special emphasis on internal accounting controls.**
2. APA organization and management systems will be data driven.
3. APA will utilize continuous evaluations of students, staff, and programs to ensure a productive learner-centered school.
4. APA will provide professional development, mentoring, and coaching to ensure the success of all employees.
5. APA will earn an “exemplary” rating from the Texas Education Agency by 2013.

# *Employment*

## *Personnel Policies Statement*

The Personnel employed by Ambassadors Preparatory Academy constitute the most important resource for effectively conducting a quality learning program. Important contributions to a successful educational program are made by all staff members. The Academy's program will function best when it employs highly qualified personnel, conducts appropriate staff performance reviews and development activities, and establishes policies and working conditions which are conducive to high morale and which enables staff members to make the fullest contribution to the district's program and services. The objective of this handbook is to provide a uniform standard of operation and to treat each employee uniformly, fairly, and with dignity and respect as an important member of Ambassadors Preparatory Academy.

## *Personnel Policies*

The personnel policies set forth the major employment practices and procedures of Ambassadors Preparatory Academy. They supersede all past policies and procedures. Ambassadors Preparatory Academy reserves the right to unilaterally modify or amend the provisions of the handbook at any time with or without notice. However, any modification to this handbook can only be made by the Board of Directors of Family of Communities United in Services (FOCUS, Inc.). No person has the authority to make verbal or written changes of this policy. These policies and procedures are not intended to be a contract or to guarantee employment for any particular period.

## *Nepotism Policy*

### Employment Requirements and Restrictions

- A. Policy Statement – Ambassadors Preparatory Academy employees who are family members are prohibited from working in the same chain of command to avoid family members supervising other family members. Family members of the APA Board of Directors are precluded from being hired by the APA.
- B. Purpose – This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest.
- C. Application – This policy applies to all APA employees, Members of the Board of Directors and their staff.
- D. Procedures – When two family members are APA employees and work in the same chain of command, one of the members must seek a position transfer out of the same reporting chain of command.
- E. Definition of Terms – Family Members – include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partners, brother, sister, grandparent, grandchildren and step-relationships within the preceding categories.

Neptotism – describes a work-related situation in which there is the potential for favoritism toward a relative (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

### ***Equal Employment Opportunity***

Ambassadors Preparatory Academy is an equal opportunity employer committed to providing a policy of non-discrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training, promotion, compensation and benefits, discipline, termination, education, recreational and social programs are administered without regard to race, color, sex, religion, national origin, age, disability, military status or any other basis prohibited by law. Employment decisions, subject to the legitimate requirements of Ambassadors Preparatory Academy, are based solely on the individual’s qualifications, merit, experience and abilities. The Academy’s commitment extends to all employment-related decisions and terms and conditions of employment.

Employees with questions or concerns about discrimination on the basis of race, religion, sex, national origin, or age should contact the Superintendent. Employees with questions or concerns about discrimination on the basis of a disability should contact the Superintendent.

### ***Job Vacancy Announcements***

Announcement of job vacancies by position are posted, on a regular basis, in the teacher’s workroom, and on the APA website.

### ***Assignments and Reassignments***

All personnel are subject to assignment and re-assignment by the Superintendent.

### ***Workload and Work Schedules***

Professional Employees: Professional employees are exempt from overtime pay and are employed on a ten-month basis; administrative employees are exempt from overtime pay and are employed on an eleven or twelve-month basis. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. The notice of work schedules, including required days of service and scheduled holidays, will be distributed each year.

Paraprofessional and Auxiliary Employees: Support employees are employed “at-will” and will be notified of the required duty days, holidays, and hours of work for their positions on an annual basis. Paraprofessional and auxiliary employees are exempt from overtime.

### ***Performance Evaluation***

Evaluation of an employee’s job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee’s assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda can also be used to document performance

information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

### ***Professional Dress Code***

Ambassadors Preparatory Academy employees will apply APA uniform dress polo shirt. The wearing apparel of employees should reflect professional standards at all times.

Business casual style is the only code for APA and the school's established guidelines are listed below. Employees who fail to comply with these policies are in violation of the school policy and procedures.

