

VOLUNTEER HANDBOOK

2011 - 2012



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

Revised as of September, 2011

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Educational Philosophy

Agassi Prep believes that every child has the potential to succeed. Therefore, our school strives to help each child reach and expand his or her goals by providing the resources and support necessary for success.

The most important resource offered to our students is a group of top-notch educators, administrators, and staff. Every team member at Agassi Prep is committed to the school's mission and doing everything it takes to help its students reach their full potential. To reinforce this commitment, Agassi Prep holds all teachers directly accountable for their students' performance.

Students at Agassi Prep also receive all of the physical tools necessary for a quality learning environment. Although the State funds given to local schools fall far short of the national average, the school supplements these funds with generous contributions from the Andre Agassi Charitable Foundation, private donors, and federal grants. The students, at Agassi Prep, pay no tuition yet they receive the benefits of using state-of-the-art equipment in the school's classrooms and school environment.

Mission Statement

Mission: Andre Agassi College Preparatory Academy will prepare all of its students to attend and to compete at the top 100 colleges and universities in the nation.

Goal: Andre Agassi College Preparatory Academy will rank in the top 100 high schools in the nation on the US News & World Report rankings of high schools by 2016.

Aspiration: Andre Agassi College Preparatory Academy will accomplish its goal and its mission by discovering and developing each child's gifts and talents.

Code of Respect

The essence of good discipline is respect.
Respect for authority and respect for others;
Respect for self and respect for rules.
It is an attitude that begins at home,
Is reinforced in school,
And is applied throughout life.

Respect for authority is shown by . . .
Listening carefully and quietly
Being on time, prepared, and ready to learn.
Accepting personal responsibility for your actions.

Respect for others is shown by . . .
Communicating in a polite, supportive and friendly manner
Taking into account the needs and feelings of others as well as your own.
Allowing others to enjoy their personal space and property.

Respect for self is shown by . . .
Using proper dress and language.
Behaving safely.
Keeping your word.

Respect for rules is shown by . . .
Obeying the policies of Agassi Prep and individual classrooms.
Considering the spirit of a rule in making decisions.
Realizing that different situations create different expectations.

AACPA General Information

School Hours 7:30 a.m. to 4:00 p.m.

Important Phone Numbers

Administrative Asst (K-5)	316-2307
Administrative Asst (6-12)	316-2388
Registrar.	316-2302
Athletic Dept	316-2359
Dir. Of College Access	316-2356
Executive Director/Executive Asst.	316-2430
High School Principal	316-2381
Middle School Principal	316-2393
Assistant Principal (6-12)	316-2337
Facilities Manager	316-2306
Health Office	316-2311
Human Resources	316-2373
Reception Desk	948-6000 / 316-2313
Dir. Of Security	316-2361
School Fax	948-6002
Special Education (K-5)	316-2348
Special Education (6-12)	316-2389
Special Education Facilitator	316-2433
Food Services	316-2309

Policies

The policies, in this handbook, are to be considered guidelines. Agassi Prep, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time without prior notice. Any such action shall apply to existing as well as future volunteers. It is the volunteer's responsibility to conform to the school's policies, procedures, rules and regulations. School procedures, as distinguished from policies, are the responsibility of the Executive Director and Principals.

Should any provision in this Volunteer Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Handbook, but only the specific provision invalidated.

This Volunteer Handbook supersedes all prior statements, summaries and understandings on these subjects.

A volunteer with Agassi Prep may be terminated at any time by either party, with or without notice and with or without cause.

Equal Opportunity Employment / Harassment / Discrimination

Agassi Prep is an Equal Opportunity employer. It is our policy to treat people equally in all terms and conditions regardless of race, color, sex, sexual orientation, religion, age, national origin, marital status, veteran or military status, citizenship status, disability or perceived disability (as these terms are defined by the Americans with Disabilities Act) or any other characteristic protected by law. There shall be no difference in pay, promotional opportunity, discipline, application of policy and/or procedure, granting or denying of benefits, or any other term or condition based on legally protected characteristics. If a person believes that he/she has been discriminated against, he/she must report such discrimination immediately. Descriptions of the reporting and complaint procedures are found below.

