



AMERICAN PREPARATORY
ACADEMY

Las Vegas ELEMENTARY Parent-Student Handbook

2019-2020

**Please review this Handbook and the School, Parent, and Student Compacts
(located at the back of the Handbook) with your student(s).*

*This Handbook is reliable upon printing
but may change over time,
and will be updated with policy changes annually.

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AMERICAN PREPARATORY ACADEMY

The Trust of Public Education

American Preparatory Academy

A public school's central mission is two-fold:

1. To ensure that each student achieves maximum **academic proficiency** and,
2. To ensure that each student develops **virtuous character** and motivation for productive citizenry, that thereby students become effective citizens of a free nation, and possess the intelligence, skills, and desire to dedicate a portion of their lives to **changing the world for the better**.

The trust of the citizens of our nation, expressed in their hard-earned tax dollars flowing to our public schools, must be maintained through strict accountability to these two objectives, and repaid by students who benefit from that public trust by their diligence, hard work and commitment to community.

American Preparatory Schools accomplishes this central mission by espousing the following tenets:

- ❖ Schools achieve maximum academic success and student proficiency by:
 - teaching skills to mastery levels,
 - imparting valuable knowledge,
 - transmitting the common culture that binds us as a nation, and
 - exposing children to supreme examples of artistic and intellectual achievement.
- ❖ Mastery of a fundamental core of knowledge is essential to a child's achievement in later grades. Material should be coherent, sequential, content-rich, and challenging, and must be taught to mastery level by the teacher.
- ❖ Standardized testing is an essential tool for measuring student learning and teacher success.
- ❖ The formation of good character goes hand in hand with mental training.
- ❖ Serious scholarship requires a willing and enthusiastic mind, self-discipline, determination, patience, and humility.
- ❖ All children can learn, although their pace may differ, and their response to higher standards is improved performance.

- ❖ The school must be structured to support parents so that they may play an active role in all aspects of their child's education.

I. Mission and Vision

American Preparatory Academy Mission Statement

To provide a classical, liberal arts education through an orderly, safe, and nurturing learning environment wherein content-rich, efficient curriculum and research-based instructional methodologies are utilized to ensure that every student achieves academic success and develops good character based on concrete measurements.

Each program at American Prep is regularly evaluated in light of the school Mission Statement – will it promote academic achievement and/or virtuous character development? We invite all members of the American Prep community to assist in promoting and supporting the school's mission. Feedback and input are always welcome as we work to refine our programs to better reflect our mission.

Philosophy Statement

Student academic achievement is the primary goal of American Preparatory Academy. We believe that only when students master fundamentals and are fluent in the basic foundational knowledge of the major disciplines can they move on to effectively express their knowledge and master higher-level skills.

Therefore, the foundation of our instruction will focus on mastery of fundamentals. We define mastery as the ability to demonstrate knowledge and skills repeatedly and accurately. This requires repeated instruction in the subject matter, increasing degree of challenge and considerable practice. As our students master the fundamentals, our instruction focuses on sequential building of conceptual knowledge and promoting independent expression of knowledge. APA students demonstrate individual internalization of conceptual knowledge through extensive written work and verbal presentation. This focus on repetitive, sequential knowledge acquisition, combined with extensive expression of understanding, prepare APA students for advanced study at high school and collegiate levels.

School Model

American Preparatory Academy is a liberal arts, classical education school model. In the modern sense, this means that we teach a broad range of topics as opposed to “specializing” or teaching vocational skills. In a traditional sense, it means that we adhere to the concept of the Trivium, as interpreted to represent three stages of knowledge acquisition. The Grammar phase is identified with the young child (0-9), who easily memorizes songs, poems and factual knowledge. The Logic phase (9-14) is identified with learners “connecting” their factual knowledge in a logical manner, “making sense” of things. The Rhetoric Phase (14-beyond) is that in which students learn to coherently and persuasively defend their logic in writing and speech. (In medieval times, these three designations were subjects of study preceding the study of arithmetic, geometry, astronomy, and music.)

Virtuous Character Development

In order to establish an excellent institution and a loving, positive atmosphere at American Prep, we must build a foundation of virtuous character in our students and ourselves. We also believe that mental training goes hand-in-hand with the formation of a good character. We have firmly planted these ideals into our institution through a district-wide “Builders” theme and Ambassadors Program. All staff, parents, and students work together to “build” our great school on these principles:

Building Foundations

Expectations: High expectations in academics and character reflect the unwavering confidence we have in our students. We believe that our students can and will achieve whatever is set before them. High expectations are the vital first step toward achieving our school mission of academic excellence and virtuous character development for each student. The confidence engendered in our students by the high expectations we hold motivates them toward excellence.

Effort: We believe that properly reinforced effort is the key to achievement. Our students and staff know the value of hard work and are committed to working hard every day. The fruits of work are real and satisfying and are won without exception by those willing to engage in work earnestly and consistently. The fruits of work cannot be borrowed or lent.

Enthusiasm: Enthusiasm propels one on to greater effort. Enthusiasm makes work enjoyable and provides encouragement for others to put forth increased effort. It is the responsibility of every member of the American Prep community to bring enthusiasm to their work and to their associations at school.

Encouragement: Expertise in the art of encouragement is a hallmark of American Prep staff. Nearly constant, expertly applied encouragement is required to balance the high level of rigor we require of our students.

Excellence: Excellence is a self-perpetuating value. When one achieves excellence, motivation is generated that leads to a natural increase in expectations and encourages one to apply effort and enthusiasm to obtain new, even higher levels of excellence.

Builders and Ambassadors Programs

Builders Theme

The Builders Theme is reinforced by our “Builders Song” (K. Woodcox, 2004) and the “Builders” poem (below). Each student and staff member memorizes this poem and recites it at school events and in classrooms. It is also promoted through monthly “Builders Mottos” and “Builders Awards” that are presented to students and staff. We ask all members of the American Preparatory community to conduct themselves as builders by

asking themselves the question: “What would be building behavior?” Keeping the standard of behavior at that of a “builder” makes it easy to know how to conduct oneself and promotes a positive place for learning.

Builders

*I saw them tearing a building down,
A gang of men in a busy town.*

*With a yo heave ho and a lusty yell,
They swung a beam and the sidewall fell.*

*I asked the foreman if these men were as skilled
As those he would hire if he were to build.*

*He laughed and said, “Oh, no indeed,
Common labor is all I need,*

*For they can wreck in a day or two,
What builders have taken years to do.”*

*So I asked myself, as I went my way,
Which of these roles am I to play?*

*Am I the builder, who works with care,
Measuring life by the rule and square?*

*Or am I the wrecker who walks the town,
Content in the role of tearing down?*

*I’ve made my decision; I’ll start today,
I’ll be a builder in every way.*

- Anonymous and Howard Headlee

Builders Mottos for 2019-2020 School Year

August	Be a Builder
September	Build with Enthusiasm
October	I am a builder when I am perfectly honest
November	I am a builder when I express gratitude in word and deed
December	I am a builder when I look for ways to serve others (Kigatsuku)
January	I am a builder I work diligently
February	I am a builder when I befriend others
March	I am a builder when I am willing to try and believe in my ability to succeed
April	I am a builder I use kind and courteous words
May	I am a builder when I am utterly reliable
June	I am a builder when I respect my body and mind

Ambassador Program

American Preparatory Academy is committed to helping students become great scholars and exceptional citizens who contribute to the world in which they live. This is accomplished through our structured academic model and orchestrated Ambassador Program.

Every student who attends APA is a participant in the Ambassador program. The character development ideals embodied in the Ambassador Program are championed from kindergarten through 12th grade. **The program is not an extra-curricular activity**, but an integral part of the two-fold mission of APA, which is to promote rigorous academic instruction and strong character development.

The Ambassador curriculum is built upon seven areas of focus: social graces, professional behavior, self-management skills, peer leadership experience, community service, civic awareness, and arts/cultural appreciation.

The Program begins in the elementary grades with the character traits of a builder. A new Builder virtue is introduced at the first K-6 assembly of each month and is discussed throughout the month. A few students who exemplify the previous month's virtue are selected to receive the "Builder of the Month" award at this assembly. Secondary students also follow the Builder tradition with monthly Builder awards and assemblies.

In each K-6 classroom, focus is given to the professional protocols of social dining, introductions, greeting others and making eye contact. In fifth grade, the extended workshops begin, combining games and activities in a festive and fun atmosphere to teach further professional skills. These training workshops continue through 12th grade.

