



Oak Park Preparatory Academy
CHARTER MIDDLE SCHOOL

FAMILY HANDBOOK
2014 - 2015

Excel ■ Succeed ■ Lead

Commitment to Excellence Contract

At Oak Park Prep, we recognize that all members of the school community must work together in order to create an environment conducive to academic excellence. Every child learns best when his or her family is actively involved in the child's education and abides by the school's cultural expectations. Parents, students, and the school's administration, teachers and staff all have responsibilities to promote student learning and growth.

As educational partners, we must agree to create a respectful school environment, with everyone treating others as valued members of the community. Please read the school's cultural expectations as they are outlined below. School personnel, students, and all parents/guardians need to sign this contract, indicating a willingness to uphold our responsibilities as active participants within the community.

STUDENT:	
<ul style="list-style-type: none">● Arrive at school on time, in proper uniform, and attend classes prepared to work;● Commit myself to achievement all day, every day;● Make the school a safe and orderly environment by being respectful and courteous;● Complete all homework assignments thoroughly and on time;● Seek help when I need it; and● Follow our Core Values at all times– to be Prepared, Respectful, Engaged, and Professional.● Follow the school's rules and accept responsibility for my actions.● Engage in 10 hours mm of community service to uplift Oak Park and neighboring communities.	
Student Name (Please print):	
Student Signature:	DATE:

PARENT(S) / GUARDIAN(S): I / We agree to:	
<ul style="list-style-type: none">● Ensure my child arrives to school on time, in proper uniform and attends classes prepared to work;● Make the school a safe and orderly environment by being respectful and by supporting the school in its efforts to promote my child's behavior and success;● Support my child by maintaining high academic and behavioral standards;● Attend parent-teacher conferences;● Check and sign all of my child's homework every night to ensure it is completed thoroughly and on time; and● Review and sign weekly progress and PREP reports● Follow the school's rules and accept responsibility as a partner in my child's learning.● Be active members of Oak Park Prep Academy and serve 10 hours of school service.	
Parent/Guardian's Name(s) (Please print):	
Parent's Signature(s):	DATE: DATE:

ADMINISTRATORS AND TEACHERS: We agree to:	
<ul style="list-style-type: none">● Arrive to school on time to provide for an academically rigorous college preparatory environment;● Make the school a safe and orderly environment by being respectful and by supporting the school in its efforts to promote the students' courteous behavior;● Communicate regularly with families;	

Oak Park Prep Parents are asked to...

- Establish a daily routine for your child.
- Provide a quiet space for your child to study.
- Provide positive reinforcement of student progress and success.
- Discuss academics and student work among family members.
- Help your child take responsibility for his/her actions. Stress the importance of telling the truth. Remind your child that no one is perfect and everyone makes mistakes.
- Check with your child's teacher for actual facts regarding a problem. A student may alter a situation to appear more innocent.
- Support other Oak Park Prep families.
- Provide 10 hour of school service. These 10 hours can be completed through school supply donations, attending school family nights, and volunteering at school.

Electronic Devices and Cell Phones

Students should not bring electronic devices to school. Oak Park Prep is in no way liable for electronic devices which are lost or stolen. Electronic devices include games (*Gameboys etc.*), portable music devices (Ipods, CD players, MP3 players, etc.), and portable computers (Ipads, laptops, tablets etc.). None of these devices are needed and often represent a distraction from successful academics and a serious atmosphere. In addition, these are items that cause conflict and lead to grief when lost or stolen. While Oak Park Prep obviously strives to prevent theft of any item, the school will not spend energy tracking down electronic devices that should not be in school in the first place. In the event that a student disobeys this rule and is seen with an electronic device or uses a prohibited electronic device in school, a staff member will confiscate it. It will be returned only after a parent/guardian has come to school to pick it up. A second violation of this policy may result in a year-long or indefinite confiscation irrespective of any costs or fees students and/or their families may incur as a result.

Oak Park Prep recognizes and respects that parents give students cell phones for family communication before and after school. However, cell phone use has no place at Oak Park Prep and any cell phone seen or heard on Oak Park Prep's campus starting at 7:15 am will be confiscated immediately without discussion. Therefore, all cell phones must be turned off (not on silent or vibrate) and turned into our front office before 7:40 a.m. Oak Park Prep is not liable for lost or stolen cell phones stored in student backpacks. If cell phones are heard, seen, or found in the possession of students on Oak Park Prep's campus they will be confiscated and will be returned only after a parent/guardian has come to school to pick it up. A second violation of this policy may result in a year-long or indefinite confiscation irrespective of any costs or fees students and/or their families may incur as a result.

Morning cell phone collection procedure:

1. Place their cell phone (powered off) in clear zip lock bag with their first and last name written in black permanent marker
2. Turn in the cell phone in the above described zip lock bag to the front office before 7:40 a.m.
3. Sign the student cell phone log

Students may retrieve their cell phones from the front office when they are released from school at 4:30 p.m. or 5:00 p.m. after they have signed out their cell phone from the student cell phone log. Any cell phones not collected by 5:15 p.m. will be kept until the following morning.

Other Personal Belongings

Students are not allowed to have the following items at school:

- Weapons or Toy Weapons
- Soda
- Candy, Gum, Chips, Junk-food, or Sunflower Seeds
- Large amounts of Cash
- Lasers and laser-pointers
- Sunglasses
- Any red or blue clothing or apparel (or denim clothing of any kind)
- Any illegal substance
- Toys, stuffed animals or dolls