It is Agassi Prep's policy to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, sex, sexual orientation, religion, age, national origin, marital status, veteran or military status, citizenship status, disability or perceived disability (as this term is defined by the Americans with Disabilities Act) or any other characteristic protected by law;
- Comply with all the relevant and applicable provisions of the Americans with Disabilities Act;
- Make reasonable accommodations wherever appropriate for anyone who is a qualified individual with a disability (as defined by law);
- Thoroughly and timely investigate instances of alleged discrimination and take appropriate corrective action as warranted; and
- Be alert to identify and correct any practices by individuals that are at variance with the intent of this Equal Employment Policy.

Anti-Harassment Policy

Agassi Prep strives to provide a work environment that is free from intimidation, hostility or other offenses that may interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated.

What Is Harassment?

Harassment based on a person's sex, race, color, national origin, ancestry, age, religion, veteran status, disability, perceived disability, sexual orientation, or any other status, classification or condition protected by law is unlawful and will not be tolerated. Harassment is any unwelcome or unsolicited verbal or written statement or physical act that ridicules, disparages, or shows hostility toward an individual because he/she is a member of a group protected by law, or he/she has a characteristic protected by law. When repeated, harassment can create an intimidating, hostile, offensive or abusive working environment; can unreasonably interfere with job performance. Harassment that denigrates or shows hostility toward an individual or group because of a protected status or condition may consist of, but is not limited to:

- Verbal conduct such as derogatory remarks, insults or slurs, degrading nicknames, statements, stories or jokes, negative stereotyping, or hostile threats of physical harm; and/or
- Non-verbal or physical conduct such as the display, circulation or use of derogatory notes, letters or other written documents, pictures, cartoons, posters, objects, email messages, voicemail messages, obscene or discriminatory gestures, physical threats or physical assault.

Sexual Harassment. Sexual harassment is one form of unlawful harassment. Any form of sexual harassment, whether between members of the same gender and/or different genders, is unacceptable conduct that will not be tolerated.

Sexual harassment is unwelcome sexual conduct, whether verbal, non-verbal or physical conduct - such as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, where: (1) submission to such conduct is made an expressed or implied term; (2) submission to or rejection of such conduct is used as the basis for decisions; or (3) such repeated conduct has the purpose or effect of substantially interfering with an individual's performance, or creating an intimidating, hostile or offensive working environment.

No one shall engage in sexual harassment (or harassment based upon any protected characteristic) at the workplace. No one shall threaten or insinuate, either explicitly or implicitly, that a volunteer's refusal to submit to sexual advances will adversely affect work status, assigned duties, shift, performance evaluation, advancement or any other conditions. No one shall, by unwelcome sexual conduct, create a hostile work environment for anyone.

Sexual harassment may include, but is not limited to:

- Quid pro quo harassment - offering benefits (such as favorable assignments, performance evaluations, bonuses, etc.) in exchange for sexual favors; or denying or threatening to deny benefits for rejecting sexual advances or propositions;
- Unwelcome verbal conduct - requests for dates; sexual flirtations; sexual jokes; offensive or lewd sexual remarks, suggestions, insults or threats; comments about an individual's

appearance, body or sexual habits; discussing sexual activity or experiences; or sexually suggestive remarks or innuendo;

- Unwelcome non-verbal conduct - offensive or obscene gestures; whistling; staring; leering; suggestive noises; graffiti; or display or distribution of objects or sexually oriented material through notes, letters, email messages, voicemail messages, gifts, invitations, photographs, posters, cartoons, pictures, web pages or electronic transmissions; and/or
- Unwelcome physical conduct - touching; patting; pinching; hugging; kissing; massaging or brushing against a person's body; blocking a person's movement; physical assault or coercive sexual activity.

Retaliation

It is unlawful for anyone to retaliate against another because he/she has submitted through established procedures a good faith internal or external complaint of discrimination or harassment of any kind, or has cooperated in good faith in an investigation of such a complaint. Everyone is prohibited from engaging in any behavior that constitutes retaliation, as punishment of another for the above-stated reasons or as a deterrent to a volunteer from complaining about or participating in an investigation about discrimination or any form of harassment.