As the student progresses through the Ambassador Program, the calendar of events expands to include: service projects, cultural events, legislative experiences, and other opportunities for each student to practice the professional and social skills they are mastering.

The Ambassador Program is designed to develop the leadership qualities of an Ambassador. An Ambassador is a Representative, an Advocate, and a

Leader—an individual who *naturally puts into practice* the social and professional protocols necessary for success in the business world, educational pursuits and family relationships.

The Ambassador Program is a part of the APA curriculum and attendance at Ambassador events is required.

II. Daily School Operation

Schedules

1. School will begin each day at 8:00 a.m. Parents may drop off students beginning at 7:25 a.m. each morning.
2. Students may be assigned a dismissal time based on their teacher’s recommendation for our Academic Extended Day program. This program gives select students 30 additional minutes of academic assistance following the first dismissal time each school day. Academic Extended Day is not available to morning kindergarten students. Please follow this schedule for pickup times:

School Hours

Students Assigned to Dismissal #2

	M, T, F		W, Th		Half Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
K-6th Grade	8:00 a.m.	3:15 p.m.	8:00 a.m.	2:15 p.m.	8:00 a.m.	12:15 p.m.

Elementary Students Assigned to Dismissal #3

	M, T, F		W, Th		Half Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
K-6th Grade	8:00 a.m.	3:30 p.m.	8:00 a.m.	2:30 p.m.	8:00 a.m.	12:30 p.m.

3. Phones will be answered from 8:00 a.m. until 4:00 p.m. on school days.
4. ***Generally, students are not allowed to use the school telephones to call home during the day. Please don’t instruct your students to call you. School office personnel will determine if there is a need to contact the parent and will assist students to make the phone calls or call home for the student.***

Attendance

It is vital to our success that students attend school each day. American Prep supports a State goal of 90% attendance school-wide. Our academic goals will be achieved only if our students attend school regularly.

General Procedures

Due to allergies, student, and staff sensitivities, please do not bring pets into the school building when checking out students, dropping off lunches, or any other time. Service dogs are exempt per [APA Policy E-10.4.1 Service Animals in Schools](#).

1. If a student is unable to attend school, a parent or guardian must call the school on the day of the absence before 8:45 a.m. to report the absence. If a parent does not notify the school, the student may be considered truant. **PHONE NUMBER: 702-970-6800 Extension 1000.**
2. If the absence is illness related, we ask parents to report any symptoms or doctor's diagnoses for the child's absence. We will be tracking illnesses for potential outbreaks.
3. Attendance will be kept each day at American Prep and will be reported to the administration by each teacher. Administration will track daily attendance and will report any extended absences to the Director.
4. Absences may affect a student's grade according to the class disclosures in secondary grades and depending upon work missed in the elementary grades.
5. Parents are encouraged to schedule appointments outside of school hours whenever possible. For students in grades 1-6, afternoon appointments are preferred so that students don't miss reading and math instruction.
6. All records for attendance and tardies can be viewed on Infinite Campus.
7. When a student has become absent 10% of their total enrolled days, parents will be directed to meet with administration.
8. Violation of any of these policies may result in a meeting with administration and may result in an invocation of our promotion policy, which may include in a meeting with the governing board.

Scheduled Absences

1. If a student needs to be absent from school for a special purpose that is known to the family in advance, the parents need to fill out a "**Scheduled Absence Request**" and submit it to the school administration. Only when this form is filled out and accepted by the administration will a student be allowed to make up missed schoolwork. Scheduled absences still count toward the total number of absences.
2. *When parents complete a "Scheduled Absence Request," it is the parents' responsibility to:*
 - a. *email the teacher and notify them of the planned absence*
 - b. *check the student's learning plan for homework and schoolwork assignments*
 - c. *email the teacher to clarify any homework or classwork assignments*
 - d. *collect the student's books and materials needed to complete the work*

3. Administration may not approve scheduled absences if a student has less than 95% attendance or if the student is not meeting the promotion guidelines. If an absence is not approved, teachers may not be required to do extra work to assist the student in gathering and correcting missing work. Parents may be requested to pay for additional copies and/or assist with correcting schoolwork.
4. A student will have until the Midterm Missing Work Deadling or the End-of-Term Missing Work Deadline to complete their missing work/homework. Parents are required to grade any missing work before teachers will accept the missing work.

Tardies

School begins at 8:00 a.m. each morning and classroom doors are locked at that time. Students arriving after 8:00 a.m., or any other time during the day outside of carpool times, must be accompanied into the school *by an adult* to be signed in.

Check-ins and Check-outs During the Day

1. Because we teach “bell to bell,” it is vital that students remain for the entire school day. Parents are encouraged to schedule appointments outside of school hours whenever possible. For students in grades 1-6, afternoon appointments are preferred so that students don’t miss reading or math instruction.
2. If a student needs to be checked-in during the school day, the student must be accompanied into the school *by an adult* and signed in at the office.
3. If a student needs to be checked-out during school hours, the parent/guardian must come into the school and sign the student out. Students will not be released from class until parents arrive at the school. For safety reasons, students will not be sent out to meet parents at the curb outside of regular carpool times. To minimize missed academic time, students will not be released from class until parents arrive at the school.
 - a. Parents/Guardians will list in the student registration the names of authorized individuals who are allowed to pick up a student from school.
 - b. Individuals who come into the school to check a student out will sign them out at the front office.
 - c. If school office staff doesn’t know or recognize the individual, they will require photo ID and will check the name against the student registration.
 - d. In cases where ID is required, school staff may also ask the student “who is this picking you up?” as an added safety measure.
 - e. In cases where the individual picking up the student’s name is not found on the authorized list, parents will be called and permission given before the student is released to the individual.
4. Your student must be in attendance at least 4 hours during a school day in order to be considered present for the day. If you check in after 11:15 a.m. or check out before 12:00 p.m. on M, T, or F, your student will be counted absent. If you check your student in after 10:15 a.m. or check them out before 12:00 p.m. on W or Th, they will be counted absent.
5. **Students will not be released to any person not listed on the emergency contact section of the Student Information System without prior written authorization from the parent.**

6. If you are leaving town, be sure your caregiver is listed on the card as someone authorized to pick up your student from school. Let us know where you will be, how to get in touch with you, and if you have given permission to authorize medical treatment to a caregiver in your absence by completing the school form “**Parent Info While out of Town.**”

NO Check-outs During Carpool

The school office will be open for student check-outs from when school begins until 15 minutes before first dismissal. There will be **no student check-outs after that time.** Please arrange to arrive early if you need to check-out your students at the end of the day. If you arrive after that time, you will be asked to wait in the front office waiting area until school is over.

Check-outs for Special Awards

If one of your children is receiving a *special award* at the school, and you would like his/her school-age sibling(s) to observe that recognition, you **must** use the same procedures for checking your child out of school. **No one is ever allowed to go directly to a classroom to pull a child out of class.** Siblings may not be checked-out for grade-level culminating events such as the Third Grade Roman Feast.

End-of-day School Check-outs

If parents know of a regular conflict (like a practice that is scheduled after school consistently at a time that needs special consideration) for which the student must be dismissed early, the parent must seek administrative approval. The school secretaries will help parents through that process. If there is a one-time appointment that a student needs to be excused for early, the parent should check their student out using the normal procedure, ensuring they arrive at the school well before 15 minutes before the end of the school day, as the office is closed for check-outs 15 minutes before the end of the school day. Parents need to leave plenty of time for school staff to retrieve students and get them to the school office.

The school cannot retrieve students early based upon a phone call from parents telling the school they are “on their way, please have my child waiting.” Students are only retrieved from classes when parents are at the school office and have checked them out.

Parents **may not check out students early to avoid waiting in carpool, or for other reasons of convenience.** If this occurs, the student will be marked as absent and the absence will be counted toward the maximum absences allowed for “**Attendance Probation.**”

Attendance Violations

Excessive Absences

1. If a student has more than 9 absences (not necessarily consecutive) without prior written approval of the student's application for “**Extenuating Circumstances,**” the Director will send a letter to the parents outlining that the student has been placed on “**Attendance Probation**” and a meeting with the governing board may be required. It is important to note that our promotion policy requires a student to

attend a minimum number of school days to be promoted to the next grade. Any student placed on “**Attendance Probation**” may lose their priority enrollment for the following school year.

