

**PARENT/STUDENT HANDBOOK
AND
THE PARENT/STUDENT GUIDE TO DISCIPLINE,
ATTENDANCE AND TRUANCY**

2011-2012



**ANDRE AGASSI COLLEGE PREPARATORY ACADEMY
1201 W. Lake Mead Blvd.
Las Vegas, NV 89106
702-948-6000
www.agassiprep.net**

REVISED SEPTEMBER 2011

GOVERNING BOARD

**JOHN BAILEY, ESQ.
CHAIRMAN**

**LAVONNE LEWIS
VICE CHAIRMAN**

**RHOTON HUDSON
SECRETARY**

**CURTIS MYLES
TREASURER**

MEMBERS

**FRANCISCO AGUILAR
SHERI CHERUBINO
MARSHA IRVIN
MICHAEL KINNAIRD
MAUREEN PECKMAN
GLENN PIERCE
LEVELL SIMS (PARENT REPRESENTATIVE)
SYLVIA VON HAKE**

ADMINISTRATION

**MIKE PISCAL
EXECUTIVE DIRECTOR**

**ROBIN HARRIS
ELEMENTARY SCHOOL PRINCIPAL**

**CARLA CHAMBERS
MIDDLE SCHOOL PRINCIPAL**

**DWIGHT SANDERS
HIGH SCHOOL PRINCIPAL**

**SEAN NEALY
DIRECTOR OF CURRICULUM & INSTRUCTION K-12**

**RACHELLE NELSON
DEAN OF THE MIDDLE SCHOOL**

**HERBIE WALKER
DEAN OF THE HIGH SCHOOL**

Goal

Andre Agassi College Preparatory Academy (“Agassi Prep”) will rank in the top 100 high schools in the nation on the US News & World Report rankings of high schools by 2016.

Mission Statement

Agassi Prep will prepare all of its students to attend and compete at the top 100 colleges and universities in the nation.

Aspiration

Agassi Prep will accomplish its goal and its mission by discovering and developing each child’s gifts and talents.

Motto

Veritas intra nos, Veritas extra nos
(Truth inside of us, Truth outside of us)

Agassi Prep General Information

School Hours

Kindergarten - Fifth Grades – 7:30am to 3:30pm
Sixth - Twelfth Grades – 8:00am to 4:05pm

Important Phone Numbers

Reception Desk.....	948-6000
Mike Piscal/Kimberly Adams – Ex. Director Office	316-2430
Robin Harris/Connie Pickens-Sutton K-5 Office	319-2307
Carla Chambers/Latasha Perry – MS Office.....	316-2388
Dwight Sanders/Joni Costello – HS Office.....	316-2353
Rachelle Nelson, Dean of Middle School	316-2323
Herbie Walker, Dean of High School	316-2356
Andrew Somerville, Director of College Counseling.....	316-2367
Tammie Grenier - Human Resources	316-2373
Chris Smith – Chief Operating Officer	316-2374
Lauren Thomas – Intern Counselor	316-2325
Denise Donahue – K-12Counselor.. ..	316-2324
Sandy Tsutahara - Chief Financial Officer.....	316-2305
Alicia Lilly - Food Services	316-2309
Audra Somes- Nurse.....	316-2311
Director of Special Education.....	316-2389
Bill Whitfield –Director of Security.....	316-2361

If you would like to contact someone who is not listed above, please call the Reception Desk at 948-6000. (If your child’s teacher is in class, please note that you will be connected to that teacher’s voice mail in an effort to minimize classroom interruptions.)

Student Policies and Procedures



Lottery

Lottery/Enrollment

Agassi Prep is a tuition-free, public charter (K-12) school in Las Vegas, Nevada. Agassi Prep does not discriminate its enrollment based on the race, gender, religion, ethnicity, or disability of a pupil. As a Nevada State approved charter that is dedicated to providing educational programs and opportunities to pupils who are at risk, Agassi Prep follows the enrollment guidelines as detailed in NRS 386.580 sub-section 2. Applications become available annually mid-January and are accepted through the end of February. The actual lottery usually takes place annually at the end of March. It is possible that the administration of the school may extend the deadlines.

Lottery

If more pupils who are eligible apply to Agassi Prep for enrollment than the number of available spaces, Agassi Prep determines which applicants to enroll based on a lottery system. The lottery is conducted in accordance with NRS 386.580 sub-section 2. These state approved guidelines establish the following enrollment priorities and allowances (listed in order of priority) which were followed for the 2011-2012 lottery:

1. Applicants economically disadvantaged with siblings attending Agassi Prep, during the 2011-2012 school year, and living within a two-mile radius of Agassi Prep
2. Applicants economically disadvantaged and living within a two-mile radius of Agassi Prep.
3. Applicants with siblings attending Agassi Prep, during the 2011-2012 school year and living within a two-mile radius of Agassi Prep.
4. Applicants living within a two-mile radius of Agassi Prep.
5. Applicants with siblings attending Agassi Prep during the 2011-2012 school year.
6. Applicants economically disadvantaged and living beyond a two-mile radius of Agassi Prep.
7. All remaining applicants.

Based on the listed preferences, an applicant waitlist is generated and referred to as spaces become available at the appropriate grade level.

Waitlist

Applicants not contacted to fill available spaces will remain on their grade-level waiting list for the current school year. Applications are valid only for the current school year. A new waiting list is generated annually after each lottery on an as needed basis. It is the responsibility of each applicant to submit a new application each year.

Withdrawal

Parents and guardians intending to withdraw their child(ren) from Agassi Prep must notify the K-12 registrar at 702-316-2302, at least one day in advance, so all necessary paperwork may be completed.

In order to complete all withdrawal paperwork, students must return all Agassi Prep property and resolve all outstanding fees (e.g., library, lunch, technology).

Withdrawals are final. Students wanting to enroll in Agassi Prep after withdrawing from Agassi Prep must reapply during the next enrollment period. No expelled student is permitted to re-enroll at Agassi Prep.

Arrival/Departure from Campus

Agassi Prep maintains a closed campus policy. Once a student arrives on campus, the student is to remain on campus until the end of the student's school day.

Parents/Guardians picking up students are required to go to the **reception area**, show a picture ID, and state their purpose for taking the student out of school.

Parents/Guardians will then be directed to the administrative assistant of the student's respective school. The administrative assistant will then complete the check-out process. **All visitors must report to the main office for a badge when visiting the campus.**

Arrival: Grades K through 5:

For all students, school starts promptly at 7:30a.m. All students must enter through the south gate of the south parking lot. Students arriving after 7:30 a.m. must enter through the main entrance and obtain a tardy slip from the appropriate school office. **No parent is to remove his/her child from campus after 2:45 p.m., until the bell rings, to protect the integrity of instruction.**

Arrival: Grades 6 through 12:

For all students, school starts promptly at 7:55 a.m. All students must enter through the south gate of the south parking lot. Students arriving after 7:30 a.m. must enter through the main entrance and obtain a tardy slip from the appropriate school office. **Parents are strongly encouraged not to remove their child from campus after 3:15 p.m., until the bell rings, to protect the integrity of instruction.**

Tardy Policy

Being late for school means your child is missing instruction in their first period class. This is disruptive to other students in the class as your child's late arrival will distract them from their lesson. Also, the teacher will now have to meet with your child and review the lesson that he/she missed because the student was tardy. This burden hinders the teacher's effectiveness in teaching all of their students. It is the policy of Agassi Prep that three (3) Tardies equal one absence. Twenty (20) absences from

school during the school year will result in the mandatory retention of the student and he/she will have to repeat the grade.

Departure: Grades K through 5:

Students are to remain at school until 3:30 p.m. Upon dismissal, students are to exit the campus through the south gate, unless accompanied by a parent or guardian. The south gate closes at 4:25 p.m. and the front office will remain open until 4:30 p.m. Only students involved in tutoring, sports, any after-school programs or other adult supervised Agassi activities may remain on campus past 4:25 p.m. All other students must leave campus through the south gate.

Departure: Grades 6 through 12:

Students are to remain at school until 4:05 p.m. Upon dismissal, students are to exit the campus through the south gate, unless accompanied by a parent or guardian. The south gate closes at 4:25 p.m., but the front office will remain open until 4:30 p.m.

After-School Pickup Policy

Students must be picked up on time from after-school activities K-12 whether it be the after-school program, safe-key, a school play, dance, or an athletic team practice or game, etc.

Failure to pick up your child on time:

Parents who pick up their child more than 5 minutes late are subject to a \$1 per minute fee. Failure to pay this fee within 24 hours will result in the suspension of your child from the after-school activity in which they are engaged. For example, if a member of the girls' volleyball team or boys' football team is not picked up for 20 minutes, and the parent refuses to pay the \$20 fee, the child is automatically suspended from the team or program until the fee is paid. If a parent is more than an hour late, the child will not be allowed to participate in any after school activities for six school months (no athletic teams, school dances, etc.). If the offense occurs in the time period of April to June, the penalty will carry over into the new school year.

Only students involved in tutoring, sports, any after-school programs or other adult-supervised Agassi Prep activities may remain on campus past 4:25 p.m. All other students must leave campus through the south gate.