Prohibited retaliation may take many forms, including but not limited to: unwarranted discipline or job termination; adverse shift or schedule changes; change in job duties; job transfers; demotions; ridicule; or threats.

Responsibility to Report/Investigation

All of Agassi Prep's employees/volunteers have a responsibility for keeping the work environment free of harassment and discrimination. Anyone, regardless of position, who believes that he/she has been subjected to discrimination, harassment, sexual harassment or retaliation, or who has witnessed another person in the workplace being subjected to such prohibited conduct, is expected to report the matter to his/hers immediate supervisor. If the individual is uncomfortable reporting the conduct to his/her immediate supervisor, he/she may report the matter to Human Resources or the Executive Director. There is no duty or obligation to confront an offender before making a report of harassment or discrimination.

All supervisors and managers are required to immediately report any complaint (formal or informal) he/she receives of discrimination, harassment or retaliation, or any such incidents the supervisor/manager witnesses, to Human Resources.

Human Resources or other individuals designated by Agassi Prep shall promptly investigate a reported claim of discrimination, harassment and/or retaliation. The investigation may include meeting with the individuals involved, including any witnesses or other persons who may have relevant information. Human Resources and designated investigators will attempt to maintain the confidentiality of the complaint and investigation to the greatest extent possible and appropriate, but cannot guarantee absolute confidentiality. Volunteers who submit discrimination, harassment and/or retaliation complaints are urged to maintain the confidentiality of such matters.

Agassi Prep will be the sole and final decision-maker as to whether the conduct complained violates this policy. If an investigation confirms that someone has committed discrimination, harassment or retaliation, Agassi Prep will take corrective action, including the imposition of appropriate discipline, up to and including immediate termination of the offending person(s).

Agassi Prep will advise the complainant of the conclusion and results of the investigation and, to the extent appropriate, of any remedial or corrective action, and any other information that Agassi Prep deems relevant.

Agassi Prep prohibits any form of retaliation against anyone who brings a complaint of discrimination, harassment and/or retaliation, or who cooperates in Agassi Prep's investigation of such a complaint. If after the conclusion of an investigation, the complainant or anyone involved in the matter believes that he/she has been retaliated against as a result of the complaint or investigation, the individual should immediately report the concern to Human Resources.

If an investigation results in a finding that the complaining volunteer falsely accused another person of discrimination, harassment or retaliation knowingly and/or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including termination.

Anyone who has questions or concerns about this Discrimination, Harassment and Retaliation Policy should address them to their supervisor, manager or Human Resources.

Drug Free Workplace

The goal of this policy is to balance the school's respect for individual privacy with the need to maintain a safe, productive and drug-free environment. Although this policy intends to offer a helping hand to substance abusers; illegal drug use and alcohol abuse are incompatible with employment at Agassi Prep, will not be tolerated and may lead to disciplinary action up to and including termination.

Agassi Prep is committed to providing a safe work environment and to fostering the well-being and health of everyone. This commitment is jeopardized when any Agassi Prep volunteer/employee uses drugs or alcohol on the job, comes to work under the influence of these substances, or possesses, distributes, or sells drugs or alcohol in the workplace. Therefore, Agassi Prep has established the following policy:

1. It is a violation of Agassi Prep policy for anyone to possess, sell, trade, or offer for sale illegal drugs or alcohol or otherwise engage in the illegal use of drugs or alcohol on the job. If appropriate, Agassi Prep will contact law enforcement about such events.
2. It is a violation of Agassi Prep policy for anyone to report to work under the influence of illegal drugs or alcohol - that is with illegal drugs or alcohol in his/her body. Individuals who appear to be unfit for duty may be directed to leave the premises, with or without pay, and may be subject to a medical evaluation which may include drug or alcohol screening.
3. It is a violation of Agassi Prep policy for anyone to use or distribute prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medication). This includes the distribution of prescribed drugs to another person or student who does not possess their own prescription. Employees undergoing prescribed medical treatment with a controlled substance that may affect the performance of their duties are required to report this treatment to Human Resources. Failure to report this information may lead to discipline, up to and including termination.
4. Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the Agassi Prep administrators and/or Human Resources, in consultation with the school nurse, to counsel individuals whenever they see changes in performance or behavior that suggests an that person is under the influence of alcohol or other drugs.