2. Please note that we are required to remove from our enrollment any student who is absent ten or more consecutive days of school without extenuating circumstances.

Excessive Tardies

1. Elementary students who arrive after 8:00 a.m. will be considered tardy and will report to the front desk at the entrance of the school where they will sign in and get a tardy slip to take to their teacher. They will be asked to wait outside their classroom to be assisted by the instructor.
2. A school administration official will record the tardy students’ names. Every tardy is recorded.
3. After 6 tardy arrivals in any one term, the student will be placed on “**Attendance Warning**” and may be required to meet with the director.
4. Once any 6 additional tardies are accrued in any additional term, the Director will notify the parents via letter that their student has now been placed on “**Attendance Probation**,” the result of which *may* be a required meeting with administration and/or the Governing Board.
5. Any student placed on “**Attendance Probation**” may lose their priority enrollment for the following school year.

Excessive Check-outs

1. A student who is checked out early more than 2 times in any quarter will be placed on "Attendance Warning."
2. A student with two or more quarters in violation of the early check-out limit will be placed on "Attendance Probation" the result of which *may* be a required meeting with administration or the Governing Board.

Calendars

At the beginning of each school year, each family will be given a copy of the School Calendar for their reference throughout the year. Additional calendars may be requested if needed. School calendars are also available on-line at www.americanprep.org. Current school events and updates may be found in the weekly school newsletters. School calendars are subject to change. You may view the most up-to-date calendars for this campus by using the following link: <https://vegas.americanprep.org/wp-content/uploads/sites/11/2019/05/APA-Elementary.pdf>

Academic Calendar 2019-2020

August 16th Meet and Greet

August 19th First Day of School Welcome Back!

August 21st Elementary Back to School Night

September 2nd Labor Day NO SCHOOL
September 5th Picture Day
September 13th Term 1 Midterm Missing Work Deadline
September 27th Professional Development NO SCHOOL
October 11th Late Work Deadline 12:15 DISMISSAL (AM Kindergarten)
October 21st – October 25th Fall Break NO SCHOOL
October 31st Parent-Teacher Conferences NO SCHOOL
November 11th Veterans Day NO SCHOOL
November 22nd Term 2 Midterm Missing Work DeadLine
November 27th – November 29th Thanksgiving Break NO SCHOOL
December 13th Late Work Deadline 12:15 DISMISSAL (PM Kindergarten)
December 23rd – January 3rd Winter Break NO SCHOOL
January 17th Term 3 Midterm Missing Work Deadline
January 20th Martin Luther King Jr. Day NO SCHOOL
January 21st Professional Development 12:15 DISMISSAL (AM Kindergarten)
February 7th Late Work Deadline 12:15 DISMISSAL (PM Kindergarten)
February 17th – February 21st Mid-Winter Break NO SCHOOL
March 6th Professional Development 12:15 DISMISSAL (AM Kindergarten)
March 6th Term 4 Midterm Missing Work Deadline
March 9th Daylight Savings Holiday NO SCHOOL
March 27th Late Work Deadline 12:15 DISMISSAL (PM Kindergarten)
April 6th – April 10th Spring Break NO SCHOOL
April 30th Term 5 Midterm Missing Work Deadline
May 1st Parent Teacher Conferences NO SCHOOL
May 15th Late Work Deadline
May 22nd Early Dismissal 12:15 DISMISSAL
May 22nd Last Day of School KINDERGARTEN ONLY
May 25th Memorial Day NO SCHOOL
May 27th Early Dismissal 12:15 Dismissal
May 28th Field Day 12:15 Dismissal
May 29th Last Day of School 1st – 6th Grades

ELEMENTARY TERM DATES

Term 1	August 19 - October 11
Term 2	October 21 - December 20
Term 3	January 6 - February 14
Term 4	February 24 – April 3
Term 5	April 13 - May 29

SECONDARY TERM DATES

Term 1	August 19 - October 11
Term 2	October 21 - December 20
Winterim	January 6 – January 22
Term 3	January 6 - March 20
Term 4	March 23 - May 29

Student Assessments

WIDA Screenings	-August 19, 2019-September 20, 2019
Brigance Screening	-August 19, 2019-September 20, 2019
NWEA/MAPS (1-3)	- August 5 th , 2019 – October 18, 2019
PSAT (10-11)	- October 16, 2019
NWEA/MAPS (K-3)	- November 18, 2019-February 7, 2020
NWEA/MAPS (K-3)	- March 16, 2020 –May 29, 2020
SBAC Testing (3-8)	- February 20, 2020 - May 22, 2020
Science (5 & 8)	- February 21, 2019 - May 20, 2020
National Latin Exam	-March 11, 2020
ACT Aspire (9-10 Option 2)	-March 30, 2020-May 22, 2020
Core Knowledge Testing (1-6)	- May 13, 2020 – May 20, 2020
Science Assessment (5, 8, & 10)	- February 20, 2020 - May 20, 2020
ACT (11)	- February 25, 2020 - Make up test March 10, 2020
WIDA Proficiency Assessment (K (1-12)	- January 6, 2020 – February 28, 2020 - January 21, 2019 – February 28, 2020

Consequences of Irregularities in Test Administration

Students and staff members who engage in or cause “irregularities in test administration” or “irregularities in test security” will be subject to disciplinary actions. Staff may be terminated or have their educators license suspended or revoked. Students may face expulsion from school.

Any school staff member, licensed or unlicensed, who is found to have engaged in one of the behaviors identified above as an “irregularity in test administration” or any behavior not listed that violates the standardized conditions under which the test is to be administered and scored, will be subject to administrative and disciplinary action consistent with NRS Chapter 391.

School Closures

American Preparatory Academy follows Clark County School District with regard to school closures due to inclement weather or emergencies. Parents should listen to these designated radio or television stations or refer to the Clark County District webpage for school closure information between the hours of 6-8 a.m. If school for Clark County District is cancelled, school at American Preparatory Academy will be cancelled. If there is a late start for Clark County School District, we will have a late start at American Preparatory Academy. If only selected schools in CCSD are closed or on late start schedule, American Preparatory Academy will operate as NORMAL. Parents are ultimately responsible for deciding if inclement weather is severe enough that they cannot drive to school. (If schools dismiss early, American Preparatory Academy will dismiss early. One of the following messages will be aired by the media:

- "Schools Will Be Closed" (day and date)
- "Schools Will Start Two Hours Late" (day and date)
- "Schools Will Dismiss Early" (day and date)

TV Stations

- KLAS-TV -- Channel 8
- KSNV-DT -- Channel 3
- KVVU-TV -- Channel 5
- KTNV-TV -- Channel 13

AM Radio Stations

KLAV 1230
Metro Stations (25 networks)

In addition to these television and radio stations all closure information will be available on the Clark County School District website ccsd.net.

After School

Afterschool Clubs

Each year there are opportunities for students to participate in afterschool clubs. The clubs available and the grades that may participate vary from year to year depending on the interest of teachers and/or parents in sponsoring a club. Typically, these have been geared toward the upper elementary and Junior High grades. Information on clubs and signups will be available at the “Meet Your Teacher” event during the first month of school and in the weekly newsletter. Parents/staff interested in organizing a club should contact the Afterschool Director for more information.

Carpool

For the safety of our students, **PLEASE do not operate cell phones** or allow other distractions to your attention during carpool.

Morning Student Drop-off

Students may be dropped off after 7:25 a.m. each morning. Students may NOT be dropped off before 7:25a.m. K-6 students must report to the gymnasium each morning until the homeroom teacher escorts them to the classroom.

Parents drive through the carpool lane and pull all the way forward. Students need to exit the right side of the car to ensure their safety. **PLEASE DO NOT STOP UNLESS YOU HAVE PULLED ALL THE WAY FORWARD.**

1. If students arrive after school begins, parents need to park, walk their students into school and sign their student in at the school office.

Kindergarten Carpool

Afternoon Kindergarten students may be dropped off 10 minutes before their school begins, which is 11:50 p.m. on M, T and F and 11:20 a.m. on W and Th.

Morning Kindergarten pickup is 11:15 a.m. M, T, F and 10:45 a.m. W and TH.

Afternoon Pick-up Procedure

1. Carpool Tags

- Every family is given a carpool tag. This tag needs to be displayed for carpool pickup.