Andre Agassi Boys and Girls Club
Corner of MLK/Washington
Cost: \$5 week transportation/\$50 year membership
Times: 7:00am -7:00pm Monday-Friday
3:30-7:00pm Afternoon Pick-up at Agassi Prep Monday-Friday
For more information please contact Ron or Donna at:
702-631-4998

Breakfast

Students can either bring a breakfast from home or purchase one from the cafeteria, Monday through Friday on school days from 6:45 a.m. – 7:30 a.m. **(Elementary breakfast ends at 7:15 a.m.)** Only students wishing to eat breakfast will be allowed in the cafeteria. All breakfast items must be consumed in the cafeteria by 7:30a.m.to accommodate the first period schedule. **(Elementary breakfast must be consumed by 7:15 a.m.)**Students must arrive to their first period class before the 7:55 a.m. tardy bell rings. **(Elementary tardy bell rings at 7:25 a.m.)**

Cost for the breakfast:

- Prepayment is required. Cost is \$1.50 per day.
- See the Cafeteria Manager in the Cashier's office located in the Business Office to make payment. The following payment methods are accepted: cash, check payable to "Agassi Prep," Visa, MasterCard.
- Students eligible for Free/Reduced Lunch benefits receive the same benefit for breakfast.

Lunch

Students can either bring a sack lunch from home or purchase a hot lunch from our food service program. A calendar of meals served is provided for parents at the reception desk as well as in the school offices. For a complete list of lunch prices, account balance information, and questions regarding food services, please call the Cafeteria Manager at 702-316-2309.

Students are not to purchase food for delivery during lunch or leave campus at any time.

No children's birthday celebrations are allowed on campus.

Communication/Emergency Contact Information

It is the parent/guardian/student's responsibility to ensure the correct home address and telephone and cellular phone numbers and emergency contact information are on file at school. Please contact the school to report any change of address, telephone or cellular phone numbers or incorrect information.

Field Trips

Field trips are educational tools to enlighten the students of the Agassi Prep. Students must wear appropriate uniforms or otherwise designated dress for field trips. All school rules and policies apply during Agassi Prep sponsored field trips. Students without a signed permission slip will remain at school, supervised by another classroom teacher or Agassi Prep staff member.

Code Of Honor

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills and have a positive impact throughout the students' lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

Homework

At Agassi Prep, homework is a natural extension of a student's education. You can expect that your child will have homework based on the individual requirements of each teacher. Please consult the class expectations provided in each class.

- Homework serves to reinforce skills and concepts previously taught in the classroom.
- The purpose of homework is to enrich and to extend concepts being taught in the classroom, to build on the current day's work, and prepare for the following day. Homework will be assigned 5 days a week [this includes studying for exams/quizzes].
- The most positive way parents can assist their child to complete homework is by providing the student with a consistent time and place for study, making supplies available, and helping children develop organizational and time management skills. Therefore, they can finish and return their homework to school in a timely fashion. While parents are encouraged to assist their children, please remember that all homework should be the product of the student. Parents should refer to student planner for daily assignments, exams and projects. The student planner is used to provide open communication between the school, student, and parent.

Homework for each grade level is assigned as follows. The teacher assigns homework as reinforcement of the day's lesson or as preparation for the next day's lesson. The assumption is that 75% of the students can finish the homework in the time allotted.

- Kindergarten 45min.
- First – Third Grade 1 hr.
- Fourth and Fifth Grade 1 hr. to 1 hr. and 30 mins.
- Sixth Grade 2 hrs. to 2 hrs. and 15 mins.
- Seventh Grade 2 hrs. and 15 mins. to 2 hrs. and 30 mins.
- Eighth Grade 2 hrs. and 30 mins. to 2 hrs. and 45 mins.
- Ninth – Twelfth Grade 3 - 4 hrs. depending on the course load.
(i.e., Honors and AP Classes)

D.E.A.R

The most important class your child has every day at Agassi Prep is D.E.A.R. (Drop Everything And Read). D.E.A.R. is 30 minutes of silent sustained reading. It is important that you reinforce this behavior at home. It is important that each night the child reads aloud to a parent.

Lost and Found Valuables

Student valuables, toys or large amounts of money should not be brought to school. **Agassi Prep assumes no responsibility for the loss or theft of such valuables. Please consider labeling your child's clothing with a black sharpie.**

School Property: If school property is lost, it is the responsibility of the student and parents to pay the replacement cost.

Messages

Telephone messages cannot be accepted for students. If an emergency situation arises, the parent/guardian must come to the school reception area, show proof of identification and request to speak to the student. The registrar will then send the student to the reception area. This procedure ensures the safety of all our children.

Preparing for Emergencies

Agassi Prep works diligently to make sure that the students and staff are prepared for an emergency. Agassi Prep has a safety plan that provides guidance for the school staff in an emergency. Agassi Prep conducts regular drills that meet or exceed the state mandated requirements. Please ensure that all contact information is complete and up to date.

Special Education

The Agassi Prep complies with State and Federal laws. Special education programs are available for students with specific disabilities. For questions and concerns regarding special education, please contact your child's Special Education teacher or call the Special Education Facilitator at 702-316-2433.

FERPA

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless for reasons such as relocation out of the Las Vegas Valley, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 provides:

No otherwise qualified individual with disabilities in the United States shall, solely by reason of her or his disability, as defined in Section 706(8) of this title, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or under any program or activity conducted by any executive agency.....

Section 504 was enacted to "eliminate discrimination on the basis of disabilities in any program or activity receiving Federal financial assistance." This includes all programs or activities of a school district, regardless of whether the specific program or activity involved is a direct recipient of federal funds. It is a civil rights or equal opportunity law.

The implementing regulations of Section 504 require that public elementary and secondary schools identify, evaluate, and provide a free appropriate public education (FAPE) to students who are known or suspected of qualifying as disabled students. Section 504 regulations also require that parents of students known or suspected of qualifying as disabled students be provided with notice of procedural safeguards that apply to a school district's actions regarding disabled students under Section 504, FAPE is defined as the provision of regular or special education and related aids and services that (1) are designed to meet the individual educational needs of a person with a disability as adequately as the needs of a person without a disability are met and (2) are based upon the requirements of Section 504 or the Individual with Disabilities Education Act ("IDEA"), another federal law relating to the provision of special education.

Response to Intervention (RTI)

The Response to Intervention (RTI) is a school-based early intervention resource for students experiencing academic or behavioral challenges. It focuses on a student's academic needs and specific behavioral concerns. The classroom teacher will refer a student to the RTI after exhausting all available strategies to help the student succeed. Parents are notified by the teacher if their child is referred to the RTI process.

Parent/Guardian Visitors

Parents and Guardians are welcome on the Agassi Prep campus. Individuals who wish to visit a classroom are limited to 20 minutes, unless prior arrangements have been made. Upon arrival, all visitors must check in at the Reception Desk and obtain a visitor's badge. Please pre-arrange all teacher conferences with your child's teacher.

Smoke Free Campus

Smoking is prohibited on the campus of the Agassi Prep.

STUDENT DISCIPLINE



Cellular Phones

Cellular phone use by students is prohibited on campus, **except for high school students during breakfast and lunch only! (Any high school student who abuses this privilege will permanently lose all access to his/her cell phone during his/her breakfast and lunch period or the cell phone will be confiscated! See below for additional information.)**

Cellular phones must be turned off during school hours. The cell phone cannot be visible on the school campus. Students may not use text messages in the restroom or charge phones on campus. The phone can only be used to communicate with parents/guardians after school hours. The only time a student may use a cellular phone is in the event of a natural disaster (i.e., fire, monsoon et al.). Sexting and/or cyber-bullying sent from Agassi Prep students at any time are grounds for immediate suspension and possible expulsion. Please see the **Parent/Student Guide to Discipline, Attendance and Truancy**. If a student is using a cellular phone for any reason during school hours, be it as a phone, organizer, or calculator or abusing the privilege of using it before or after school, the phone will be confiscated and it will be immediately taken away and kept in the school office until it is picked up by a parent/guardian. All cellular phones not picked up from the office by the end of the school year will be donated to the Family Development Foundation. NRS 392.4637. **If a student violates this policy a second time, the phone will be confiscated again, parents/guardians will be contacted and the student will receive detention. If a student violates this policy a third time, the phone will be confiscated, parents/guardians will be contacted, and the student will receive an in-school suspension. There are no exceptions.**

During testing (state, SAT, ACT, AP exams, etc.) it is against Nevada State Law NRS 392.4637 for students to be in possession of a cell phone on their person or in their backpack or purse. All cell phones must be turned into teachers before testing begins. Failure to do so will result in a student's suspension from Agassi Prep (school policy) and the test results will be negated (state law) NRS 392.4637.

Harassment and Intimidation (Bullying) Policies

Harassment and Intimidation are prohibited in schools. See Parent Guide to Discipline.

Harassment means a willful act or course that is not otherwise authorized by law and is:

1. Highly offensive to a reasonable person; and
2. Intended to cause and actually causes another person to suffer serious emotional distress.