### ***Dress Code for Success***

Many times in life situations a person is judged upon how appropriately dressed they appear. The same holds true for educators, whether in the classroom setting, during a job interview, for a teacher parent conference or open house. Educators should wear uniform dress of the week, unless a stated dress code policy allows you to dress casually on a given day. Failure to dress appropriately can impact the way an administrator, other educators, students and parents perceive the educator in question.

Dressing for success allows educators to gain the respect needed to set a positive example for their students. Imagine the image you are sending to your students if you fail to follow the established dress code policy that has been established in the district. Many times, students adamantly oppose their dress code policy for various reasons. An important point to remember is that children are very good at modeling the behavior they observe in adults.

Dressing for Success has Three Main Effects for Educators:

1. Maintain respect
2. Establish credibility
3. Establish yourself as an authority figure

Dressing for success and following the established educator dress code policy will help you obtain the respect and credibility necessary from students and parents. Students will tend to model the behavior and appearance they see in the classroom. An effective educator will dress appropriately as a professional educator to model success. Your respect in the classroom begins with your appearance and you should strive to be a positive role model for each student. In addition, educators must dress professionally for teacher parent conferences and open house to gain the respect of each parent. Making a good impression upon parents during a teacher parent conference or open house will help to foster a productive relationship to help the child excel in the classroom. Establishing yourself as an authority figure by following the dress code policy and the established rules of the school will help instill a sense of integrity with each student.

Dress for Success – Men:

- APA uniform shirt
- Dress slacks - no jeans
- Dress shirts should always be tucked in
- Should not expose body piercing or tattoos
- Shined shoes
- Sport coat/jacket for meetings and teacher parent conferences/open house

Dress for Success – Women:

- APA uniform dress shirt
- Dresses and skirts – appropriate length – up to 2 inches above the knees
- Dress slacks – no jeans
- Should not expose cleavage, body piercings, or tattoos
- Midriff tops should not be worn
- Appropriate shoes; no flip flops

### ***Professional Development***

Professional development activities are organized to meet the needs of employees and the district. Professional development is related to achieving campus performance objectives, as developed and approved by the administrative team.

## ***Compensation and Benefits***

Salaries and wages are reviewed annually and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay and work schedules before the start of each school year.

### ***Paychecks***

All APA employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. An employee's payroll statement contains detailed information including deductions, withholding information.

### ***Payroll Deductions***

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must participate in a deferred compensation in lieu of Social Security contributions deducted. Employees may elect to have other payroll deductions for the employee's share of premiums for health, dental, life, and vision insurance deducted from their checks. Employees may also require payroll deductions to be automatically made for un-authorized or unpaid leave.

### ***Health, Dental, Vision, and Life Insurance***

Group health insurance coverage is available to employees of Ambassadors Preparatory Academy. The district's contribution to employee insurance premiums is determined annually by the Board of Directors. Detailed descriptions of insurance coverage, prices and eligibility requirements can be obtained from the administrative office.

## ***Teacher Retirement***

All personnel employed on a regular basis for at least one-half time of the normal work schedule are entitled to Texas Teacher Retirement System (TRS) membership. Members may have the option to purchase this service credit at a cost to be determined. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Written inquiries about TRS should be addressed to: Teacher Retirement System of Texas 1000 Red River Street, Austin, TX 78701-2698. Telephone requests should be made to: 1 800-223-8778 or 512-397-6400. TRS information is also available on the web ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

## ***Death During Period of Employment***

If any salaried employee shall die during the period in which he or she is employed by Ambassadors Preparatory Academy, his or her designated beneficiary or legal representative shall be entitled to receive all accrued unpaid salary due. Employees may designate the beneficiary of this payment by filing the appropriate forms with the administrative office. For the purpose of this provision, the beneficiary listed on the life insurance form shall be recognized, unless otherwise noted by the employee.

## ***Leave and Absences***

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should communicate directly with the Superintendent/Principal.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave, authorized under the Family and Medical Leave Act, will be paid by the district as they were when they were working. The district does not make benefit contribution for employees who are not on active payroll status.