Volunteers must abide by the terms of this policy, and must notify Agassi Prep in writing of any conviction or violation of a criminal drug statue no later than five calendar days after such conviction.

Confidentiality

All confidential information obtained in faculty meetings, the classroom, files, or other work situations will not be discussed with unauthorized personnel. If you are unclear as to what is considered confidential information, clarification may be sought from the Executive Director, one of the Principals, or from the Human Resources office.

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 great distance, 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; and
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 actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Public Information

The Executive Director is to receive all communications with the news media, regardless of the format or content. All requests from the news media for interviews, comments, or information on the Andre Agassi College Preparatory Academy, the Andre Agassi Foundation for Education ("Foundation") or Andre Agassi himself, must be presented to the Executive Director, who will forward the request to the designated representative of the Foundation. Staff members/volunteers who violate this policy will be subject to disciplinary action, up to and including termination. Without appropriate approval from the Foundation, no member of the media will be admitted to the school, nor will any comments be made to any member of the media. Approved media representatives must have proper ID and clearance documents from the school's administrative offices. If a member of the media does not have proper clearance, he/she must be directed to the school's administrative office.

Agassi Prep parents must sign a publicity release form prior to having their children's photographs taken.

Volunteers must sign a form stating whether or not they authorize AACPA and/or the Foundation to use, re-use, edit, publish, and re-publish the volunteer's name and biographical material, as well as any photos/videos for any type of media (electronic or print).

Contracts or Agreements on behalf of Agassi Prep

Instructional/support staff and volunteers are not authorized to enter into any contract or agreement, however informal, involving Agassi Prep. All proposals for binding obligations affecting Agassi Prep must be forwarded to the **Executive Director** for review and final approval. Proposals must be forwarded in a timely manner, along with a memo outlining the proposed activity or agreement. Sufficient time must be allowed for all issues and implications to be properly reviewed by the Principals and/or Executive Director and when necessary, the Governing Board.

No Smoking Facility

Agassi Prep is a smoke-free school. Smoking is not allowed by members of the Agassi Prep community and visitors during scheduled working hours on the premises or grounds at any location. A first offense will result in a written warning. A second offense is grounds for dismissal.

Dress Code

Volunteers are expected to be appropriately groomed and dressed, given their specific responsibilities at Agassi Prep, to project a positive and professional image.

The following are not considered appropriate attire:

- Clothing with tears or ragged edges, shorts or exercise outfits, warm ups or sweat suits (Exception: PE Teachers and Coaches)
- Jeans, jean skirts or spandex.
- Revealing shirts and tops, or short skirts more than four inches above the knee.
- Slippers, house shoes and flip flops are also inappropriate. Tennis shoes for therapeutic reasons must be pre-approved.

The following grooming standards are to be followed:

- Hair and facial hair will be neatly groomed.
- Facial jewelry will not be worn, other than earrings.
- Jewelry or artifacts that may be considered offensive or distracting, or that may present safety hazard, will not be worn on the outside of clothing
- Hats are not to be worn indoors

Exceptions to the dress code: Clothing appropriate to a special assignment or day, such as a field trip or special event, may be approved by a Principal or a designated administrator. Men may wear polo shirts if approved by their designated administrator. Fridays are considered "Spirit Days" and staff may show their support by wearing their Agassi polo shirt.

Wednesdays are dress-up days for Middle and High Schools. This includes all middle and high school students, faculty and staff. It is suggested that men wear ties and women wear skirts, dresses or pant suits.

In compliance with the Dress Code and Safety and Security regulations, everyone must wear badges at all times. A fee of \$5.00 will be the responsibility of the volunteer if it is necessary to print another badge.

Open Door Policy

Volunteers are encouraged to share concerns, seek information, provide input, and resolve problems through their immediate supervisors. Administrators are expected to listen to concerns, provide input, and resolve concerns in a timely manner.