- Please make sure your Dismissal Number on the Carpool Tag is BIG and BOLD (150 computer font size) and is hanging from the rearview mirror during pick up. Have a copy for each car that may be picking up your students.
- If you arrive at carpool and you've forgotten your carpool tag, you must park and come into the building to check out your student(s) from the office.
- Families without carpool tags will slow down carpool, so please do your best to keep your carpool tags in all cars that are used to pick up your students.

2. Dismissal #2 (M,T,F 3:15 and W,Th 2:15)

- As parents arrive, they may park along the curb—pulling forward to the furthest open position.
- If some of your students come out, but others do not (within 3 minutes of being at the curb), we may ask you to park and wait for until the rest of your carpool group arrives.

3. Dismissal #3 (M,T,F 3:30 and W,Th 2:30)

- If your student is scheduled for Dismissal #2, please plan to arrive after 3:30/2:30. If you must arrive early, please park your car and wait in an empty parking space (never in the carpool line)
- At about 3:30/2:30, Dismissal #3 parents will be invited to begin pulling into open spots on the curb.
- Students in Dismissal #3 will normally be dismissed directly to the curb. Carpool will then proceed in the same manner as listed above.

4. General Instructions

- Students are required to wait at the curb for their parent. They will not be allowed to walk over to a parked car or to meet their parent in an alternate place. Please pull completely over to the curb to pick up your student.
- After you have picked up your student, exit the parking lot with caution. Please be cautious and observant to ensure the safety of our students who are walking home.

5. Late Pickup

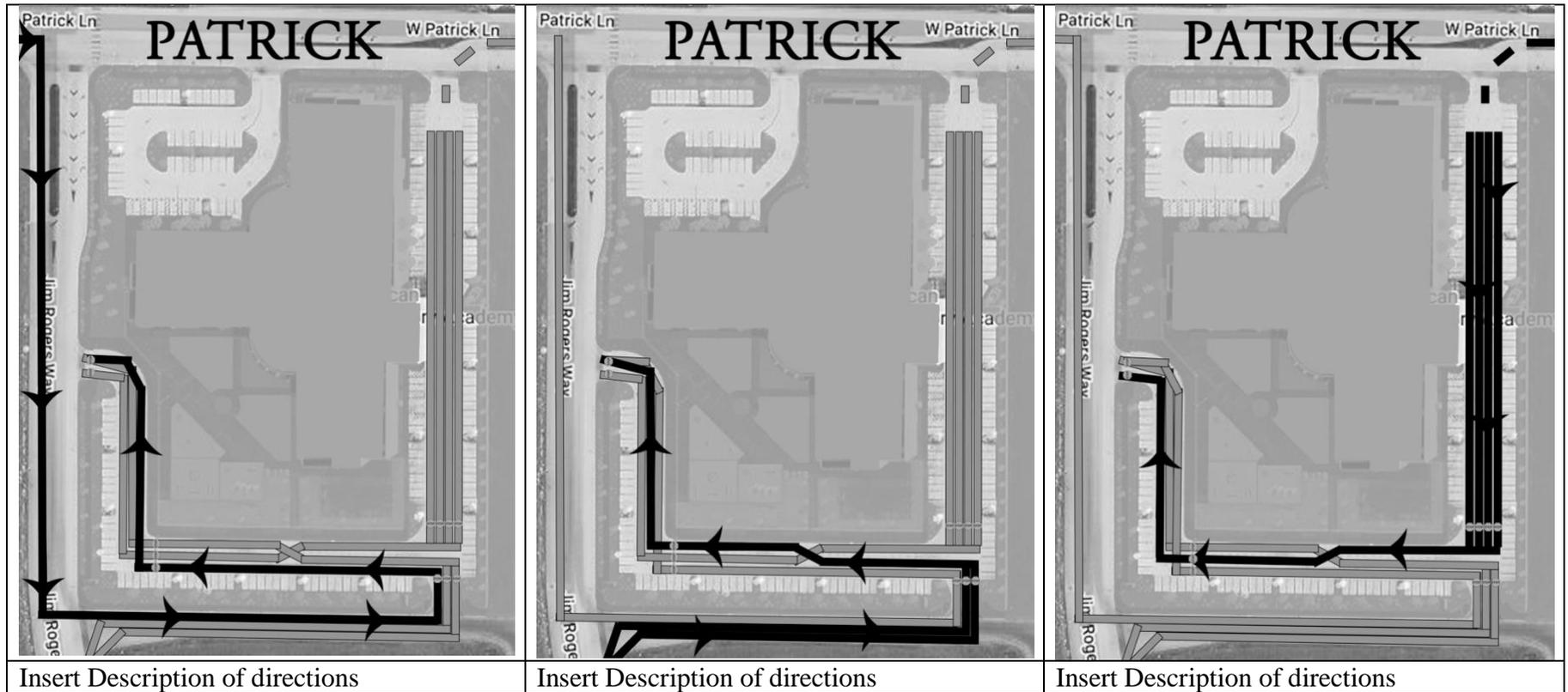
- Students need to be picked up promptly within 15 minutes of their assigned dismissal time. Morning kindergarten students need to be picked up within 10 minutes of their release time.
- Parents who arrive after carpool is completed must come into the school and fill out a “Late Pickup” form.
- “Late Pickup” forms will be forwarded to the school administration. If parents consistently fail to pick up their students on time, they will be contacted by administration for a conference. If the late pickups continue, it will be considered a violation of the Acceptance of Policy.

Volunteer Carpool Procedure

Volunteers should plan to leave the school premises before carpool starts. If they remain on campus, they will not be allowed to interrupt the carpool procedure and will need to wait until carpool is over to leave. If the volunteers are checking out students, they would need to follow the Check-Out Policy and check out their students 15 minutes before dismissal time.

Carpool Maps

Grey, White, Pink	Red, Green, Purple	Yellow, Blue, Orange
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Student Behavior at Carpool

1. Students are to walk directly to their vehicle.
2. No pushing, shoving, or horseplay of any kind. Hands, feet and belongings must be kept to self.
3. No swinging of backpacks, lunchboxes, or any other items.
4. No yelling, screaming, or speaking in loud voices.
5. Students are expected to have all belongings when they go out to carpool. *They are generally not allowed back in the school.*

Carpool Suspension

If a student is persistently disruptive during carpool or refuses to follow carpool procedures, they may be put on carpool suspension and will not be permitted to participate in the normal carpool process. The length of the suspension will be determined by administration. If any student in your carpool is on carpool suspension, the driver must park and come into the school to get the student. Students on carpool suspension will be instructed to sit near the office area until their driver comes inside to escort them out.

Walkers

Elementary students who will be walking home must have a “walking pass.” These passes are given to the students AFTER their parent has filled out a Release Form for Walking Pass. Only students who live near the school or have an identified destination (such as a relative’s home) will be allowed to walk from the school. Students must display these walking passes on their backpacks so that staff can see them. Walkers will be instructed as to which door they should exit the building. Walkers need to quickly leave the school premises to clear the area for the many cars that will be driving through the property and to ensure their own safety. Walking passes will be revoked for students who meet parents at an alternate location to avoid carpool.

Pledge of Allegiance

Students will recite the Pledge of Allegiance as a class each day with the exception of days when there is a school-wide assembly during which the Pledge of Allegiance is recited as a school-wide event. Parents may request that their student be excused from recitation of the Pledge by writing to the school Director.

Lost and Found

It is not recommended that students or staff bring valuables onto the school campus. American Prep cannot be responsible for damage to or loss of valuable items. Items found in hallways, bathrooms and other school areas that are not claimed by a student will be placed in the Lost and Found. Parents are encouraged to check the Lost and Found frequently for their student’s missing items. Periodically, any unclaimed items will be donated to charity.

Holiday Celebrations

At American Prep, we celebrate holidays differently than many schools traditionally do. Some holidays are explored and taught in our Core Knowledge curriculum. At times, holiday traditions may be incorporated into the fun, culminating activities that go along with our units of study in History and Science. Other holidays are celebrated as a school with special recognition assemblies. Holiday music may be included in our music classes. Academic time is never sacrificed for class “holiday” parties. Some holidays to note:

Halloween (October)—We do not celebrate Halloween at school.

Veterans Day (November)—We celebrate Veteran’s Day with a school-wide assembly where we honor our invited veteran guests. The students also participate in writing activities that express their respect and appreciation to our nation’s veterans.

Thanksgiving (November) —The Builder theme for the month of November focuses on being grateful and expressing that gratitude through word and deed.