Intimidation means a willful act or course of conduct that is not otherwise authorized by a law and:

1. Is highly offensive to a reasonable person; and
2. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person.

The legislature declares that:

1. A learning environment that is safe and respectful is essential for the pupils enrolled in the schools in this state to achieve academic success and meet this state's high academic standards;

2. Any form of harassment or intimidation in public schools seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn;
3. The intended goal of the legislature is to ensure that:
 - a. The schools in this state provide a safe and respectful learning environment in which persons of differing beliefs, characteristics and background can realize their full academic and personal potential;
 - b. All administrators, principals, teachers and other personnel of the schools in this state demonstrate appropriate behavior on the premises of any school by treating other persons, including, without limitation, pupils, with dignity and respect and by refusing to tolerate harassment or intimidation;
4. By declaring its goal that the schools in this state provide a safe and respectful learning environment, the legislature is not advocating or requiring the acceptance of different beliefs in a manner that would inhibit the freedom of expression, but is requiring that pupils with differing beliefs be free from abuse and harassment.
5. A member of the board of trustees of a school district, any employee of the board of trustees, including, without limitation, an administrator, principal, teacher or other staff member nor any pupil shall not engage in harassment or intimidation on the premises of any school, at any activity sponsored by a public school or on any school bus.

Anti-Social Prevention

The information listed below is to acquaint you with the warning signs of anti-social behavior and some tips for prevention. This information should be used as a guideline only. The presence of one or more of these warning signs does not always mean that a young person will exhibit violent behavior. It is important to keep in mind that there are many possible factors that could contribute to youth violence. Please contact the school counselor.

Warning signs:

1. Threatening Physical Harm
2. Abusive Language, Especially Aimed at Authority Figure or Friend
3. Difficulty Controlling Anger
4. Plans to Get Back at or Even With Other
5. Bullying or Intimidating
6. Treatment of Others as Personal Property
7. Punching or Fighting
8. Engaging in Racial or Other Ethnic Conflict
9. Violent Outburst
10. Suicidal Plans, Thoughts or Ideation
11. Continued Failure to Take Responsibility for Actions
12. Previous Aggressive Behavior
13. Little or No Remorse for Actions
14. Withdrawn – little social interaction with peers
15. Vandalizing School Property
16. Engaging in Sexual Harassment

Tips for Preventing Anti-Social Behaviors:

- Teach students that reporting violence or threats of violence is important.
- Parents are encouraged to communicate with schools, especially when a child is experiencing problems.
- Work as a team with school personnel to address early behavior that may lead to violence.
- Talk to young people about violence in advance – Do not wait until the issue comes up because of a specific incident.
- When a specific incident occurs either at school or in the media, discuss how it might have been prevented. – What constructive choices might have been available?
- Encourage students to get involved in school activities.
- Watch for any unusual behavior and report it to appropriate school personnel.
- Set expectations for appropriate student behavior and communicate consequences.
- Set a good example.

Should anyone feel that he/she is a victim of harassment or intimidation, please call 702-948-6000 and ask for a school counselor or the administrator of the specific school.

Drugs and Alcohol

The possession or use of alcohol or illegal drugs is strictly prohibited on campus and at all school-sponsored events. Any such possession will result in immediate expulsion. Please refer to **Parent/Student Guide to Discipline, Attendance and Truancy** in the back of this handbook for further information.

Restricted Areas

The teachers' lounges and workrooms are for Agassi Prep staff use only. We ask that students and parents not enter the lounge and use equipment. An exception occurs when a parent volunteer is under the direction of an Agassi Prep employee.

The only stairwell for student use is the main stairway in the high school rotunda. All other stairwells are prohibited. The 3rd floor is off limits to parents and students.

Student Behavior Policy

The school must be a safe and secure place for all children. Children must follow the rules and accept responsibility for making the school safe and secure.

Children will:

- Respect and be courteous to other children.
- Respect adults.
- Respect all property.
- Play safely and fairly.
- NOT fight, push, shove or hit other children.
- NOT intimidate, extort, harass and/or do bodily harm to any person. (No Bullying)

- NOT use social media (FACEBOOK, TWITTER, etc.) or e-mail to harass, threaten, disparage, ridicule, or verbally abuse any student (No Cyber Bullying).
- NOT have weapons of any sort (including toys).
- NOT jump over, climb on or move benches that are on the playground.
- NOT use profanity or sexual language or gestures.
- NOT name call.
- NOT deface or destroy school property.
- NOT possess or using illegal substances or alcohol.
- Walk, not run on school grounds.
- Eat lunch and play in assigned areas. (Lunch area must be cleaned before students can play)
- Follow rules of games and exhibit good sportsmanship.
- Carefully use schoolbooks, playground equipment and other educational materials.
- Inform monitors or teachers of problems on the playground.

5 Progressive Steps of Consequences

1. Warning (Verbal and/or Written)
2. Phone Call Home
3. Detention
4. Parent Conference
5. Referral

DISCIPLINE MATRIX

This applies to all school related activities (On/Off campus)

Behavior	Consequences	Duration
Weapons possession	Expulsion	Permanent
Gang affiliation (Artwork, hand gestures, verbal/written)	Expulsion	Permanent
Possession or selling (attempt to sell) of narcotics/alcohol	Expulsion	Permanent
Physical or verbal assault or harassment of any adult	Suspension or Expulsion	Permanent or Up to 5 days
Possession of tobacco	Suspension and/or Step Program or Expulsion	Up to 5 days and/or Permanent
Drug related activities such as Inhalants	Suspension and/or Step Program or Expulsion	Up to 5 days and/or Permanent
Fighting	Suspension and/or Step Program or Expulsion	Up to 5 days and/or Permanent
Stealing	Suspension and/or Step Program or Expulsion	Up to 5 days and/or Permanent
Sending or taking vulgar or inappropriate pictures via text, email, other websites (Facebook, Twitter, etc.)	Suspension and/or Step Program or Expulsion	Up to 5 days and/or Permanent
Intimidating/harassing/bullying other students on/off campus or via technology (Aiming, Facebook, internet, texting, etc.)	Suspension and/or Step Program or Expulsion	Up to 5 days and/or Permanent
Cheating – (Includes copying another students homework, using media devices,	Suspension and/or Step Program or Expulsion	Up to 5 days and/or Permanent

changing grades, forging Signatures)		
Minor vandalism – under \$25 in damage	Detention, pay for damage or replace damaged property, loss of school activities.	1 day
Major vandalism – over \$25 in damage Parent responsible for repairs within 7 to 10 business days	Suspension and STEP Program or Expulsion	Up to 5 days and/or Permanent
Defiance (lying)/ Blatant Defiance	Detention, Suspension and STEP Program or Expulsion	Up to 5 days and/or Permanent
Excessive Tardies	Detention, loss of school activities, loss of participation in athletic events, parent and student conference with Steering Committee, etc.	Up to 5 days
Profanity not directed at someone (oral, visual, and/or written)	Detention or suspension and Step Program	Up to 5 days
Profanity or vulgar language or gestures directed at someone (oral, visual, and/or written)	Detention or suspension and Step Program	Up to 5 days
Leaving school grounds and returning without permission from administration	Suspension and Step Program	Up to 5 days
In a restricted area without supervision, permission, posted sign (classrooms, gym, hallways, etc.)	Suspension and Step Program	Up to 5 days
Truancy or ditching class	Detention or Suspension and Step Program	1 day
Public Display of Affection and/or Public humiliation	Detention or Suspension and Step Program	Up to 5 days

STEP PROGRAM

The Step Program is an intervention program that is designed to guide students towards a more suitable behavior before the student is subjected to more serious consequences (e.g., expulsion). Students who are in the Step Program have demonstrated a serious or reoccurring disregard for the spirit of the rules and expectations of AGASSI PREP ACADEMY. Only administration can place a student in the Step Program; however, a teacher can recommend that a student be placed in the Step Program after providing supporting documentation.

Students can be placed on any step at any time based on the severity and/or frequency of the infraction. Some offenses are so severe that a student may be suspended or expelled without referral to the Step Program (i.e., possession or selling of narcotics, gang affiliation, possession of a weapon, repeated bullying, disrupting class, etc.). At any time, the administration can place a student on any level of the Step Program if the behavior warrants it in the administrator's opinion.

Step 1

A student is placed on Step 1 in order to formally notify parents in writing that their child is in a progressive discipline program that could lead to their child's expulsion from school for failure to behave and conduct him or herself in a manner that adheres to Agassi Prep's expectations

for student behavior and discipline. Placement in the Step Program may occur when a student has been given detention or in-school suspension or parents have been notified by a teacher, office manager, and/or principal of a disciplinary action or concern. Typically (but not always), prior to a student being placed on Step 1, there has already been a call home, a detention, or an in-school suspension served by the student. Being placed on Step 1 is in many instances an acknowledgement of the failure of these sanctions to re-direct a student's behavior to adhere to the standards and expectations of Agassi Prep. Please note that students may be placed on Step 1 at any time (prior discipline infractions are not necessary) that the principal feels is warranted. The parents of the student will be notified in writing of the reason their child has been included in the Step Program and the potential duration of their inclusion.