It is vital to the improvement of Agassi Prep that everyone offer suggestions and voice concerns regarding the school. If someone is concerned about a working condition, policy, practice, or action by Agassi Prep, or that an administrator is acting unfairly, he/she should share the concern with his/her supervisor, one of the administrators, or the Human Resources Office. If this does not lead to a satisfactory conclusion, concerns or suggestions may be presented in writing, with a copy forwarded to the Human Resources office.

Holidays

The following holidays are recognized by Agassi Prep:

2011 - 2012 INSTRUCTIONAL STAFF SCHEDULED HOLIDAYS

Labor Day (Sept 5)	Winter break (Dec 19 - Jan 2)
Columbus Day (Oct 7)	Martin Luther King Jr. Day (Jan 16)
Nevada Day (Oct 28)	President's Day (Feb 20)
Veteran's Day (Nov 11)	Spring Break (April 2 - 6)
Thanksgiving Day (Nov 24 & 25)	Memorial Day (May 28)

2011 - 2012 ADMINISTRATOR / SUPPORT STAFF SCHEDULED HOLIDAYS

Summer Break (June 24 - July 10)	Winter break (Dec 24 - Jan 2)
Labor Day (Sept 5)	Martin Luther King Jr. Day (Jan 16)
Columbus Day (Oct 7)	President's Day (Feb 20)
Nevada Day (Oct 28)	Spring Break (April 2 - 6)
Veteran's Day (Nov 11)	Memorial Day (May 28)
Thanksgiving Day (Nov 24 & 25)	

Illness

Notification of an illness should be made to the Sick Line (702) 540-6775 as soon as you know that you will not be able to come to in.

Attendance/Tardiness Policy

Good attendance is not only expected from our students, but also our volunteers. Excessive absenteeism cannot be tolerated and will result in disciplinary action up to and including immediate termination. Excessive absenteeism is described as a volunteer who "calls off" more than eight times during a school year. Pre-approved absences do not apply. Volunteers must follow the established protocols if they will be tardy or absent from work. If a volunteer does not show up for work, and does not utilize established protocols for more than one day, AACPA will consider this a voluntary resignation.

Tardiness is completely unacceptable. Everyone is always expected to be at their appropriate locations at all times. Tardiness creates an environment where children under our care are left unsupervised. Such actions undermine the necessary structures to keep all children and staff safe throughout the day. Given the importance of prompt and appropriate supervision of children, a single tardy may result in written notice that future tardiness may lead to discipline up to and including immediate termination.

Temporary Workday Leave

Volunteers may not leave their work location, during the workday, without a supervisor's permission.

Personal Data

Agassi Prep must be informed of any change in a volunteer's full name, address, telephone number, and emergency contact information.

Evaluations

Everyone at Agassi Prep understands that to create the best possible learning environment, the administrators of Agassi Prep will supervise and evaluate performance.

Staff members will also receive evaluations from their supervisors. The form and content of these evaluations will vary depending on the nature of the person's responsibilities.

On occasion, it may be necessary to re-direct someone's efforts through the use of verbal reminders, formal conferences, documented meetings, correspondence, or suspension. This list is not a progression of consequences but rather a set of actions that may be taken at various times. The consequences issued shall correspond to the seriousness of the situation addressed.

All issues need to be addressed directly with the individuals involved. In cases where it cannot be, issues need to be brought up with the direct supervisor. Failure to address the direct supervisor may result in disciplinary action.

The goals of verbal reminders are to make expectations clear and answer questions about their interpretation. If a verbal reminder must be issued, the person issuing the reprimand shall strive to do so in a manner that will not embarrass someone in front of other staff or members of the public. The goals of an informal conference are to discuss problems, offer suggestions for improvement, and work towards a mutually agreeable plan of future behavior.



VOLUNTEER HANDBOOK AND PROCEDURES ACKNOWLEDGEMENT

I, _____ have received the Volunteer Handbook and Procedures for the Andre Agassi College Preparatory Academy on _____. I understand that it is my responsibility to read this handbook and follow all of the policies/procedures outlined.

Signature of Volunteer

Date

Signature of Human Resources

Date