Religious Holidays (Christmas, Kwanza, Hanukkah, Ramadan etc.) — These holidays may be discussed as part of the curriculum and to help students understand what others in our school are doing and experiencing. We may sing songs from these or other similar holidays as part of the curriculum in our music classes.

Valentine’s Day (February) — We encourage students to show they care by doing good deeds for others all during the month. Often, the school participates in a school-wide service project during February. If students wish to exchange valentine cards or treats (completely optional) they may within the following guidelines:

- All classmates must be included in the giving.
- Any treats must be non-food or wrapped as they will be placed in backpacks to be enjoyed at home.

Memorial Day (May) – Students perform and participate in a school-wide assembly and learn about the meaning and history of this holiday. Students, parents and staff have the opportunity to participate in a “poppy fundraising drive” to benefit veterans.

Birthday Celebrations at school

Birthday parties and other parties held during the year are an exciting event for the child hosting the party and those who are invited. It can be a very disappointing time for a child who has not been invited to the same party. Out of respect and consideration for the feelings of all students, please do not distribute invitations to birthday parties or any other personal parties at school—before, during, or after—unless an entire class is invited. If only a portion of the students in a class is invited, please contact the homeroom teacher to access the addresses of families and send the invitations to student homes. We appreciate your consideration of others and appreciate the modeling of respectful behavior.

Birthday Recognition

Teachers will generally celebrate a student’s birthday during the school day closest to their birthday and have a special way of acknowledging that student. Due to food sensitivities, we have adjusted our birthday recognition policy. **In place of cupcakes or other birthday treats, parents who wish to recognize a child’s birthday may do so by providing pencils, erasers, or other minor items for classmates.** This is not something that needs to be done, but if parents choose to that is acceptable. **Parents, please do NOT bring any birthday treats, balloon bouquets, flowers or**

other birthday items to school. This becomes a distraction in the school day, and we are sensitive to the feelings of the students whose parents cannot or do not do something similar for them. If you have questions on what is acceptable, please contact your child's homeroom teacher.

Unity and Diversity; Opt-out Policy

It is vital to our mission and to our community that we are unified in purpose. We recognize the strength we have in our different cultures, nationalities and religious faiths and we honor the diversity of our students and families. Our strength and unity is built as we honor and embrace our diversity while focusing on our shared mission of academic excellence and character development for each student. Parents should exercise their ability to opt-out their student of any activity they determine is in conflict with their religious or cultural tenets. If it is a classroom activity (such as a book you don't wish your student to read), parents may exercise this opt-out by speaking with the classroom teacher and selecting an alternative activity. If it is a school-wide or ambassador activity, parents may opt-out after first observing the activity and then submitting a Request for Waiver of Participation Form (available at the main office). Administration will review the request to ensure that religious freedoms or exercise of rights of conscience are not infringed. Alternative activities may be required. We also recognize prayer in school as a Constitutionally protected right. American Preparatory Academy is neutral on the SAGE test opt-out. We do not encourage nor do we discourage opting out of this test.

American Preparatory Academy does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. For a description of our non-discrimination policies, please visit americanprep.org. The following person has been designated to handle inquiries regarding the non-discrimination policies and practices at APA: Shelley Hayes

Regional Office of Civil Rights for Utah

Seattle Office

U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Telephone: 206-607-1600
FAX: 206-607-1601; TDD: 800-877-8339
Email: OCR.Seattle@ed.gov

III. Health and Safety

Wellness

Student Medical Information

1. A parent/guardian will complete a "Health Alert" form for each student as part of school enrollment.
2. Students will not be allowed at school without the health information on file in the front office.
3. Parents of students who have specific or special health concerns, chronic illness, or in need of medication during school hours will add that information to the "Health Alert" form at the time of enrollment. This information will be given to the school nurse who will create a red "health alert" folder to be kept at the school office. This folder will contain information on procedures to follow in case of illness or emergency, as well as any necessary parental permission. Should changes occur that may affect the student's care, it is the parent's responsibility to notify the school and to update the Health Alert form at the school office.
4. Parents who wish to give specific instructions regarding air quality days need to include this information to fill out a "Health Alert" form.
5. Teachers will be given health files on students with health concerns, chronic illnesses or who take daily medication administered during school hours. Teachers will keep health files on these students readily available to them.
6. At times, students may consume food at school that parents do not send – for example, by trading lunch items or having special food at a culminating activity. It is imperative that parents disclose any food allergies to the school by including this information on the "Health Alert" form so that precautions can be taken to prevent allergic reactions in students.

Immunizations

By law, every student must be immunized before entering school or must complete a vaccination exemption form prior to entering school. Prior to school, every student must have the following immunizations:

- 4 or 5 DPT vaccines
- 3 or 4 doses of polio vaccine
- 3 Hepatitis B
- 2 Varicella (K and First Grade)
- 2 MMR
- 2 Hepatitis A (K and First Grade)
- Tetanus Booster – Tdap (before 7th Grade)

The data is to be tabulated on a Nevada Certificate of Immunization form and signed by your physician. The parents are required to provide access to this information. This can be done by bringing the original records into the school, where a copy will be made for the student file, or parents can authorize American Preparatory Academy to access WebIZ.

Illness During the School Day

In case of illness, students will come to the school office. School staff will contact parents if they deem it is necessary. *Students who are ill (fever, vomiting, excessive productive coughing, runny nose and/or eyes) must be picked up immediately from school.* If a parent cannot be reached, the emergency contact listed on the student enrollment form will be notified to come and pick up the student. If a student feels ill but there are no obvious symptoms of illness, the school secretary may, after conferring with the parent, invite the student to rest in the school office for 10 to 15 minutes to determine if the symptoms will subside. If the student is not feeling better after this time, the parents will be contacted again and will need to pick up the student.

Medications

Students in need of prescription medication during the day will need a doctor's note, the medication in the original container, and a signed release form. Office staff will dispense medications if they comply with this policy. *Non-prescription medication will not be dispensed unless the parent brings the medication to school and signs a release form.*

Students 5th grade and above with asthma may carry their inhaler to school in their backpacks *only if* the office has on file the above three items as well as a special, parent release form that may be obtained from the office. These documents must be on file with the office even if the student only occasionally carries the inhaler to school. *It is vital that every inhaler is marked with the student's full name in permanent marker.*

Air Quality

The school receives notification of daily air quality. If parents wish their student(s) to stay inside on a particular air quality day, they need to include this information on the "Health Alert" form, outlining the parent's directions to the teacher.

School Lunch

Parents are expected to send a nutritious lunch to school with their student(s) each day.

WE ASK ALL PARENTS TO FILL OUT AN APPLICATION FOR FREE/REDUCED LUNCH, EVEN IF THEY DO NOT QUALIFY OR PLAN TO PARTICIPATE IN THE NATIONAL SCHOOL LUNCH PROGRAM. This information is kept confidential and is important to APA as we seek funding for our students. The lunch manager will notify families who qualify for free/reduced lunch.

Parents who send lunch to school with their student should ensure that the lunch is nutritious. We recommend that parents provide a lunch that contains recommended foods for growing children, including fresh fruits and vegetables. Lunches that consist of a bag of chips and a sweet drink are not considered nutritious. Sometimes older students are left with the responsibility of packing their own lunch and they choose items that are not nutritious or substantial enough to get them through the afternoon. Some parents have felt this is a natural consequence and use this as a way to teach their child responsibility. We urge parents to find other ways to teach those important lessons so that their child's education does not suffer. ***It is the parent's responsibility to ensure the student has healthy food in their lunch each day.*** Supervising lunch staff will encourage students to eat their lunch.

The school does not provide lunch for students. If a student does not bring a lunch to school they will need to call a parent to bring them a lunch.

Beverages: No soda or drinks containing stimulants of any kind, including caffeine or herbal stimulants, are allowed at school. Juices with dyes are also not permitted.

Security

Building Security

1. The entrances will be unlocked by 7:25 a.m. each day for student arrival.
2. The elementary office doors will be open throughout the school day for parents and student check-ins/check-outs.
3. All other doors remain locked throughout the school day.
4. The school premises are monitored by both video and audio surveillance in most classrooms and video surveillance in common areas.

Safety on grounds

1. No hard balls are allowed on the schoolyard.
2. Students must stay within the fenced areas of the schoolyard.
3. If a ball or other play equipment needs to be retrieved, a teacher or other adult should retrieve it.
4. In addition to the items listed under VI. Code of Conduct, skateboards, roller skates, roller blades, skate shoes, and scooters are not allowed on school premises.