Note: Any student who is suspended more than once in 30 school days is automatically placed on Step 4.

Step 2

Step 2 is typically when a student is formally placed in the Step Program as the administration is very concerned about a student's future. The student has not responded to in-class and parent-notified interventions. Step 2 notification can be accompanied by an in school suspension or out-of-school suspension. The parents of the student will be notified in writing of the reason their child has been included in the Step Program and the potential duration of their inclusion. If the student continues to misbehave while on Step 2, the student will be immediately suspended and placed on Step 3. If the student refrains from violating the Student Conduct Policy, the student will be removed from the Step Program 30 school days following their inclusion in the Step Program. Students will remain on Step 2 for 30 school days.

The student will be removed from the Step Program following 60 school days without any violations of the Student Conduct Policy. Students will remain on the Step Program from one school year to the next if the 60 day period has not expired before the school year is over.

Note: Any student who is suspended more than once in 30 school days is automatically placed on Step 4.

Step 3

A student may be placed on Step 3 for any violation that occurs after being placed on Step 2 or if the gravity of the offense warrants it in the opinion of the administrator. Step 3 requires a mandatory parent conference with the Principal or Dean. The student may not return to school without the conference having taken place. Student and parents will meet with the Dean, Principal, and/or Executive Director to discuss the causes leading up to the decision to place the student on Step 3. As with Step 2, the parents of the student will be notified in writing of the reason their child has been included in the Step Program and the severity of Step 3 and the potential duration of the inclusion. If the student continues to misbehave, the student will be immediately suspended and placed on Step 4. Students will remain on Step 3 for 60 days. If the student refrains from violating the Student Conduct Policy, the student will be removed from the Step Program 60 days following the date of being placed on Step 3.

The student will be removed from the Step Program following 60 school days without any violations of the Student Conduct Policy. Students will remain on the Step Program from one school year to the next if the 60 day period has not expired before the school year is over.

Note: Any student who is suspended more than once in 30 school days is automatically placed on Step 4.

Step 4

Once a student is placed on Step 4, he/she is in grave jeopardy of being expelled. While on Step 4, any violation of the School Conduct Policy can result in immediate expulsion on the grounds that the student is undermining and degrading the school's learning environment. Parents are notified in writing of Step 4 status, and a parent conference is mandatory before the student may return to school. The student's parents are called in for a conference with the Dean, Director, and/or Executive Director. The student joins at the end of the conference to discuss further options and future consequences. The student will be removed from the Step Program following 60 school days without any violations of the Student Conduct Policy. Students will remain on the Step Program from one school year to the next if the 60 day period has not expired before the school year is over.

Expulsion

If a student is expelled, his/her parents will be immediately notified to pick up the student from school. The parents will also be notified that the student is being recommended for expulsion and of the due process rights. Parents will have the choice of appealing the administration's recommendation of expulsion to the board of Agassi Prep or in some cases withdrawing their child from school. Any student behavior that is deemed to be against local, state, or federal law will be reported to the proper authorities.

Parental Expulsion

Parents will be RESTRICTED (BANNED) from school campus for the following reasons:

- Use of profanity
- Being hostile towards a teacher, staff member, student, and/or other parent
- Assault and/or battery of a school employee
- FIGHTING on or near school grounds or at a school event (football game, field trip, etc.)
- Unlawful possession of firearms or illegal drugs on campus
- Damaging school property
- Being rude or disrespectful to a teacher or staff member.
- Immoral conduct
- Intimidating or causing harm to a student, parent, or employee
- Behavior that is counterproductive to the vision of Agassi Prep

At Agassi Prep Academy, we expect our parents to demonstrate courtesy and act with reasonable judgment. As we embark on our journey, with our children's precious minds in our hands, we must lead through example. It is imperative that we model the behavior that we wish for our children. You can expect the same from us!

ATTENTION:

If it becomes necessary to **RESTRICT** a parent from campus, the student will be allowed to complete the remainder of the school year; however, the family's enrollment for the following school year is subject to review by Agassi Prep's Board of Directors.

STUDENT ACTIVITIES



Academic Assistance/Academic Concern

A student with an academic grade C or below on any report card may be recommended for academic assistance in the form of after-school tutoring. A student with two consecutive report card grades of C or below in the same academic subject will be recommended for academic intervention.

Academic Probation (Grades 6-12)

A student who receives two or more grades of F on any report card will be placed on academic probation. Upon being placed on academic probation, the student's parents will be contacted to discuss the student's academic difficulties and the student will be assigned to after-school tutoring.

Honor Roll

In grades K-5, honor roll distinction is awarded after each marking period. The **A Honor Roll** is comprised of students with all A's and all effort/behavior/citizenship grades of satisfactory or above. The **A/B Honor Roll** is comprised of students with A's and B's and all effort/behavior/citizenship grades of satisfactory or above. **Perfect Attendance** awards are given to students who are present and on time every single day that school is in session. The school does not count excused absences (doctor's appointments, sickness, etc.) as counting toward "perfect" attendance. To receive this award, students must be in school all day, every day, and on time.

In grades 6 – 12, students can be awarded status on the **Honor Roll** at the end of each semester. Students on the Honor roll must maintain a 3.0 - 3.49 GPA for Bronze status, 3.5 – 3.99 for Silver status, and 4.0 and above for Gold Status with no C's, Fails, or U's in any course (i.e. P.E., Choir, and Orchestra)

GRADE POINT SYSTEM

Grade	Grade Point	Grade	Grade Point
A(100% - 94%)	4.0	B-(82% - 80%)	2.7
A-(93% - 90%)	3.7	C+(79% - 75%)	2.3
B+ (89% - 87%)	3.3	C(74% - 70%)	2.0
B(86% - 83%)	3.0	F(69% or below)	0.0

The NO "D" Policy

Please note for Grades 6-12 there are no "D's." The no "D" policy will take effect next year for grades K-5 (in 2012-2013 school year).

WORK HABITS AND COOPERATION MARKS

Students will also earn grades in work habits. They should be used by the parents to assess the attitude of their children each of their classes.

Progress Reports

Upon the discretion of the school administration, progress report notices for all students are sent home to their parent/guardians. If a parent/guardian is concerned with his/her student's progress, he/she is encouraged to contact the student's teacher.

Parents of students in grades 2 – 12 may access Ed-Line to check grades at any time. Passwords will be issued to new families during the first quarter. If you lose your password or need assistance, please contact the school's office manager.

Report Cards

Elementary School:

Report cards are issued four times a year, at the end of each quarter. Parent Conferences are scheduled to review student grades and meet with teachers.

Middle and High School:

Report cards are issued two times a year, at the end of each semester. Parent Conferences are scheduled to review student grades and meet with teachers after the first quarter.

SCHOOL UNIFORMS



General Appearance

Elementary School:

Agassi Prep students are required to be in complete uniform. Students should wear appropriate jewelry and no make-up. **Only school logo uniform pieces may be worn inside the classrooms; an undershirt, socks or leggings (for girls) may be worn as long as they are black, navy, or white. Students may wear heavier jackets outside during winter season.**

Shirts must be tucked in at all times. Pants and shorts must be worn at the waist. Belts are to be worn. Preferred belt colors are black or navy. **SAGGING PANTS OR SHORTS, FLIP FLOPS, AND HOUSE SLIPPERS ARE PROHIBITED.**

Please consider labeling your child's clothing with a black sharpie to reduce the loss of clothing.

Uniform checks will be performed as students enter the grounds and periodically throughout the day. The dress code is strictly enforced.

Middle and High School:

Agassi Prep students are required to be in complete uniform. Students should wear appropriate jewelry and limited make-up. **Only school logo uniform pieces may be worn within the classroom; an undershirt, socks or leggings (for girls) may be worn as long as they are black, navy, brown/tan, white or gray.**

Outerwear Jackets:

Only school logo uniform pieces may be worn in the classroom. However, students may wear solid black, navy, brown/tan, white or gray jackets without any logos until they purchase an outerwear jacket with the school logo.

Shirts must be tucked in at all times. Pants and shorts must be worn at the waist. Belts are to be worn. Preferred belt colors are black, navy or brown/tan.

SAGGING PANTS OR SHORTS, FLIP FLOPS, AND HOUSE SLIPPERS ARE PROHIBITED.

Uniform checks will be performed as students enter the grounds and periodically throughout the day. The dress code is strictly enforced.

Agassi Prep Uniform Dress Code

Agassi Prep has adopted a practice that requires all students to wear a prescribed uniform.

Elementary School (K-5)

GIRLS

- Maroon polo shirt, long or short sleeved with logo

- Navy blue long or short pants, navy blue skirt, skort, or jumper (all shorts, skirt, skort, and jumpers must extend a minimum of two inches below a student's fingertips with arms at sides)
- Sweatshirt w/logo, fleece or hooded jacket with logo (winter wear)
- Black, navy, or white tennis shoes/boots with socks or leggings. Shoelaces need to be black, navy or white.
- Belts are to be worn. Preferred belt colors are black or navy.

