



Atlas Preparatory Community,

My name is Adam Lenzmeier and I am will serve as your principal for the 2018-19 school year. Since we opened our doors in 2009, Atlas Preparatory has dedicated itself to providing every student with the opportunity to embrace self-fulfillment though education, character, and community. In order to accomplish this mission, we have assembled a professional faculty and staff who will work relentlessly to achieve unparalleled growth. Having said that, we cannot and we will not go it alone.

First, we need the support of the student body. New and returning students alike will learn and embody the REACH values whenever wearing the Atlas Preparatory uniform. These values are embedded in everything that we do and how we do it.

**R**espect – appreciating the value of a person through your actions, words, and attitude.

**E**xcellence – confidently pursuing the highest quality results.

**A**uthenticity – being true to yourself regardless of circumstance.

**C**uriosity – eager to learn and question things to gain a deeper understanding.

**H**ard work – putting your best effort into everything you do.

Second, we need the support of parents/guardians. Parents are encouraged to know how students are progressing academically and behaviorally. When a student is failing to meet expectations, parents must help us counsel and redirect the student in a more positive direction. And when a student is exceeding expectations, parents must help us recognize and celebrate milestones so that the success can be replicated over and over again.

This team approach will be an undeniable proof point demonstrating what is possible in southeast Colorado Springs. When schools, students, and families work together towards a common goal, the sky is the limit. Thank you for charging us with the responsibility of teaching your student.

Sincerely,

A handwritten signature in cursive script that reads "Adam Lenzmeier".

Adam Lenzmeier  
Principal  
Atlas High School



## Rules

### **Backpacks**

- Students are expected to store backpacks inside their locker during the school day.

### **Food, Gum, and Liquids**

- Students are expected to demonstrate responsibility when eating food, chewing gum, and drinking liquids inside the building.
- Food and drink (other than water) is not allowed in classrooms after lunch.
- Food and drink are not allowed in the computer labs or when working with Chromebooks.

### **Lunch**

- Students are expected to be in the cafeteria during their assigned lunch period, to include students returning from off campus lunch.
  - Refrain from throwing food or packaging.
  - Use appropriate volume levels.
  - Ensure a clean table and floor before departing (no trash left behind).
- Students are not permitted in any unsupervised areas (atrium, classroom, lab) during lunch.

### **Lockers**

- Students are expected to maintain orderly lockers (no external decoration or graffiti).
- Lockers are property of Atlas Prep and can be searched at any time for any reason related to safety.

### **Loitering**

- Students are expected to stay off the middle school campus during the school day, to include arrival and dismissal (students are not allowed to board the bus at the middle school).
- Students are not permitted in any unsupervised areas (atrium, classroom, lab) after 2:45 PM.

### **Passing Periods**

- Students are expected to meet the following expectations when transitioning in the hallways:
  - Always walk (no running).
  - Always use appropriate volume levels (no shouting).
  - Always respect the personal space of others (no public displays of affection).

### **Technology (phones, tablets, headphones)**

- Students are expected to silence and store (locker or pocket) technology during the school day.
- List of Exceptions:
  - Students may use their phone within the confines of the cafeteria during lunch.
  - Technology use is not permitted at any other time, to include passing periods.



## Academic Honor Code

Academic integrity is at the center of Atlas Prep's commitment to its REACH values (Respect, Excellence, Authenticity, Curiosity, and Hard Work). Learning is based on mutual trust and respect between teacher and student. Students must take responsibility for learning by demonstrating integrity in their work.

### Violations

- Academic Honor Code violations include cheating, copying and plagiarism.

### Consequences

- Academic Violation #1
  - Receive a zero on the assignment.
  - Receive a formal counseling from the school principal.
- Academic Violation #2
  - Receive a zero on the assignment.
  - Parent conference with the school principal.
  - Students are not able to return to class until this task has been completed.



## Grading Policy

Atlas Prep students will receive letter grades for each completed class. The letter grades represent a performance descriptor (excellent, very good, etc.) and are assigned to the quality of a student's completed work.