Employee must report or request any leave of absence directly to the administrative team. Additionally, the employee must complete the appropriate leave request form. Any employee who is absent more than three days because of a personal or family illness must submit a medical certification from a qualified health care provider, confirming the specific dates of the illness, the reason for the illness, and fitness to return to work.

## ***Personal and Sick Leave***

Personal and sick leave is awarded on an annual basis. Each employee of APA shall receive five (5) paid days for use as personal leave and five (5) paid days for use as sick leave. Personal days, if not used, may be carried over to the next school year.

## ***Call-In Procedures***

- All faculty/staff are required to call and speak directly to the school secretary before 6:30 A.M. on the day of absence.

- All faculty/staff are responsible for filling out the Request for Approval of Absence form upon arrival the following day. Employees who fail to comply with these policies are in violation of the school policy and procedures and may result in one (1) full day of doc pay.

### ***Sign-In / Sign-Out Campus Procedures***

- All faculty/staff are required to sign in at or before 7:45 A.M. each day.
- All faculty/staff are required to sign out at or after 5:00 P.M. each day.
- If you must leave the building during the workday for lunch sign out in the main office.
- All other leaves during the work day require administrative approval.

### **There are two types of personal leave: nondiscretionary and discretionary.**

**Nondiscretionary:** Leave that is taken for personal or family illness, emergency, or a death in the family is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

**Discretionary:** Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request **three days** in advance or before the anticipated absence to the administrative team. Discretionary personal leave will be granted on a first-come, first-served basis and will be subject to the following limitations:

- Cannot be taken the day before a school holiday
- Cannot be taken the day after a school holiday
- Cannot be taken on days scheduled for STAAR, TPRI, or ITBS tests
- Cannot be taken on professional development days
- Cannot be taken on the last day of school.

Sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (natural disasters or life-threatening situations)
- Faculty and staff are requested to submit a doctor's note after 3 consecutive days of absence.

### ***Professional Leave***

- As approved by the Superintendent

### ***Bereavement Leave***

In case of death in the immediate family of an employee, a leave of absence of five (5) working week days may be granted to the employee without loss of pay. Extra days, if needed for traveling purposes, may be granted to the employee at the discretion of the administrative team without cost to the employee. The cost of the substitute will be borne by the school district and the employee's accumulated sick leave will not be charged.

For the purpose of this policy, a member of the immediate family shall mean: **father, mother, grandparents, husband, wife, brother, sister, brother-in-law, sister-in-law, son, daughter,**

**father and mother of spouse, grandparents of spouse, legal guardian of spouse, grandchildren, and son-in-law or daughter-in-law.** Each employee is also entitled to one (1) day's absence, for each occurrence, in case of the death of an uncle, aunt, niece, nephew, or cousin. The absence will not result in any loss of pay to the employee or be charged against cumulative sick leave.

### ***Jury Duty***

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation they receive.

### ***Court Appearances***

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available).

Employees may be required to submit documentation of their need for leave for court appearances.

### ***Administrative Policies***

With the exception of those positions established by statutory provisions, all positions and their subsequent rates of pay are created and authorized by the Superintendent/Principal within the established budget as approved by the FOCUS Board of Directors.

With the exception of matter and appointments reserved by the FOCUS Board of Directors, general authority and responsibility for the conduct and administration of district affairs is vested in the Superintendent, including appointments to positions and the establishment and maintenance of satisfactory standards of efficiency, welfare, and morale of employees.

The Superintendent/Principal will be responsible for the proper and effective administration of policies within Ambassadors Preparatory Academy. The Superintendent/Principal will be responsible for:

- Enforcing and maintaining proper standards of discipline and personal conduct among employees,
- Determining the methods, processes, means, and personnel by which operations are to be carried out,
- Establishing job descriptions and standards which provide the basis for recruiting and assignment, and
- Establishing rules to complement this policy.

## *Initial Employment Information and Requirements*

All persons seeking employment must complete, sign, and file an application with the school. All employment with Ambassadors Preparatory Academy shall be based on merit, ability, and qualifications, including:

- Training and experience as reflected by the application plus other documentary evidence as to certification, etc. and
- Background investigation made by the school.