BOYS

- Maroon polo shirt, long or short sleeved with logo
- Navy blue long or short pants.
- Maroon sweatshirt w/logo, fleece or hooded jacket with logo (winter wear)
- Black, navy, or white tennis shoes with socks. Shoelaces need to be black, navy or white.
- Belts are to be worn. Preferred belt colors are black, or navy.

P.E. UNIFORM - UNIVERSAL AND IS THE SAME FOR ALL STUDENTS

- Navy shorts with logo, heather gray t-shirt w/logo
- Navy blue or school issued sweatpants and sweatshirts
- Tennis shoes (Black, white, or navy)

DRESS UNIFORMS ARE PREFERRED FOR ELEMENTARY SCHOOL (K-5) ON WEDNESDAYS. ELEMENTARY STUDENTS (K-5) MAY WEAR THEIR P.E. UNIFORMS ON THE DAYS THEY HAVE P.E.

Middle School (6-8)

GIRLS

- Gray polo shirt, long or short sleeved with logo
- Navy blue long or short pants, navy blue skirt, skort, or jumper (all shorts, skirt/skort, and jumpers must extend a minimum of two inches below a student's fingertips with arms at sides)
- Sweatshirt w/logo
- Black, navy, brown/tan or white tennis shoes with socks or leggings. Shoe colors may be a combination of the four colors. Shoelaces need to be black, navy or white.
- Belts are to be worn. Preferred belt colors are black, white, navy or brown/tan.
- Optional dress shoes or flats

BOYS

- Gray polo shirt, long or short sleeved with logo
- Navy blue long or short pants
- Sweatshirt w/logo, fleece or hooded jacket with logo
- Black, navy, brown/tan or white tennis shoes with socks. Shoe colors may be a combination of the four colors. Shoelaces need to be black, navy or white.
- Belts are to be worn. Preferred belt colors are black, white, navy or brown/tan.
- Optional dress shoes

DRESS UNIFORM WEDNESDAY – GIRLS

- Maroon plaid skirt, white dress shirt, long/short sleeved with logo, solid maroon tie (crosstie or straight)
- Cardigan, fleece or hooded jacket with logo
- Dress shoes-black, brown/tan or navy (heels up to 1”), dress socks, leggings or stockings

DRESS UNIFORM WEDNESDAY - BOYS

- Khaki long or short pants
- White long or short sleeved shirt with logo, solid maroon straight tie
- Cardigan, fleece or hooded jacket with logo
- Dress shoes-black, brown/tan or navy with dress socks
- Belts are to be worn. Preferred belt colors are black, navy or brown/tan.

P.E. UNIFORM - UNIVERSAL FOR ALL STUDENTS

All students must dress in appropriate P.E. uniform

- Navy blue shorts with logo, heather gray t-shirt w/logo
- Navy blue or school issued sweatpants and sweatshirts
- Tennis shoes (Black, brown/tan, white or navy)

High School (9-12)

GIRLS

- Navy blue polo shirt, long or short sleeved with logo
- Khaki skirt, jumper (length must extend a minimum of 2” below student’s fingertips with arms at sides), long/short pants with black/brown/khaki belt
- Sweatshirt with logo
- Black, navy, brown/tan or white tennis shoes with socks, stockings or leggings. Shoe colors may be a combination of the four colors. Shoelaces need to be black, navy or white.
- Belts are to be worn. Preferred belt colors are black, navy or brown/tan.
- Optional dress shoes or flats

BOYS

- Navy blue polo shirt, long or short sleeved with logo
- Khaki long/short pants
- Sweatshirt w/logo, fleece or hooded jacket with logo
- Black, navy, brown/tan or white tennis shoes with socks, stockings or leggings. Shoe colors may be a combination of the four colors. Shoelaces need to be black, navy or white.
- Belts are to be worn. Preferred belt colors are black, navy or brown/tan.
- Optional dress shoes

DRESS UNIFORM – WEDNESDAY GIRLS – STRICTLY ENFORCED

- Green plaid skirt, white long/short sleeved shirt w/logo, solid green tie
- Navy blue cardigan, fleece or hooded jacket with logo

- Dress shoes – brown/tan, black or navy (heels up to 1”), dress socks, leggings or stockings
- **Seniors Only – Navy Blue Blazers with Agassi Logo**

DRESS UNIFORM – WEDNESDAY BOYS – STRICTLY ENFORCED

- White dress shirt, long/short sleeved with logo, solid green tie
- Khaki long/short pants
- Navy blue cardigan, fleece or hooded jacket with logo
- Dress shoes – black, brown/tan, or navy with dress socks
- **Seniors Only – Navy Blue Blazers with Agassi Logo**

P.E. UNIFORM - UNIVERSAL FOR ALL STUDENTS

All students must dress in appropriate P.E. uniform

- Navy shorts with logo, heather gray t-shirt w/logo
- Navy blue or school issued sweatpants and sweatshirts
- Tennis shoes (Black, brown/tan, white or navy)

All students on campus **must** wear their Agassi uniforms at **all** times unless otherwise instructed

Casual Dress Days

Occasionally, the school may announce casual dress days. On those days, students are expected to exercise good judgment in the choice of their apparel. Clothing that is too tight, revealing or show a bare midriff is NOT allowed. No spaghetti straps, ragged, torn or oversized clothing. Everyday footwear regulations remain in place.

Dress Code Violations

Students who are in violation of the dress code are subject to detention and/or suspension (for repeat offenders) during the course of the school day. Please refer to **The Parent/student Guide to Discipline, Attendance and Truancy** in this handbook.

All uniform pieces may be purchased through:

*Campus Club School Uniforms
2411 Tech Center #107
Las Vegas, NV 89128
702-360-0555 or toll free 1-877-660-2582*

HEALTH INFORMATION



Going to the Health Office

The Health Office is available to students referred for health problems, health education and for emergencies. When your child complains of any illness or injury, they will be sent to the health office for evaluation. For students complaining of an illness (headache, stomachache, sore throat, etc.) their temperature will be taken. If the student has a temperature of 101.0 or higher, is vomiting or has diarrhea, the student will be required to go home. You should receive a phone call from the School Nurse or a staff member in the front office only when your child is required to go home for health related reasons. Students without a high temperature, vomiting or diarrhea will be encouraged to go back to class after a brief rest period in the health office. Students are not allowed to use the classroom telephone to call home for any health-related reason. They may use the telephone in the health office if needed.

For students without a **SERIOUS** illness or injury, first aid/emergency care will be administered to the student based upon the "**Clark County School District First Aid/Emergency Care Guidelines for Handling Accidents and Illnesses at School**". A copy of the procedure manual is available in the health office for parental review if needed. A parent/guardian will be notified if an injury is significant and requires additional medical follow up. For serious accidents/illness, 9-1-1 will be activated. The health office will not be responsible for the treatment of home and after-school injuries.

A parent must obtain a prescription for the student from a licensed health care provider with directions for the use of over-the-counter medications (including cough drops, eye drops, Tylenol, etc.) before health office staff can administer this classification of medications.

Medications at School

No non-health office employee is permitted to distribute medications of any kind to students, including aspirin, Tylenol, and other over-the-counter medications.

Students in Kindergarten through 5th grade

Parents should make every effort to avoid the necessity of medicating students during the school hours. Where possible, medication schedules should be developed which provide for the administration of medication before or after school. Students with short term illnesses should be kept at home until they are well and no longer require medication. When there is no other reasonable alternative, Agassi Prep personnel will assist with the administration of medication. The medication must be in a container labeled with the prescription from an appropriate health care provider. The label must state the name and dosage of the medication, the name of the prescribing practitioner and the instructions for administration. A signed **Medication Release Form** will be required for all medications given at Agassi Prep. All medications in the elementary school will be checked into the health office. The health office does not administer over-the-counter medications without a prescription from a licensed health care provider.

Students in 6th through 12th grade

With the written permission of a parent/guardian, students in grades 6-12 may self-medicate. A letter must be submitted to the health office documenting parent/guardian permission. Once a letter is received in the health office, the students may carry medication on Agassi Prep property. Over-the-counter medication must be in the original container and properly labeled at all times. If the medication requires a prescription, the medication must also be properly labeled with the name of the student, name and dosage of the medication, the name of the prescribing practitioner, and the instructions for administration. Controlled medication (Ritalin, Adderall, etc.) does not apply to the above-stated procedure and must be checked into and given in the health office. **Under no circumstances may a student provide medication to another student.**

Health Information Requests

In order to ensure the safety of your child while at Agassi Prep, a record of your child's health information needs to be completed every school year. A Health Information Request should be completed on every child. Please identify any health problems that your child(ren) may have. If the Health Information does not have any condition marked, it will be assumed that your child does not have any health conditions of which school personnel should be aware.

Should I send my Son or Daughter to School?

One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. What do you do? How do you make the right decision? You don't want to keep him home if he really isn't sick, but you also don't want to send a sick child to school. **The information below is not intended as medical advice, but is merely designed to provide guidelines to be followed until your doctor can be contacted for an opinion; this should be done without delay.**

Fever

A fever is a warning that all is not right with the body. The best way to check for fever is with a thermometer, which every home should have. No child with a fever over 100.0 degrees should be sent to school. When a thermometer is not available, check the child's forehead with the back of the hand. If it is hot, keep the child home until the fever can be checked with a thermometer. Do not allow a child to return to school until he/she has been fever free for 24 hours.