Comprehensive Emergency Response Plan

1. In the event that the school premises must be evacuated, staff will escort students to a safe location.
2. Once students are located to a safe location, staff members will contact guardians and/or other approved adults from the Student Information System.

IV. Academic Policies

Our academic policies support our academic mission and philosophy (see [I. Mission and Vision: Academic Achievement](#)).

Academic Success

American Prep is a “school of choice” with a rigorous academic program. American Prep’s academic program comprises three vitally important components:

1. the work and effort of the teachers and staff
2. the work and effort of the students
3. the support of the parents

Teachers and Staff Component

We believe that it is the responsibility of the school to provide effective organizational systems, positive motivation, excellent teachers and relevant, interesting curriculum for each student so that they can achieve academic success at American Prep. Our staff and teachers are trained and well prepared to teach our students. They are an experienced group of professionals who are enthusiastic about their job in assisting your student as they achieve academically and learn and grow. However, if a teacher is not putting forth sufficient effort to enable the students to achieve mastery in their content area, the administration is committed to rectifying this through staff development, coaching and training. If the teacher, after the remedies have been implemented, continues to be unsuccessful in working at the level required, they will be dismissed. (See [Appendix A: School Compact](#).)

Student Component

Likewise, the students at American Prep bear much responsibility with regard to exerting effort and completing assigned work so that they can benefit fully from the excellent academic programs of American Prep. Most students who attend American Prep are well prepared and bring their own enthusiasm and love of learning to school with them each day. We are confident that working together, all students can achieve academic success at American Prep. (See [Appendix B: Student Compact](#).)

Parent Component

We recognize that parental support is key to student achievement. American Prep parents commit to support the learning process by ensuring their student has time each day for studying, a place at home to study, by checking the learning plans daily, ensuring on-time arrival and minimizing absences, providing healthy food for lunch, and engaging in positive communication to address questions, concerns or provide feedback. (See [Appendix C: Parent Compact](#).)

Organization

An important and vital component of academic achievement is that of organization of student work. American Prep students will be given tools and training that will assist them in becoming independent students and in organizing their school work, thus maximizing the potential for them to succeed.

Dockets

Each student at American Prep will be issued a docket at the beginning of the first year they are in attendance. Replacement dockets must be purchased from the school office and are \$10. Folders can be replaced for \$2.00. Students must use the school-issued docket. Students should not place heavy objects like books in their dockets nor place stickers on the outside of their docket.

1. The docket will contain several colored file folders representing the following subjects:
 - a) Red – reading
 - b) Yellow – math
 - c) Green – science
 - d) Blue – history
 - e) Purple – language arts
 - f) Orange – spelling
 - g) Gray – Reading University
1. Students will take the docket home each night and will bring it back to school each day.
2. If students lose or damage their docket, they will need to purchase a new one from American Prep for their use.
3. One purpose of the docket is to help American Prep implement a “no loose papers” policy. All papers should be placed in the correct file folder inside the docket. In this way, students always have with them what they need – in class and at home. Parents can easily look through a student’s docket and get a clear picture of what work is being produced and what areas are being studied, thus allowing them to extend and expand the learning at home.

Learning Plans

1. A learning plan will be issued to each elementary student at the beginning of each week. In the younger grades, teachers write the week’s lessons, subjects covered, and assignments on the learning plan for the students. In the older grades, students will fill in the subject areas on the learning plan in each class each day.
2. ***Parents will review their student’s learning plan each night.*** When assignments are completed, parents will initial the learning plan. If a student is unable to finish an assignment, the parent is to circle and initial the assignment indicating they are aware of the assignment that must be completed.

3. Elementary teachers or instructors will check the Learning Plan each morning for signatures, and at the end of each day to ensure the student has filled in the subject area boxes correctly and completely.
4. Group teachers will take the time at the end of each class period and explicitly instruct their students to get out their Learning Plan and will guide them in filling in the Learning Plan box correctly and completely.

Homework

Homework is an integral part of the education program at American Prep. It is an extension of the classroom lessons and should directly relate to class work. It reinforces skills and concepts that are taught and helps develop good study skills and habits. It also informs parents of what is being taught in the classroom. It is the hope of American Prep that our students will come to love learning and desire to spend free time studying and reading. To assist our families in developing lifelong learners, American Prep has adopted the following policies based upon these principles:

Homework Policy

1. Homework is assigned with coordination between teachers and consideration of the importance of child participation in family activities and responsibilities. Students will be given homework most weekday evenings. It is our intention that homework given will be appropriate, relevant, interesting and at times, challenging. Homework assigned should not be new material for students, but should be a review, extra practice, or an extension of material already taught in school.
2. Students should be able to complete their homework within the time frames below, with the exception of special projects or *in cases where the student fails to complete classwork in a timely manner*, or if a student falls behind due to tardy arrivals, absences or failure to attend to learning *or use time effectively during the school day*. These times do not include music practice or free reading time. Students in grades 1-4 should read an additional period of time each evening (at least 15 minutes). In grades 5-6 this time may, but will not always, include free reading time. Students in advanced math and reading courses may need additional time for homework completion each evening.
 - Kindergarten - 10 minutes
 - First grade – 20 minutes
 - Second grade – 30 minutes
 - Third grade – 40 minutes
 - Fourth grade – 50 minutes
 - Fifth grade – 60 minutes
 - Sixth grade – 60 minutes
3. *An American Prep student should spend time each day studying, whether or not homework is assigned*. If no homework is assigned, students are encouraged to review math facts, work on MathScore, read, practice writing, study spelling words, or read a book with their parents. We believe it is in the best interest of our students to spend their free time reading, studying, and playing games that are mentally stimulating.

4. At American Prep a foundational principle is that of effort. Our goal is to help students develop habits of hard work and responsibility. In light of this goal, students should complete all assigned work and turn it in on time. On-time work completion is imperative for the success of a student at APA. We recognize that in cases of illness and absence, work will be late and we have made accommodations for this. If an elementary student has missing work in the first half of the term (for any reason), that work must be turned in by the Midterm Missing Work Deadline or no credit will be given. If a student has missing work in the second half of the term, it must be turned in by the End-of-Term Missing Work Deadline. **No missing work will be accepted after these deadlines.** If over 10% of assignments were turned in late, the teacher may drop the student's grade in that subject one letter grade on the report card. Extenuating circumstances may be considered.
 5. When a student does not complete their homework or does not turn in their homework, their assignment will be marked as "Missing". Students may complete, grade, and submit "Missing" work up until the Midterm Missing Work Deadline and the End-of-Term Missing Work Deadline for each term. Teachers are not required to do extra work to assist the student in gathering and correcting missing work. Parents may be requested to come into the school to make the copies and/or assist their student with correcting schoolwork.
 6. If a student submits an assignment and would like to earn a higher grade they may complete corrections on that assignment. That assignment must be submitted within 24 hours of the original due date to receive a higher grade.
7. If a parent believes the homework assigned is excessive or if their child is not receiving regular homework, they may fill out a "**Homework Response Form**" (available at the school office) and return it to the teacher. Administration will review all response forms.

Home Learning Environment

1. *Parents need to provide an environment in the home that will make it possible for students to engage in scholarly pursuits at home on a daily basis.* A successful learning environment contains the following elements:
 - a. a quiet place to study and complete assignments;
 - b. access to necessary tools (pencils, paper, adequate lighting, resources such as reference books); and
 - c. freedom from distractions (TV, video and computer games, distracting music or conversations)
2. *American Prep recommends that families adopt a no screen time policy Monday through Thursday.* Ample research has demonstrated that it is not beneficial for students to watch TV and play video games on a daily basis. Lack of physical exercise is resulting in obesity in epidemic proportions in our country. We encourage our families to provide opportunities for their students to exercise and study during the weekday evenings.
3. *Similarly, American Preparatory Academy recommends a "no Social Media" policy for students until 11th grade.* Recent evidence shows that there are potentially damaging effects on pre and young teens who engage in use of social media without the proper maturity and brain development.

4. American Prep recommends that families, where possible, establish study time in the early evenings, allowing their students time after school to engage in physical activities. We encourage families to engage in study time together, possibly at a central location such as the kitchen table. Parents may sit and study or complete work of their own while students complete their work. Family study time works well as parents are close by to act as a resource should the student need it, and also to help keep the student focused on studying. Parents can easily sign the learning plan as assignments are completed.
5. American Preparatory Academy recommends that parents review the academic scope and sequence received from their student's teacher, in the Back to School night packet; then utilize the public library to have educational resources on hand at home that will serve to extend and expand the student's learning on the subjects they are studying at school.