### High School Grading Scale

Letter Grade	Min %	GPA	Notes	Standard Letter Grade	Passing	Letter Grade	Min %	GPA	Notes	Standard Letter Grade	Passing
A	93	4	Excellent		Yes	C+	77	2.33	Average		Yes
A-	90	3.67	Excellent		Yes	C	73	2	Average		Yes
B+	87	3.33	Very Good		Yes	C-	70	1.67	Average		Yes
B	83	3	Very Good		Yes	D	60	1	Below Average		Yes
B-	80	2.67	Very Good		Yes	F	0	0	Failure		No

### High School Honors Grading Scale

Letter Grade	Min %	GPA	Notes	Standard Letter Grade	Passing	Letter Grade	Min %	GPA	Notes	Standard Letter Grade	Passing
A	93	5	Excellent		Yes	C+	77	3.33	Average		Yes
A-	90	4.67	Excellent		Yes	C	73	3	Average		Yes
B+	87	4.33	Very Good		Yes	C-	70	2.67	Average		Yes
B	83	4	Very Good		Yes	D	60	2	Below Average		Yes
B-	80	3.67	Very Good		Yes	F	0	0	Failure		No

### Category Weighting

- Students receive letter grades and grade percentages at the conclusion of each quarter.
  - Quarterly percentages are averaged to determine a semester letter grade.

Category	# of Grades/quarter	Weight
Classwork	8	10%
Homework	8	20%
Formative Assessments	4	30%
Summative Assessment	1	40%



### **Missing and Incomplete Work**

- Students who fail to submit assignments or submit incomplete assignments will receive half of the total points possible.
  - These assignments will be flagged as missing (M) on weekly progress reports.
  - Students with missing work are not eligible for off campus lunch.

### **Failing Grades**

- Students who receive a Failing Grade (F) on their official transcript have demonstrated inadequate performance and will not be given a chance to redo incomplete work.
  - These students will be required to retake the course to receive a passing grade.
  - Students with failing grades on progress reports are not eligible for off campus lunch.

### **Grade Reporting**

- Progress reports are distributed on Tuesdays during Homeroom.
  - Parents/guardians are encouraged to review, sign, and return progress reports.
- Report cards are distributed during quarterly conferences.
  - Parents/guardians and students are encouraged to attend conferences.



## Uniforms

The purpose of the dress code is to clearly distinguish Atlas Prep students from the students of other schools and to create an environment where the sole focus is academic growth.

### **Tops**

- Students must wear a school issued top that includes an Atlas Preparatory logo.
  - Tops that excessively expose the back, chest, or shoulders are never authorized.
  - Outerwear that covers the Atlas Preparatory logo is never authorized.

### **Bottoms**

- Students must wear full length bottoms that are black, blue, or sand in color.
  - Bottoms must be damage free and project professionalism (to include fashion rips).
  - Shorts are never authorized.
  - Athletic pants (sweatpants, yoga pants, etc.) are never authorized.

### **Footwear**

- Students must wear footwear with a closed-toe.
  - Sandals are never authorized.
  - Slippers are never authorized.

### **Accessories**

- Accessories that the faculty and/or administration deems derogatory are never authorized.

### **Upperclassman Dress Down Privilege**

- Students in the 11<sup>th</sup>-12<sup>th</sup> grades are allowed to dress down on Friday.
  - The normal rules apply, but students are not required to wear an Atlas top.
- Students in the 9<sup>th</sup>-10<sup>th</sup> grades are allowed to dress down on Friday for \$1.
  - All donations fund future student events (community meetings, dances, etc.)



## Grade 9-10 Discipline

### Student Actions

Student earns *resets* 6 and 8

Student earns *reset* 10

Student earns *resets* 16 and 18

Student earns *reset* 20

Student earns *resets* 26 and 28

Student earns *reset* 30

Student earns *resets* 36 and 38

Student earns *reset* 40

### School Actions

School Advisor calls home and provides update.

School principal schedules a parent meeting.  
Student is not eligible to attend class until the meeting has been completed.

School Advisor calls home and provides update.

School principal schedules a parent meeting.  
Student is not eligible to attend class until the meeting has been completed.  
Student serves a (1) day in school suspension.

School Advisor calls home and provides update.

School principal schedules a parent meeting.  
Student is not eligible to attend class until the meeting has been completed.  
Student serves a (1) day in school suspension.  
Student is required to attend Saturday School.

School Advisor calls home and provides update.

School principal schedules a parent meeting.  
Student is not eligible to attend class until the meeting has been completed.  
Student serves a (5) day out of school suspension.

\**Resets* zero out on the first day of the month

\*\*Consequences zero out on the first day of the semester

\*\*\*Saturday School is scheduled on the final Saturday of the month from 8-10 AM



## Grade 11-12 Discipline

### Student Action

Student earns *resets* 3 and 4

Student earns *reset* 5

Student earns *resets* 8 and 9

Student earns *reset* 10

Student earns *resets* 13 and 14

Student earns *reset* 15

Student earns *resets* 18 and 19

Student earns *reset* 20

### School Action

School Advisor calls home and provides update.