Cold, Sore Throat, Cough

The common cold presents the most frequent problem to parents. A child with a "heavy cold and a hacking cough" belongs at home in bed even though he/she does not have a fever. If your child complains of a sore throat and has no other symptoms, he/she may go to school. If the white spots can be seen in the back of the throat or if a fever is present, keep your child home and call your doctor.

Rash

A rash may be the first sign of one of childhood's many illnesses, such as measles or chicken pox. A rash or "spots" may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said it is safe to do so.

Stomachache, Vomiting, Diarrhea

Consult your doctor if your child has a stomachache that is persistent or severe enough to limit his/her activity. If vomiting occurs, keep your child home until he/she can keep food down. A child with diarrhea should be kept at home. Call your doctor if prompt improvement does not occur.

Pain

TOOTHACHE- Contact your dentist.

EARACHE- Consult your doctor without delay.

HEADACHE- A child whose only complaint is a headache does not usually need not be kept at home.

Helpful Tips from the Center for Disease Control

- i. Students are to stay home when sick for at least 24 hours after is there is no longer a fever present without fever-reducing medications.
- ii. Use excellent hand hygiene and respiratory etiquette. New recommendations emphasize the importance of washing hands frequently with warm soapy water for at least 15 to 20 seconds each time (long enough to sing the "Happy Birthday" song twice). Also, cover nose and mouth with tissue when coughing or sneezing (shirt sleeve or elbow if no tissue is available).
- iii. Routine cleaning of tables, counters and sinks with typical household cleaners. Bleaching is not necessary.
- iv. Early treatment of anyone who is high risk, such as anyone with asthma, diabetes or suppressed immune system for any reason.
- v. Adequate nutrition, rest, hydration and exercise help to strengthen the immune system in order to keep us safe from any virus or bacteria.

Please feel free to contact the Agassi Prep Nurse from 7:15 a.m. to 3:45 p.m., Monday through Friday.

ATHLETIC HANDBOOK



Athletic Events

Whether on or off the Agassi Prep campus, student athletes and spectators are expected to conduct themselves with good sportsmanship. Student-athletes must consistently show hard work, discipline, respect, and good character, both on and off the field.

Cheerleading and Spirit Squad

Students can participate in the 6-12th grade Cheer Squad. The cheer program at Agassi Prep emphasizes cooperation, teamwork, and consistent positive and supportive behavior to demonstrate the spirit and integrity of the Agassi Prep community. Participants in all forms of cheerleading may be involved in competitions and attend special events as arranged by the Athletic Director.

Sports Teams

The following sports programs are offered for the 2011 - 2012 school year:

Fall	Winter	Spring
Boys Football (ES/MS Co-Ed Flag & HS Tackle)	Basketball (all levels)	Boys Baseball
Girls Volleyball (MS & HS)		Girls & Boys – Track & Field (all levels)

Middle school student athletes will be playing in the Red Rock League. The elementary student athletes will be competing locally with schools in flag football, basketball and track. For questions or concerns regarding athletic programs, please call 316-2359.

A separate Athletic Handbook will be issued to all student athletes that will address policies specific to each athletic program.

Middle School/High School Athletic Policies

At Agassi Prep, we believe that the competition inherent in athletics calls upon students to draw from their hearts courage and draw from their integrity and character they will never to win through cheating, whether through performance enhancing drugs, on academics to become eligible, engage in unethical recruiting of players, or by any other means. This is what we mean by excellence in the classroom and excellence on the field.

Moral and Ethical Values

Certain standards are necessary for the integrity and reputation of any organization. Participation as an Agassi Star is a privilege which carries with it responsibilities to the school, to the activity, to the student body and to the community. Therefore, there are many expectations and standards to which athletes will be held. Some of these include but are not limited to class attendance, behavior, academic standards, and moral expectations on and off campus.

Students must abide by the rules presented in the student handbook or face disciplinary action determined by the administration or coaches.

A student is expected to be at all practices and games unless he/she has made arrangements for the absence (for academic, medical, or familial reasons) with the coach 24 hours ahead of time.

A missed practice may result in loss of playing time during games or no playing time at all in a game at the discretion of the coach.

A student may ride home with his/her parents after an "AWAY" game.

A student must let the coach know he/she is riding home with his/her parent(s). If a student is riding home with someone else's parents, he/she needs to bring a note from his/her parents stating the arrangements and their permission.

Students are encouraged to do their homework while other games are being played prior to and after their game. It should be understood that coaches might have their players do some mental preparation as part of their pre-game warm-up.

Unless the coaches have made food arrangements, a student should bring food to take care of their nutritional needs on game days.

Responsibilities of the Student Athlete

Being a member of The Agassi Stars athletic program is an honor and privilege which carries with it certain standards and responsibilities that must be maintained. Building an athletic tradition that students, parents and staff can be proud of takes hard work on the part of all involved over many years. It is now your role to help build tradition and pride.

1. Responsibilities to yourself: The most important of these responsibilities is to broaden yourself and develop strength of character. There are many important life-long character traits that can be developed through participation in athletics, and many life lessons to be learned as you compete. You owe it to yourself to obtain the most from your school experiences, academics, other extracurricular activities and sports.

2. Responsibilities to your school: Another responsibility you assume as a team member is to your school. Agassi Prep cannot build and maintain its position as an outstanding school unless you do your best in whatever activity you engage. By participating in athletics to the maximum of your ability, you are positively contributing to the reputation of your school. You assume a leadership role when you are on the athletic team. The student body and citizens of the community know you and are watching you. The student body, the school community and other communities judge our school by your conduct and attitude. You contribute greatly to school spirit and community pride.

3. Responsibilities to your coaches: Many hours of time and effort go into the planning and orchestrating of athletic teams. The coaches play a major role seeking to ensure a successful athletic season. Be on time to practices and games. Take care of the equipment issued to you

by the coaches. Communicate responsibly and respectfully with the coaches. Know that the coaches have made a commitment to you and the team. Support the coaches and your teammates.

4. Responsibilities to your teammates and to others: Other students are watching you. They are emulating you in many ways. Set good examples for them. Do not physically or psychologically intimidate any fellow athlete or student. Be a great teammate.

Student Athlete Training / Season Rules and Regulations

Student athletes of Agassi Prep shall not possess, use, sell, give, transmit, or be under the influence of any drug, or counterfeit drug, the possession of which is prohibited by law. This includes narcotic or hallucinogenic drugs, alcohol, amphetamines, steroids, cocaine or intoxicants of any kind. The use or possession of any tobacco product is also prohibited. This rule applies at any school-sponsored athletic event, including during school, after school, on the bus/van, before, during or after games, whether they be at home or away.

Violation of Training Rules

Athletes who violate these rules must meet with the Athletic Director and Head Coach for disciplinary action after each offense. Agassi Athletics does not tolerate violation of these rules.

Agassi Athletics Code of Ethics

As an athlete, I understand that it is my responsibility to abide by the following:

- Place academic achievement as the highest priority.
- Display good sportsmanship and exhibit fair play and proper conduct on and off the playing field.
- Make smart choices and refrain from using all chemical substances such as alcohol, tobacco and illegal drugs.
- Show respect for teammates, opponents, officials and coaches.
- Respect the integrity and judgment of game officials.
- Refrain from the use of profanity, vulgarity and other offensive language or gestures.
- Return all athletic equipment clean and on time. The athlete is held responsible for lost, stolen or damaged equipment. A late fee will be assessed on items returned past the published deadline. A replacement fee will be assessed based on replacement costs for all items not returned.
- Attend all scheduled practices and games. In the event of an emergency situation prohibiting my attendance, I will communicate this information to my coach in the

manner prescribed by him/her. I understand that failure to attend a practice may result in reduced game playing time.

- Notify my coach before the trip or have my parents talk to the coach after the game if I have traveled with the team to a game, but will not be returning with the team.
- Attend school for one half day as a requirement for participation in the game that day/evening.
- Follow all school disciplinary rules as described in the school handbook.
- Win with character; lose with dignity.

Grievance Policy

When problems or issues arise, the following are to be contacted by the student or parent in this order:

1. Coach within 24 hours
2. Athletic Director
3. Principal
4. Executive Director

Coach Expectations of Players

Coaches expect players to abide by the following:

- Be on time for practices and games
- Be at all practices, games and meetings
- Be academically eligible
- Be committed for the season
- Be “coachable” (i.e., players listen, focus during practice, implement what the coach wants, and give 100%)
- Work on the sport during the off season
- Talk to the coach if there is a problem
- Let the coach know 24 hours in advance if an appointment that will interfere with the player’s practice
- Treat each other and the coach with respect

- Trust the coach's experience, knowledge of the game, and the ability to make decisions in the best interests of the team

Coach Expectations of Parents

Coaches expect parents to abide by the following:

- To get their children to practices and games on time
- To leave coaching decisions up to the coach (e.g., positions, strategy, playing time, etc.)
- To voice concerns by setting up an appointment that is convenient for both parties to discuss the concern (not during or after practices or games)
- To exercise good sportsmanship
- To know that coaches sometimes make mistakes but that they are working hard for the success of the team and the individuals on that team
- To encourage their children to come talk to the coach first if they have a problem
- To support the coach's techniques, drills, expectations and directives when the child complains
- IT IS SCHOOL POLICY THAT PARENTS MUST PICK UP THEIR CHILD FROM PRACTICE AND GAMES ON TIME. Repeated lateness in picking up your child from games or practice will result in your child losing the privilege of playing on the team.