### *No Child Left Behind Requirements*

Ambassadors Preparatory Academy will be accountable for the No Child Left Behind Statute under Section 9101 (23) Highly Qualified.

All open-enrollment charter school teachers must hold at least a bachelor’s degree and must demonstrate competency in the core academic areas in which they teach in order to meet highly qualified. Special education charter school teachers must also have appropriate special education teacher certification to meet highly qualified.

NCLB does not require that other charter school teachers be fully certified. Rather, charter school teachers must only meet the requirements of the State’s public charter school law, which differ from the requirements for Texas teacher certification. In Texas, state law does not require a teacher employed by an open-enrollment charter school to be certified unless the teacher is assigned to teach in special education or bilingual education programs, in which case the appropriate state certification is required. The minimum qualification under state law for a teacher at an open-enrollment charter school, other than a special education or bilingual education teacher, is a high school diploma. However, the governing body of a charter holder may set the qualifications for teachers at a standard above what state law requires. For instance, many charter holders already require teachers to have a college degree or to be certified.

In order for a charter school teacher in Texas to be considered “highly qualified” under NCLB, the teacher must meet the state certification requirements **as they apply to charter schools**, as well as the NCLB requirements related to the bachelor’s degree and the demonstration of competency. Charter school teachers have the same options for demonstrating competency as teachers in regular public schools.

<b>Texas Education Code Charter School Certification Requirements</b>	<b>No Child Left Behind Charter School Highly Qualified Requirements</b>
<p>High School Diploma required for all charter school teacher</p> <p>Certification only required for- Special Education Bilingual Education</p>	<p>Bachelor’s degree required for all teachers in core academic subject areas</p> <p>Fellow state certification requirements for charter schools</p> <p>Demonstrate competency according to requirements for elementary or secondary teacher, as appropriate.</p>

## *Employee Relations and Communications*

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. The administrative office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

## *Complaints*

### *“Whistleblower” Complaints*

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy not later than fifteen (15) days after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall first begin at LEVEL ONE. If the complaint is not resolved at that level, the Superintendent shall ensure that the matter reaches the Board expeditiously. Time lines for the employee and the district set out in this policy may be shortened to ensure that the Board’s final decision is made within 30 days of the initiation of the complaint. Neither the Board nor the administrative team shall unlawfully retaliate against any employee for bringing a complaint under this policy. You may request a copy of the Employee Complaint/Grievance forms from the school secretary.

## *Employee Conduct and Welfare*

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and co-workers.
- Report to work according to the assigned schedule.
- Notify a member or the administrative team as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and district procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to the administrative team immediately.
- Use district time, funds, and property for authorized district business and activities only.

All employees, as public servants, must follow the Code of Ethics and Standards Practices for Texas Educators, which is reprinted below:

- The Texas educator should strive to create an atmosphere that will nurture to fulfillment the potential of each student.
- The educator is responsible for standard practices and ethical conduct toward students, professional colleagues, parents, and the community.

- The Code is intended to govern the profession, and interpretations of the Code shall be determined by the Professional Practices Commission.
- The educator who conducts his/her affairs with conscientious concern will exemplify the highest standards of professional commitment.

### **1. Professional Ethical Conduct, Practices, and Performance.**

Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify record or direct or coerce others to do so.

### **2. Ethical Conduct Toward Professional Colleagues.**

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

### **3. Ethical Conduct Toward Students.**

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3. The educator shall not deliberately or knowingly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

Standard 3.5. The educator shall not engage in physical mistreatment of a student.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

## ***Harassment***

Sexual harassment of a co-worker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with and individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to a member of the administrative team. Employee must follow the procedures outlined in this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser. The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

## ***Harassment of Students***

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Sexual harassment of student includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations of the purpose of personal sexual gratification.
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student may have experienced sexual harassment or abused by other employee are obligated to report their concerns to a member of the administrative team. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact a member of the administrative team.

### ***Drug-Abuse Prevention***

Ambassadors Preparatory Academy is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

### ***Reporting Suspected Child Abuse***

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Service (1-800-252-5400), or appropriate state agency (e.g., operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation or reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

### ***Associations and Political Activities***

Ambassadors Preparatory Academy will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization or association.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

## ***Safety***

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to a member of the administrative team and the school nurse.
- Operate only equipment or machines for which they have training and authorization.