School principal schedules a parent meeting.  
Student is not eligible to attend class until the meeting has been completed.

School Advisor calls home and provides update.

School principal schedules a parent meeting.  
Student is not eligible to attend class until the meeting has been completed.  
Student serves a (1) day in school suspension.

School Advisor calls home and provides update.

School principal schedules a parent meeting.  
Student is not eligible to attend class until the meeting has been completed.  
Student serves a (1) day in school suspension.  
Student is required to attend Saturday School.

School Advisor calls home and provides update.

School principal schedules a parent meeting.  
Student is not eligible to attend class until the meeting has been completed.  
Student serves a (5) day out of school suspension.

\**Resets* zero out on the first day of the month

\*\*Consequences zero out on the first day of the semester

\*\*\*Saturday School is scheduled on the final Saturday of the month from 8-10 AM





## Consequences

Atlas administrators are charged with the responsibility to manage student conduct and ensure an orderly and safe learning environment. Student conduct that disrupts learning, threatens operations, or interferes with the rights of others will not be tolerated.

### Lunch Detention

- The following actions will result in a student earning a lunch detention:
  - Arriving to Homeroom after 7:35 AM.
  - Arriving late to class.

### Reset

- The following behaviors/actions will result in a student earning a *reset*:
  - Disrespectful Behavior: insulting a member of the faculty or student body.
  - Disobedient Behavior: refusing to respond to a faculty member's direction.
  - Disruptive Behavior: interfering with the educational opportunities of others.
  - Unprofessional Behavior: acting in a way that is below the expected standard.
  - Breaking a school rule
  - Reporting to class excessively late (>10 minutes)
  - Dress code violation (missing uniform item, sagging, etc.).

### Super Reset

- The following behaviors/actions will result in a student earning a super *reset* (5 *resets* for 9<sup>th</sup>-10<sup>th</sup> graders, 3 *resets* for 11<sup>th</sup>-12<sup>th</sup> graders):
  - Failing to report to the *Reset Room*.
  - Failing to report to Saturday School.
  - Leaving campus without authorization.
  - Severe disrespect, disobedience, disruptiveness, or unprofessional behavior.
  - Three uniform violations in a month.

### In School Suspension

- The following behaviors/actions will result in a (1) day in school suspension:
  - 9<sup>th</sup>-10<sup>th</sup> grade students earning *reset* numbers 20 and 30.
  - 11<sup>th</sup>-12<sup>th</sup> grade students earning *reset* numbers 10 and 15.

### Saturday School

- The following behaviors/actions will result in Saturday School:
  - 9<sup>th</sup>-10<sup>th</sup> grade students earning *reset* number 30.
  - 11<sup>th</sup>-12<sup>th</sup> grade students earning *reset* number 15.



## Consequences 2017-18

### **Out of School Suspension**

- The following behaviors/actions will result in a (5) day out of school suspension:
  - Bullying
  - Gang Activity
  - Physical Altercations (engaging in or instigating)
  - Sexual Harassment
  - Possession or under the influence of a controlled substance.
  - Reset Accumulation
    - Grades 9-10: 40 Resets in a semester and every 10 thereafter.
    - Grades 11-12: 20 Resets in a semester and every 5 thereafter.
  - Students who have earned an OSS are not eligible for off campus lunch.

### **Expulsion**

- The following behaviors/actions will result in expulsion from school after the second offense:
  - Bullying
  - Gang Activity
  - Physical Altercations (engaging in or instigating)
  - Sexual Harassment
  - Vandalism
  - Possession or under the influence of a controlled substance.
- The following behaviors/actions may result in expulsion from school.
  - Earning 4 suspensions as a result of Resets

### **Reset Recovery**

- Teacher-student restorative conversations may result in the deduction of a reset from the student's total count.



## Bullying Prevention

Atlas is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

### **Bullying Definition**

- Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

### **Student Bill of Rights**

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

### **Types of Bullying**

- Verbal bullying is saying or writing mean things.
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
- Physical bullying involves hurting a person's body or possessions.
- Cyberbullying is bullying that takes place using electronic technology.

### **Bullying Procedure**

- First, when bullying happens, we expect the victim to tell the bully to stop and walk away.
- Second, If the bullying continues, we expect the victim to tell an adult at the school.
- Third, school administrators will investigate and schedule a meeting with the victim, the bully, and their respective families. The purpose of the meeting is reset expectations related to learning in a safe and friendly place, and being treated with respect.
- Last, if the bullying continues, the bully will earn a (5) day out of school suspension.