

# Student and Parents Guidelines

**Pyramid Academy for Gifted Youth**

# Why do we need guidelines

- We care about our students. Our school is a community. You are the first class in our school, and your success is our success.
- Like all schools, proper guidelines would ensure the order of the school and a peaceful learning atmosphere for our students.
- We have adopted all District 203 and 204 Board of Education of policies, such as academic integrity, dress code, substance abuse, weapons, racial discrimination, discipline, etc.

# Student Guidelines

In addition to general policies, we expect students to:

- *Be honest*
  - Be ethical and practice strong moral values.
- *Be prompt*
  - Be ready to learn when class begins.
- *Be prepared*
  - Have class materials and homework with you.
- *Be participated*
  - Listen attentively, engage in class discussion and contribute in class/group activities
- *Be organized*
  - Keep track your work, your deadlines, your goals.
- *Be productive*
  - Managing your time wisely, turn in work on time, don't be procrastinate.

# Students Guidelines (continued)

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- Be respectful
    - *Be respectful to teachers*
    - *Be respectful to fellow students*
    - *Be respectful to the facilities.*
      - Only the assigned classrooms can be used
      - Respect the school's properties, whether it belongs to our school or to rental facilities.
      - Food and beverages are not allowed in the classroom and school.
  - Be responsible,
    - *Bring notebook, textbook, planner, and appropriate writing tools to class.*
    - *Know your due dates and submit all coursework on time.*
    - *Be responsible your belongings*

# Disciplinary Policy

- We are in line with general Naperville School District 203 and 204 Discipline Policy.
- In order to provide a healthy, friendly and safe learning environment for all, we have to take necessary disciplinary action if such a disciplinary matter would arise.
  - *Self-discipline of each student (follow the rules)*
  - *Classroom teacher would take necessary action;*
  - *Warning is issued by the Principal, and the parents will be notified*
  - *2xWarnings/semester → expulsion*



# Parents Guidelines

Collaborated effort among students, parents, teachers and counselors will guarantee a safe and friendly environment for our students.

- *Placement test is only used as a guideline to properly place a student in the class that fits him/her better.*
- *Pyramid Academy is not a day-care service.*
- *Bring students to their classes on time, but no earlier than 10 minutes prior to the class start time*
- *Ensure the safety of the students, please pick up student(s) promptly right after their classes.*
- *Respect teachers and our pre-determined course curriculum and pace.*
- *Each family will take turns to serve as the parent on duty.*

# Parent Duty responsibility

Ensure the safety and well-being of all our students!!!

- Arrive 10 minutes earlier before class starts;
- Help directing students to corresponding classrooms;
- Help out teachers if needed, such as making extra copies for handouts;
- Help with any incidences occurred during classes or any emergency situations;
- After school, help clean up classroom and put it back to its original shape;
- Stay until all students have been picked.

Emergency contact # (630)384-9698

# Our Pledge to Students and Families

- Encourage independent thinking
- Promote educational excellence through goal-setting and persevered effort
- Be a community contributor.
- Keep parents informed appropriately
- Welcome suggestions and feedback
- Offer any extra help and alternative assessments when needed