Parent Expectations of Coaches

Parents expect coaches:

- To provide information: Practice schedules, team rosters, game schedules, directions to games, rules, concerns about their son/daughter, needs, arrival times back from games, etc.
- To understand coaching decisions
- To provide a safe environment
- To promote good sportsmanship, reinforce a zero tolerance substance abuse message to the children and to develop healthy relationships between players.
- To be positive with the athletes and to help build confident children
- To treat athletes as though they were their own children

- To be the adult and set a good example for the athletes.

Athlete Expectations of Coaches

Coaches:

- Make it fun
- Lead and motivate players to bring out the best in themselves
- Model the behaviors they expect
- Respect their players and expect respect from the players
- Teach fundamentals, strategies, game and practice preparation
- Don't get angry at players personally
- Be openly available to talk about the sport, or any problem, success or situation
- Care about them beyond the sport
- Help make the season rewarding and fulfilling no matter the record
- Communicate clearly what is necessary to improve

Educational and Personal Benefits in Athletic Participation

- Learn individual and team goal setting
- Learn teamwork skills
- Learn to sacrifice for the good of the whole
- Learn to prioritize
- Develop self-discipline
- Learn to persist
- Learn to endure
- Learn to deal with losses and wins in a positive way
- Develop positive attitudes

- Learn to put body and mind together
- Learn to deal with pressure
- Learn to get along with and work together with those you may not like
- Learn how to prepare mentally and physically for practice and games
- Learn your strengths and weaknesses
- Develop time management skills
- Learn to stretch your limits
- Develop close relationships
- Learn to commit
- Learn to finish what you have begun (no quitting)
- Develop leadership skills
- Develop healthy ways of dealing with stress
- Explore physical conditioning
- Learn to accept appropriate constructive criticism

Agassi Prep recognizes the connection between academics and athletics. Young men and women develop a sense of pride in their accomplishments in the classroom and on the field and courts of competition. Fostering the critical link between success in academics and athletics remains a focal point in our philosophy. We believe that the student athletes must meet the expectations of a rigorous curriculum before they can realize success as a student athlete. We are here to support these endeavors and afford each student athlete every opportunity to succeed in the pursuit of attaining his or her goals.

Athletic Eligibility Pre-Season

High school, middle school and 4th and 5th grade student athletes wishing to participate in the athletic programs at Agassi Prep must complete the **Student Athletic Packet** prior to the first “try-out” sessions for any sport. These packets are available in the Agassi Prep Athletic Office. The packet contains the following items: medical/physical form, insurance waiver, field trip permit; emergency contact information; emergency transportation approval, residency/custody statement; parent/legal guardian and student acknowledgement, behavior agreement, risk of injury acknowledgement, release agreement to hold harmless, and Nevada Law governing behavior at athletic events.

The packet must be completed and signed by the parent/legal guardian and the student, and submitted to the Athletic Director before the student athlete will be cleared for participation in any school athletic activities at Agassi Prep. **The elementary school principal will collect the packets for the 4th and 5th graders.**

Athletic Eligibility Beginning of the Season

High school, middle school and 4th and 5th grade athletic participants are eligible to participate in athletic games provided the following standards have been met along with attaining a grade point average (GPA) of at least 2.5 the previous semester.

High school, middle school and 4th and 5th grade athletes playing on fall teams during the 2011 - 2012 year will be allowed to participate as members of the team as long as they have earned and maintained a GPA at or above 2.5. This is based on the previous semester's grades. Athletes with GPAs between 2.0 and 2.5 will not be allowed to play in a game until the Athletic Director has received evidence that the athlete's current GPA is at or above 2.5 and that the athlete has received **no more than one F** as reported by the teachers on the three-week eligibility check. Athletes' grades will be reviewed every three weeks. However, teachers may submit weekly grade reports to the Athletic Director if athletes are in danger of falling below the 2.5. GPA and/or are earning more than one F. These weekly or tri-weekly reports will determine eligibility for an athlete's participation in a game the following week. **Effective the 2011-2012 school year, an athlete's current GPA must be 2.5 with no F, reported by the teachers on the three-week eligibility check. The Elementary School Principal will monitor the academic progress of the 4th and 5th graders and keep the Athletic Director apprised of the eligibility of these students.**

Athletic Eligibility During the Season

High School, Middle School, and 4th and 5th Grade Athletes: In order to remain in good academic standing, athletes must maintain an overall GPA of 2.5 or higher. During the season, the athletes will have grade eligibility reports every three weeks. However, teachers are expected to give the Athletic Director (or Elementary School Principal for 4th and 5th graders) weekly grade reports if any athlete is in danger of falling below the 2.5 average and/or is earning more than one F in any subject. The weekly eligibility progress report provides a warning to the athlete, coach, and Athletic Director that the athlete's grade is in danger of falling below eligibility standards. An athlete will be eligible to participate each week unless the progress report indicates the athlete is falling below the required 2.5 GPA or is earning more than one F in any class. If the grade reports identify an athlete as ineligible, the athlete will be ineligible in all athletic contests during the following week until progress reports are reviewed again.

If the next grade report indicates that the athlete now meets eligibility standards, the athlete will be allowed to participate in the following week's games. During the time an athlete is declared ineligible, that athlete is expected to attend tutoring sessions as deemed appropriate by the teachers and the Athletic Director. Once the tutoring requirement is satisfied, the ineligible athlete may attend team meetings and practices, but may not participate in games until deemed eligible on the next eligibility report.

Behavior Standards: Agassi Prep established a Code of Respect to ensure that our students proudly represent Agassi Prep wherever their endeavors may lead. Respect is shown for authority, for others, for self, and for the rules, whether at home, in school, and in the public venues. We expect that our student athletes will uphold these tenets. However, if an athlete's actions, attitudes or behaviors are such that disciplinary action is necessary to correct the behavior, participation in the week's athletic games may be denied. The final decision on whether or not the student athlete may participate rests with the Principal, Athletic Director, and the Family/Teacher Liaison.

After-school detention or assigned tutoring takes priority over practice. Student athletes may neither skip detentions nor required tutoring sessions to attend a practice. If detention or tutoring is assigned on a game day, and the athlete is otherwise eligible to participate, the student must make arrangements with the teacher assigning detention or tutoring to make up the time.

We firmly believe that all student athletes embrace the expectations placed upon them. Their desire to represent the academy in competition is their commitment to excellence as they recognize academics as the road to successful athletic endeavors. We offer our continued support to all student athletes.

Amateur Athletic Rules

Amateur athletic rules are in effect from a student's first day in the ninth grade through the last day of athletic competition in the twelfth grade, during school and non-school time and when school is not in session. The amateur rules prohibit students from accepting money or other valuable consideration for allowing their name to be used to promote a product, plan, or service or for teaching or participating in a league-sponsored sport. They also prohibit students from accepting money or other valuable consideration from school booster clubs for any non-school purpose. Valuable consideration includes anything wearable, usable or salable, (e.g., t-shirts, food coupons, free or reduced rate tennis racquets, etc.) Student athletes may accept certificates, medals, trophies, or other symbolic awards for participating in athletic contests.

Awards For Each Varsity Sport

1. Most Valuable Player
2. Most Improved Player
3. Coaches' Hustle

Special Awards

1. Female Athlete of the Year
2. Male Athlete of the Year
3. Leadership Award

SERVICE-LEARNING & COMMUNITY SERVICE



At Agassi Prep, we define community service as the delivery of service directly to the constituents of a charitable organization registered as a “not for profit” institution or organization or participation in a project sponsored by such an organization. This service requirement cannot be fulfilled through an activity that satisfies the service requirement of another organization in which the student is involved. A student shall not be paid for his/her community service hours.

Requirements

- The student must submit a completed community service hours form within thirty days after the service has been completed. If the service is ongoing, submit the form on a monthly basis.
- Middle School: Submit your form to the Middle School Dean’s Office
- High School: Submit your form to the High School Dean’s Office
- Each student must complete a specified number of service-learning/community service hours per year:
 - **Elementary (K-5) 10 hours per year as a class project**
 - **Middle School (6-8) 10 hours per year individually**
 - **High School (9-12) 20 hours per year individually**
- A minimum of 30 hours over four years of middle school is required for graduation (10 hours per year).
- A minimum of 80 hours over four years of high school is required for graduation (20 hours per year).
- The period of documentation begins July 1st and ends June 1st (to account for hours earned over the summer).
- Students are to maintain the same high level of behavior during community service and service-learning activities that is expected at Agassi Prep.