## ***Possession of Firearms and Weapons***

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place.

To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to administrative team immediately.

## ***Visitors in the Workplace***

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination.

Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact a member of the administrative team.

## ***Copyrighted Materials***

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed materials, videos, computer data and programs, etc.).

Rented videotapes are to be used in the classroom for education purposes only. Duplication or backups of computer programs and data must be within the provisions of the purchase agreement.

# ***General Procedures***

## ***Bad Weather Closing***

Ambassadors Preparatory Academy may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the announcement will be made on KGBC-AM 1540 in Galveston, and, if possible, area network television stations.

## ***Emergencies***

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

## ***Purchasing Procedures***

No purchases, charges, or commitments to buy goods or services for the district can be made without the express written consent of a member of the administrative team. The school will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the school's business office. Contact the school's business office for additional information on purchasing procedures.

## ***Name and Address Changes***

It is important that employment records be kept up to date. Employees should notify the Administrative Office in writing if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary.

## ***Personnel Records***

Most district records, including personnel, records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to or have the following information included in a staff directory by submitting a written request to the personnel office:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

## ***Building Use***

The administrative office is responsible for scheduling the use of facilities after school hours.

## ***Use of Cell Phones at Work***

The use of a personal cell phone while at work may present a hazard or distraction to the user and/or co-employees. This policy is meant to ensure that cell phone use while at work is both safe and does not disrupt business operations.

Upon entering APA campus all cellular phones ringers should be off or set to 'silent'. Unless otherwise authorized, employees may only use personal cell phones for an emergency. To the extent authorized or as the circumstances may warrant, cell phone users are requested follow these guidelines:

- Short, quiet cellular phone conversations for emergencies (family illness, death, etc.) may take place in corridors, away from doorways
- Move immediately to a hallway when placing or receiving calls
- Be courteous to others by keeping your voice at low volume
- Teachers should not use cell phone to contact parents during class time. Parents should be contacted only during conference time.

In addition to telephone service, many cell phones or cellular providers offer a host of additional functions and/or services, including text messaging and digital photography. It is not possible to list all of the services that are now -- or may become -- available. Whether enumerated or not, employees are strictly prohibited from using *any* of these services while at work. Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.

In addition to telephone service, many cell phones or cellular providers offer a host of additional functions and/or services, including text messaging and digital photography. It is not possible to list all of the services that are now -- or may become -- available. Whether enumerated or not, employees are strictly prohibited from using any of these services while at work, unless such use has been specifically authorized. Using such services could be grounds for termination for violation of confidentiality and other Policies.

Misuse of cell phone will result in a ban of use on campus after the second warning.

## ***Email Account***

Every employee is required to check their email before 8:30 A.M. every morning and again before you leave at the end of the day.

Emails will contain important updates, reminders, and deadlines. You may also be required to take action and prepare a reply or file for your records.

# ***Termination of Employment***

## ***Termination of Employees***

Employees can be terminated during the school year or non-renewed at the end of the school year according to the procedures outlined in the employee handbook.

APA employees are employed at-will and may be terminated with good cause. Good cause is defined as not following Employee Conduct and Welfare as identified in the Employee Handbook. It is unlawful for the district to terminate any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights.

### ***Exit Procedures***

Separating employees are asked to provide the district with a forwarding address and telephone number. All district keys, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any items not returned from the final paycheck.

### ***Notice to the Commissioner***

The Superintendent shall notify the commissioner of education whenever a certified employee's employment is terminated by action of the Board and the termination is related to the employee's commission of an act that involves:

- Any form of sexual or physical abuse of a minor or other illegal conduct with a minor.
- The possession, transfer, sale, or distribution of a controlled substance.
- The illegal transfer, appropriation, or expenditure of school property or funds.
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position.
- Commission of a crime, any part of which occurred on school property or at a school-sponsored event.

## ***Student Issues***

### ***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 important part in the homework process. Together with teachers, they can help students develop the good study habits needed by successful learners.