Academic Communication

Elementary

A learning plan will be provided to each student each week. Students will bring the learning plan home in their docket each day. Information regarding schoolwork, activities and homework will be communicated to American Prep families from the teacher to parents each day via the learning plan. Learning plans are a daily communication tool that parents and teachers can use to communicate regarding academic progress. Parents are encouraged to check their student's grades at least weekly on Infinite Campus, the online Elementary grading system. Logins/passwords are available by emailing info@apavegas.org.

Parents are encouraged to check regularly for any missing work on Infinite Campus.

Elementary report cards will be issued the last day of each term.

Communication with Students

Communication with students by all adults in our community shall be undertaken with our school vision in mind:

- To provide a safe, fun, nurturing learning environment that is safe physically and emotionally.
- Positive communication will be used by all staff, at all times. Corrections, when necessary, shall be undertaken within the context of encouragement.
- Positive communication will be taught in a concrete manner to students.
- Positive communication will be modeled by staff for families and students.
- Positive communication will be addressed through regular, written communication from the school administration.

Because we believe that achievement is most effectively achieved through properly reinforced effort, staff members will watch for opportunities to notice and acknowledge effort in a positive manner.

If a student needs to be corrected, it is best done in close proximity to the student using a normal voice tone and calm manner. If a group of students is involved in a negative situation, staff members shall separate the students and counsel with them individually. Communication with students will reinforce American Prep's culture of inclusiveness, kindness and teamwork. Communication with students will characterize our belief in the unlimited value of each individual student to our school community.

It is APA policy that our staff not "friend" or accept "friend requests" from students or former students on social websites. This includes "following" each other on social media sites as well.

Academic Programs and Enrichment Activities

American Preparatory Academy supports a number of academic and enrichment activities each year in which students from varying grade levels may participate. These may include: Spelling Bee, Geography Bee, Speech Festival, Science Fair, MathCounts, Knowledge Bowl, Talent Show, American Preparatory Idol Competition, and others.

Reading University - RU

American Prep's Reading University is a program of *student independent reading*. The purpose of the program is to encourage students to read many books each year. Independent reading has been shown to be a defining indicator in a student's academic success. *It is our goal to create enthusiasm in students to read independently.*

The grade students receive in RU on their report card will reflect the numbers of books they have read each term. Book lists will be distributed to parents and/or available on the school's website. Books from the Reading University book lists are also available to the students in the classroom for check-out. We encourage parents to make use of the public library and attend often with their students.

Students also receive rewards for books read. K-5 students can redeem tickets earned at the school RU store. Older students may receive other incentives for books read.

On our campus website under "Resources" you may find the list of books on the Reading University list.

Books can be, and have been, added to this list by submitting a written request to the Academic Director.

School Promotion Policy

Teachers may not recommend for promotion any student who does not meet the criteria for promotion (see below). The Student Promotion Advisory board will review all relevant documentation (for each student not recommended for promotion) regarding the student's performance, including but

not limited to: grades, attendance, academic achievement records including assessments, work product, and learning plans. The Student Promotion Advisory Board will make a determination if the student qualifies for promotion to the next grade.

In order to recommend promotion, the Student Promotion Advisory Board will ensure that in their estimation, and utilizing concrete data, the student demonstrates sufficient skills and content knowledge to be successful at the next grade level. If, in their best estimation, the student does not demonstrate sufficient skills and content knowledge (as evidenced by grades, test scores and other evaluative measures including but not limited to those listed above) to be successful at the next grade level, the student will not be recommended for promotion and will be offered a seat in the current grade for the subsequent year.

Promotion of Elementary Students

Students must meet minimum criteria for promotion each year. Teachers may automatically recommend a student for promotion only if the student meets the following criteria:

1. Student passed all subjects four of the five terms of the year with at least a C+ grade.
2. Student attended school a minimum of 160 days (less than 10 absences).
3. Student passed at least the lowest level of the skills classes – reading and mathematics - for their grade level.
4. Student has not been suspended during the school year.

Academic Failure

We recognize that we cannot control student effort, participation, and work or parental participation. We feel it is our duty to provide all the tools necessary and do all we can to motivate students to succeed. ***Ultimately, we recognize that student effort is controlled by the student and motivated by the parent, and after all we can do, academic success will not be the result if the student and/or parent is unwilling to do their part.***

If a student consistently fails to participate in the American Prep academic program, or if their parent fails to honor the Acceptance of Policy, the School Administration will place the student on “Academic Probation” and may recommend to the Governing Board that the student’s priority enrollment be reconsidered. The Governing Board will hold a meeting with the family to discuss the areas of concern. Any of the following, and other violations of the Acceptance of Policy or other school policies may result in a Governing Board hearing:

1. Students who fail the academic course of study as a result of lack of effort.
2. Students or parents who display willful noncompliance as evidenced by failure to turn in consecutive assignments or participate in classwork or do not attend mandatory meetings, etc..
3. Parents who are unwilling to review and sign the Learning Plan each day for students, and who fail to ensure their student completes assignments.

V. Dress Code

Beliefs and Guidelines

Our dress code is based on our belief that uniforms:

1. Decrease distractions in the learning environment
2. Increase respect for learning for students, parents, and staff
3. Increase respect for students by other students, staff, parents, and public
4. Simplify school readiness on a daily basis for parents and students
5. Prepare students for future success by teaching them professional dress

Our dress code was developed with these guidelines in mind:

1. Simplicity – as few pieces as necessary to achieve benefits listed above
2. Equity - Few optional pieces to avoid class distinctions
3. Affordability
4. Durability
5. Ease of implementation by students, parents and school staff

Dress Code Policies

1. Students must be in school dress code clothing any time they are on school grounds during the school day, with the exception of PE and recess times.
2. Students will not be allowed in class unless their dress adheres to the dress code. Parents will be called to bring appropriate clothing or take the student home to get appropriate clothing if students appear at school out of uniform. If a parent cannot be reached the student will be given a loaned item, if available. The student will forfeit to the Administration an item of value. The item will be returned to the student upon the return of the loaned dress code item. Students will be required to call home.
3. Nametags are supplied by American Preparatory Academy. Nametags are part of the required uniform and will be subject to APA uniform policies. Students are asked to leave their name tags at school at the end of each day so that they are less likely to be lost or forgotten. Lost name tags may be replaced for \$7 from the school office. Lost magnet backs may be replaced for \$1.

Uniform Guide Access

Consult the American Prep 2019-20 Uniform Guide for details regarding the approved uniform. Uniform Guides are available at the school office and one is distributed to each family annually. You may also find the guide on the school's website at:

https://vegas.americanprep.org/apalv_uniforms/

School administration has final discretion regarding uniform compliance. Students will not be allowed to attend class if they are out of uniform.

Financial Hardship; Other Hardship

If a family is under financial hardship, they may contact the school administrative director to discuss the ways in which American Prep may assist them in procuring uniforms for their student.

Dress Code Details

The following guidelines will assist families in making sure that their student's dress and grooming is appropriate for the school.

In General

1. All clothing must be clean and in good repair (without holes).
2. Tattoos are discouraged and must not be visible when wearing the school uniform.
3. We recommend you label all clothing with your child's name.

Head and Neck

1. Hats may not be worn in the building. Hats are allowed for warmth during outside recess or during a school activity that requires hats.
2. Hair should be clean and well groomed. Hair may be any length as long as it is not a distracting style or color or covering the eyes or face. Hair that is an unnatural color or extreme styling is distracting and not allowed. For boys, if the hair is below the collar it must be pulled back in a hair tie. For boys or girls, hair must be trimmed or pulled back in a hair tie if it is in the eyes. Faux hawks must be shorter than 1" and of graduated height from the other hair. No mohawks.

3. Hair Accessories or extensions may be worn in hair if they are appropriate in size and color. Appropriate hair accessory colors include navy, red, or white and must be solid in color. No headbands with accessories allowed(including cat ears/unicorn horns). Religious headdress is allowed in accordance with these APA standards for size and color.
4. Piercing shall be limited to girls or boys with one piercing in ears only. Gauges are not allowed.
5. Jewelry should be limited to items that do not distract or present a safety hazard. Some items that distract: large earrings, multiple bracelets or large bangles, necklaces that are large and/or worn over the shirt/tie.