COUNSELING & STUDENT COUNCIL



School Guidance Counseling

Agassi Prep provides extensive school guidance counseling for social-emotional, academic and behavioral concerns that may arise for students. Our school guidance counselor is available to assist students to build productive work habits and help in conflict resolutions with behavioral and academic strategies.

The goal is to provide students with positive role modeling and experiences that promote individual growth and support in their daily lives. School guidance counselors work with students on a referral basis either from teachers, administration or RTI referrals. For questions or concerns regarding parent and student support services provided by the school guidance counselor, please call 702-316-2324 for high school and 702-316-2325 for middle school.

Director of College Access

Agassi Prep is dedicated to providing services to encourage transition into a college or university of the student's choice. In our efforts to promote life-long learning, our Director of College Access provides information and resources for high school students regarding testing, applications, scholarships, high school curriculum and matriculation information to assist our students to graduate and attend college. All college and career counseling will be tailored to fit the needs of our students as they prepare for graduation and their future college endeavors. For questions or concerns, please contact our Director of College Access at 316-2367.

Student Council

The student council sponsors a variety of formal and informal events throughout the year. Elected student body and class officers serve one-year terms while learning the fundamentals of parliamentary procedure and leadership techniques as they carry out the responsibilities of their offices.

Student council elections are held each year for all offices and candidates for all offices must meet both academic and citizenship requirements. Elected officers must continue to maintain the required standards of eligibility. All candidates for offices are required to read and understand the Agassi Prep student government's constitution, including academic and citizenship requirements.

Student Council Offices

Student Council offices for the high school consist of a President, Vice-President, Secretary, Treasurer and four at-large council members.

Student council offices for the middle school consist of a President (8th grade only), two Vice-Presidents (one 8th and 7th grader), three Secretaries (6th through 8th grade) and three Treasurers (6th through 8th grade).

Dances

When attending any Agassi Prep dance, students are required to adhere to the following standards:

- Attire must be neither excessively revealing nor excessively baggy. (The appropriateness of attire is ultimately at the discretion of the school staff.). Sagging is not permitted.
- Cigarette products, alcohol, illegal drugs, drug paraphernalia, and/or weapons are prohibited.
- Dangerous or inappropriate dancing is prohibited.
- Students must follow all directions given by a chaperone in a respectful manner.
- Students may not leave the premises during the dance.

PARENT INFORMATION



Parental Concerns

We want parents/guardians to be satisfied with every aspect of the school operation; however, we know that on occasion you may have a concern. If the concern relates to your child, the first step is to contact your child's teacher. After that step has been taken, and if the response is not satisfactory from either party, then the appropriate administrator is to be contacted.

A concern not related to your child but to operations and facilities should be brought to the direct attention of the school administrator.

If a concern continues to exist and a parent/guardian is not satisfied after attempts to resolve with the teacher, principal(s), or appropriate administrator including the Executive Director, a Parent/Guardian Inquiry Form may be obtained from the front office to be later distributed to the Governing Board.

Parent Volunteers

Parental involvement is critical to student achievement and success in school. Research shows that students with involved parents are more likely to earn higher grades and test scores, enroll in higher-level programs, attend school regularly, have better social skills, and graduate and go on to college.

In the parent commitment to excellence, each household is committed to perform **12 hours of volunteer time each academic school year**. Parents/guardians may earn volunteer hours by serving on various committees such as the Discipline Cadre, Parent Involvement Cadre, etc. or participating in special school events, or joining us for one of our community service projects.

We look forward to working with you throughout the year. For questions regarding volunteer hours, please contact our Parent Liaison, who is available from 8:00 a.m. to 4:00 p.m., Monday through Friday.

Communication between Agassi Prep and parents/guardians will be through notices sent home, telephone calls, campus newsletters, or the Agassi Prep website.

Classroom Observations

We welcome parents to observe their child in the classroom setting. We will allow classroom observations; however, to limit disruptions to the classroom setting, we have established the following guidelines:

- Classroom observations must be scheduled with the teachers at least 24 hours in advance.
- Upon arrival, parents/guardians need to sign in at the reception desk and will receive a visitor's badge.
- Classroom observations are limited to 20 minutes and cannot disrupt the educational setting. Parents should not talk to or distract the child, other students or teacher during visits. Parents who have arranged visits for special events or projects with the teacher should follow the direction and lead of the classroom teacher.

Executive Director Appointments

The Executive Director remains very interested in conversing with parents and the community. Because professional commitments require the Executive Director be available throughout the day for various activities, please call and schedule appointments in advance to ensure availability and time allotment.

Principal Appointments

The Principals remain available for important matters that arise. As with any professional office, appointments scheduled in advance are very much appreciated and given first priority. Please call the school's office managers for appointments.

Parent/Teacher Conference

Agassi Prep holds one designated parent/teacher conference, in the fall semester. This is a formal parent/teacher conference during the school year to discuss your child's progress and performance. The teacher or parent may request other conferences as needed.

Parent Disruptions

In accordance with Nevada Revised Statutes, if a parent/guardian disrupts the educational and peaceful environment of the school, Agassi Prep reserves the right to ban the parent/guardian from campus and, in extreme situations, may call the police to have the parent/guardian removed from campus.

Parent Booster Club

This is a parent support and outreach opportunity to get involved in the co-curricular activities, athletics programs and other events at Agassi Prep. The club will advertise and promote various events at the school.

PARENT INVOLVEMENT PROGRAM

Agassi Prep (Agassi Prep) believes that Parental Involvement is invaluable to the Success of Our Students.

Our **Parent Commitment to Excellence** requires each household volunteers a minimum of **12** hours per school year.

HOW TO GET CREDIT

It is critical that parents actively support Agassi Prep. Research studies show that such involvement causes students to behave better, earn higher grades, and score better on tests and graduate at higher rates. There are several ways parents can actively participate in the educational achievement of their children at Agassi Prep.

Parents are encouraged to :

- Serve as a Field Trip Chaperone
- Tutor or Mentor Our Students
- Join a Parent Cadre
- Work with your Child's Classroom Teacher on Class Projects
- Serve as a Breakfast or Lunch Cafeteria Monitor

NEVADA PARENTAL LEAVE LAW

Assembly Bill #243 which requires Nevada employers to provide unpaid parental leave to their employees in order to participate in certain school conferences, activities and events was signed into law on May 28, 2009, by Governor Jim Gibbons. The bill went into effect on August 15, 2009.

VOLUNTEER PROCESS

The procedure for receiving volunteer credit is as follows: Please check-in with the receptionist at the front office to receive a volunteer badge. Check-in with that department and perform the duties assigned. Parents volunteering for off-campus activities or after-hours meetings will have access to a sign-in sheet at the event. Parents volunteering on-campus or off-campus must sign in and sign out to receive volunteer credit.

The staff at Agassi Prep realizes that many parents face obstacles that make it difficult for them to be involved with their child's educational experience on a consistent basis.

It is our aim to work with each and every parent and find opportunities for each parent to contribute to their child's education at Agassi Prep. Agassi Prep offers before-school and after-school programs in which parents can participate that may not conflict with their work schedules.

Questions regarding parent involvement are to be directed to the Parent Liaison.

PROCESS FOR RESOLVING CONCERN

(Instructions for use of the Parent/Guardian Concern Form)

Parents/guardians and educators share the goal of making school experiences rewarding for children. It is in the best interests of all parties to resolve school-related concerns as quickly and effectively as possible.

The best solutions are those that involve input from those closest to the concern. Typically, this involves the parent and/or guardian, teacher and/or principal, supervisor and/or school official or the Executive Director. With that in mind, the Agassi Prep has established a process for resolving concerns that provides opportunities for resolution at several levels.

Level I This consists of an informal discussion between the person having a concern and personnel at the school or location of the concern. Most problems are resolved at this level. Individuals with concerns should bring them to the attention of the employee(s) and/or supervising staff. Timelines for resolution can be mutually established at that time. It is not necessary to complete this form if the individuals involved are attempting to resolve or have resolved a concern at this level.

Level II If you believe the matter is unresolved; please submit your concern in writing within fifteen (15) business days of receiving a response to your initial concern.

- Receipt of your concern will be acknowledged within three (3) business days.
- The Parent Liaison will investigate the concern to establish the circumstances behind it and to gather all relevant information.
- The Parent Liaison will attempt to furnish you with a written explanation of the findings of the investigation within 15 business days of receipt of the concern.

Level III If these measures do not produce mutually satisfying results, you may appeal to the Executive Director.

- The application to the Executive Director must be in writing and must be submitted within fifteen (15) business days of receiving the results of Level II. Provide full details of the reasons for the appeal and include any documents you believe necessary.
- Receipt of your application will be acknowledged within three (3) business days.
- The Executive Director will communicate the outcome of the review within 15 business days of receiving the appeal. Where more time is required to investigate the circumstances of the case, you will be contacted and provided with an update on progress of the review, and estimated time of when you will receive a final response. When it has been resolved, you will be informed of the resolution in writing.