#### Reasons Why Teachers Assign Homework / Assignments

- To help students understand and review the work that has been covered in class
- **Quality vs. Quantity**
- **Congruency (math objectives)**
- **Students' knowledge of homework**
- To see whether students understand the lesson (for the teachers)
- To help students learn how to find and use more information on a subject
- To help children 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 you can help your 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're having trouble and where they're doing well and 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 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 Night

- For 3rd, 4th and 5th grade, they can handle 60 - 90 minutes a 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 on time. 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 perfect score
- ✓ Participation in any after class program
- ✓ High possibility of becoming an APA Eagle of the Month
- ✓ Possible (A/AB) grades in report cards
- ✓ Earn sand dollars

#### Disadvantages of Late Homework

- ✓ Cannot participate in any after class program until they complete their homework
- ✓ Little chance of becoming an APA Eagle of the Month
- ✓ Possible low grades in report cards

#### Teachers Responsibilities

Give clear instructions.

- Be clear in informing students that they are responsible for the work and must complete assignments.
- Be clear on how homework assignments are tied to grades.
- Define "late" for assignments and consequences for lateness, and clearly communicate both to students and parents. Repeat periodically.
- Make sure students understand the reasons for the assignment.
- Have students write down assignments or hand out written assignments rather than relying only on communicating assignments orally.

Correct homework.

- Correct homework quickly.
- Possibly have students exchange and correct papers in class.
- Correct all papers/assignments yourself in some cases.
- Do not accept incomplete homework: return it to students for completion and enforce appropriate, announced consequences.
- Grade homework quickly and routinely so each student will be aware of individual progress: without feedback, homework may result in repetition of errors.

Give feedback.

- In giving feedback, stress developmental comment: rather than giving the correct answer, lead students through the process again so understanding is assured.
- Emphasize improvements and successes indicated by completed homework assignments.
- If some homework is not graded, give recognition to students for its completion.

Involve parents.

- Have parents sign an agreement promising that students will do homework without television.
- Provide parents, particularly of elementary students, with study guides to help them help their children learn.
- Contact parents early if a student begins to develop a pattern of late or incomplete work.

- Parents are often asked by students for help. If there is a major change in approach, alert parents to changes in assignment routines or possible difficulties that students might have.

## ***Student Records***

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following persons are the only people who have general access to a student's records:

- Parents of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older or attending an institution of postsecondary education)
- School officials with legitimate educational interests

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are shared only with a substitute teacher.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the administrative team for assistance.

## ***Parent and Student Complaints***

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. The administrative office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the administrative team. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with the administrative team's response.

## ***Administering Medication to Students***

Only designated employees can administer medication to students. A student who must take prescription medication during the school day must bring a written request from his or her parent and doctor. Contact the school nurse for information on procedures that must be followed when administering medication to students.

## ***Student Discipline***

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook.

Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures that have been adopted by Ambassadors Preparatory Academy. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or the administrative team.

Teachers must file a written disciplinary report with the administrative team when they have knowledge that a student has violated school policy. The administrative team will be actively involved in establishing contact with parents and support appropriate disciplinary action.

# Ambassadors Preparatory Academy

5001 Avenue U~ Galveston, TX 77551  
Phone (409) 762-1115 Fax (409) 762-1114

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## CONFIDENTIALITY STATEMENT

I understand that during my tenure at Ambassadors Preparatory Academy I will have access to confidential information about students, parents, and their financial and familial status, school information, policies, procedures, projects, contract, educational ideas, curriculum, and programs. I understand I must maintain the confidentiality of all verbal, written or electronic information and, in most instances federal, state, agency, district and copyright laws protect the information.

Through this understanding and its relationship to professional trust, I agree to discuss confidential information only in the school setting as it pertains to the education and care of the students, and not where visitors and/or student, parents, and other non-affected staff may overhear it.

Additionally, I understand that, among other things, all procedures, programs, contacts, projects, ideas, curriculum learned, developed, obtained or generate by, while tenured at, or from Ambassadors Preparatory Academy is and shall ever remain the property of APA. The foregoing list is not intended to be the sum and total all the rights and information belonging to APA.

I signify by my signature below that I understand and agree to the foregoing. I also signify that APA will protect its information, ideas, programs, etc., to the fullest extent of the law, and that any legal costs I might incur to defend myself from the release of any of the above will be my sole responsibility.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessed: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Ambassadors Preparatory Academy Medical Consent Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City & State \_\_\_\_\_ Zip: \_\_\_\_\_  
Dates of Activity: \_\_\_\_\_ Birth date: \_\_\_\_\_ Sex: \_\_\_\_\_

## EMERGENCY NOTIFICATION

## ALTERNATE CONTACT

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## ALLERGIES

## HEALTH HISTORY

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Drugs         | <input type="checkbox"/> Diabetes          | <input type="checkbox"/> Emotional Handicap |
| <input type="checkbox"/> Asthma        | <input type="checkbox"/> Cardiac           | <input type="checkbox"/> Mental Handicap    |
| <input type="checkbox"/> Hay Fever     | <input type="checkbox"/> Chronic Asthma    | <input type="checkbox"/> Seizure Disorder   |
| <input type="checkbox"/> Insect Stings | <input type="checkbox"/> Nervous Disorder  | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Other         | <input type="checkbox"/> Epilepsy          | * Date of Last Tetanus Shot                 |
|  | <input type="checkbox"/> Physical Handicap | _____                                       |

If you have checked any of the above, please give details \_\_\_\_\_  
Activity Restriction: \_\_\_\_\_

This health history is correct, so far as I know. I hereby give permission to the Physician, nurse, or dentist selected by Ambassadors Preparatory Academy to secure medical and dental aid as required for illness or injury under a physician's orders, including transportation to and from the necessary facilities. *(Use back of form for any explanations.)*

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Ambassadors Preparatory Academy**  
**Employee Handbook Receipt**

Name \_\_\_\_\_

I hereby acknowledge receipt of my personal copy of Ambassadors Preparatory Academy Employee 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 district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Superintendent if I have questions or concerns or need further explanation.

\_\_\_\_\_  
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 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:

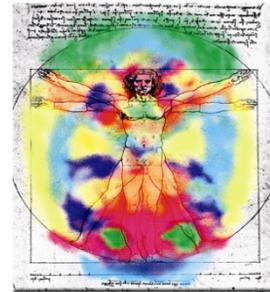
Health Education, Physical Education,  
Health Services, Nutrition Services, Counseling,  
Healthy School Promotion, and  
Family/Community Involvement



**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.

<b>Name:</b>	<b>Email Address:</b>
<b>Child's Name:</b>	<b>Grade:</b>
<b>Address:</b>	<b>Home Phone:</b>
<b>Skills &amp; Interests:</b>	<b>Cell Phone:</b>

# Ambassadors Preparatory Academy

## Parent Call Log

Name of Student	Parent's Name	Reason for Calling	Date/Time Called	Comment
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

# Ambassadors Preparatory Academy

## End of the Year Check-Out Form May 2018

Please complete the checklist of items before, Friday, May 31, 2018.

**Payroll checks will be held for employees who do not complete the end of year check-out procedures.**

<b>Documents/Materials</b>	<b>Respective items should be given to the following persons:</b>
Grade and Attendance Books	Barker
Student Textbooks	Barker
Box and Label Students' Portfolio	Lubrico
Walkie Talkies	Lubrico
Computer / Technology Equipment	Simmons
Inventory List - Part I & II	Mimidis
Summer Address Information form	Mimidis
Continuous Professional Educational (CPE) with Certificates	Mimidis
Room and Cabinet Keys	Mimidis
Borrowed Books from Dr. Williams' Office	Mimidis

When completed, form should be submitted to Ms. Dillon

**Employee's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Received Date:** \_\_\_\_\_

# 2018-2019 APA School Calendar

August 13-17 In-service  
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 1<sup>st</sup> 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 2<sup>nd</sup> Benchmark  
January 19 MLK  
January 25 Report Cards  
January 28-31 ITBS

JANUARY 2019						
S	M	T	W	Th	F	S
						1
2		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 5<sup>th</sup> & 8<sup>th</sup>

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

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