Upper Body

1. Undergarments (t-shirts, etc.) may be long or short sleeve and must be plain white (no lace or patterns). Undershirts may be navy blue if worn under navy blue polo shirts. Colored bras must not show through shirts.
2. Oxford Blouse for Girls may be Peter Pan (rounded tip) or button-down collar, short or long sleeve, broadcloth or cotton fabric (no knits). Buttons must be clear or white from the bottom of the shirt to the top collar. Knit shirts do not qualify as a blouse.
3. Oxford Shirts for Boys must be broadcloth or cotton fabric (no knits) with button-down collar, short or long sleeve, white or clear buttons. Top button may be undone.
4. Oxford shirts must be tucked in for all girls and boys. All buttons on dress shirts must be buttoned. Sweater vests or sweaters should be worn over white shirts at all times unless permission is given by a teacher to remove a sweater. Cardigan or pullover style may be worn if the student prefers, but must be buttoned at all times.
5. Logos other than American Preparatory Academy must not be visible on shirts or sweaters. American Preparatory Academy logo items are not required, but may be purchased through the americanprep.org website.
6. Ties must be cinched and pulled tight and cross ties must be snapped or buttoned closed.

Lower Body

1. Belts must be black only without decoration.
2. Slacks must fit the following description: Uniform slacks (no denim, tight-fitting, or corduroy). Belted, pleated or flat front, long enough to cover top of shoe, short enough to stay off floor when worn with shoes, worn no more than 2” below waist, no cargo pants or outside pockets (patch pockets), match color of Dockers or Lee khaki (not stone colored). 1. No tight-fitting slacks (must be able to pinch one inch of fabric in front and back). Slacks may NOT be tapered. **They may not be skinnier at the ankle than at the knee.**
3. Leggings may be worn under skirts. Must be black or navy-blue in K-12 and with an option of white in K-6, and full-length to the ankle. **Socks must come to the bottom of the leggings.**

4. Bicycle-type shorts are required under skirts for playground activities in grades K-6.
5. Skirts/Jumpers must come to the knee when standing **and sitting**.
6. French Toast brand Khaki shorts will be allowed for boys K-6 until October 1st and after May 1st.

Feet

1. Socks must be solid in color with no visible patterns. Refer to the Dress Code for APA Girls and Boys "Quick Reference" tables for acceptable colors and lengths. Distracting colors or styles are not approved.
2. Shoes must always be solid in color with no embellishments or visible patterns. Refer to the grade level descriptions in the APA Girls and Boys "Quick Reference" tables for acceptable colors. Distracting colors or styles are not approved. No skater shoes or shoes with logos are allowed.

Students must adhere to the APA dress code *before, during, and after school* while on campus, as well as during school field trips. School administration has final discretion regarding uniform compliance and additional uniform rules may be added at any time during the school year. Students will not be allowed to attend class if they are out of uniform.

Exemptions

The school administrator is allowed to grant an exemption from complying with dress code to a student for extenuating circumstances. The administrator will carefully consider all requests for exemptions, and grant those which are clearly necessary. (For instance, unusual medical circumstances might constitute a "clearly necessary" situation.) The administrator is directed to develop individual dress guidelines which, insofar as is possible, approximate the approved dress code for each student who receives an exemption from the dress code due to extraordinary circumstances.

Spirit Wear

Please refer to 2019-2020 Uniform Guide for information regarding Spirit Wear options and Spirit Days. Spirit Wear may be purchased online at <http://www.americanprep.org/product-category/spirit-wear/>

VI. Code of Conduct

Students and staff at American Prep will conduct themselves in a respectful, honorable manner. Members of our community will respect the mission of American Prep, and this will be reflected in their conduct and interaction while on school premises.

The school reserves the right to modify these procedures or sequence of consequences according to student need and as determined by the School Administrator or his/her designee. For violations of the Code of Conduct that threaten the health, safety or welfare of others, the School Administrator or designee may immediately suspend students and/or begin expulsion proceedings according to the Suspension/Expulsion portion of the Code of Conduct (full text of Code of Conduct Suspension/Expulsion is available from the school office upon request).

Core Principles

1. All students and staff members benefit from a learning environment that is free from disruption and harassment, and one that is physically safe and emotionally nurturing. Students at American Prep will not be allowed to disrupt the learning process.
2. All students are capable of appropriate conduct in the school setting.
3. It is the responsibility of the teachers and administrators to explicitly teach the behaviors that are expected and the behaviors that are unacceptable to each student in each setting at the school.
4. It is the responsibility of the student to learn self-discipline and to adhere to the Code of Conduct.
5. It is the responsibility of the parent to fully participate in the process of teaching the student appropriate conduct and supporting disciplinary measures.

Goals

1. All students will have access to a learning environment free from disruption and harassment.
2. Students will be physically safe at American Prep.
3. Students will be emotionally nurtured at American Prep.
4. Students will learn appropriate conduct by practicing self-discipline and will be able to generalize their understanding of appropriate conduct to situations other than those specifically and explicitly taught.
5. Discipline training will be utilized at American Prep. Discipline refers to the process of teaching positive behaviors and allowing students opportunities to practice those positive behaviors until they become proficient at controlling unproductive behavior.
6. Consequences imposed as a result of unproductive behavior will be meaningful and effective, with the goal always being that the student is motivated to improve his/her behavior.

Dress

Students and staff will dress according to the school Dress Code guidelines, exhibiting respect for themselves and others.

Language and Communication

Students and staff will speak at all times with respect and kindness. Language that is positive and promotes the mission of American Prep will be taught, modeled, and fostered. Students and staff will notice positive behavior in others, and will commend others for their efforts. Language that builds, supports, and encourages will be frequently and consistently used. Communication will be positive. When corrections need to be made by staff members, this will be done privately whenever possible, and always in a respectful, kind manner. Positive language and encouragement will follow any necessary corrections. Gratitude will be expressed frequently and consistently by students and staff, both in word and in written form.

If parents are made aware of inappropriate communication or language of a staff member, either first-hand or by report of their student, ***we ask that they contact a member of the school administration immediately.*** Staff members are not to speak to students regarding topics such as human sexuality (with the exception of specified classes and utilizing approved curriculum). Staff members are not to discuss topics that may be considered crude or offensive to students or others. Staff members may not violate generally accepted community standards of decency. Staff members should take care to refrain from using slang that may be offensive to students' religious beliefs.

Staff should never direct students to keep information secret from their parents regarding what happens in a classroom, at the school or regarding something the teacher has said. Doing so is justification for immediate removal. If parents are made aware that this has happened, we ask that you notify administration immediately.

Academic Integrity

One of the foundational beliefs at American Preparatory Academy is that students can achieve excellence both in academics and in character. Success in college and in a chosen career is contingent on individuals producing their own work and ideas. Plagiarism and/or copying are not tolerated at American Prep.

Behavior

Students and staff will demonstrate correct behavior with regard to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and in other school areas. Interaction will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate. Gang prevention and intervention activities are incorporated into American Prep's Behavior Code and Character Education programs (see [Virtuous Character Development policy](#)).

Bullying - American Prep defines bullying as intentionally or knowingly committing an act, or threatening an act, that endangers the physical health or safety of a school employee or student. Wrecking behavior (bullying) is not permitted at American Prep, at a school- related or sponsored event, or while traveling to or from a school location or event. No form of aggressive physical interaction is acceptable. Verbal threats, even when couched in "jokes", are not tolerated and will be disciplined. Sarcasm and teasing can be considered bullying in some cases. Many behaviors can be considered bullying behaviors when done with the intent of making another student feel badly and therefore making the school environment uncomfortable or hostile for the student. These negative behaviors will be addressed according to the Code of Conduct.

Hazing - Hazing is a form of bullying that is done for the purpose of initiation or admission into, any school or school sponsored team organization, program, or event, or against a person who is associated with such. Victim consent or acquiescence does not remove culpability or diminish consequences for any form of bullying, and any instances will be addressed according to the Code of Conduct.

Electronic Bullying – American Prep defines electronic bullying as acts which are initiated by students, parents or staff, often outside of school hours using the internet, instant messaging, social media, email or cell phone texting, which target other students, teachers or staff members and in which student, teachers or staff are spoken of or to in a negative or threatening manner. Instances of electronic bullying will be addressed according to the Code of Conduct.

Students should not take pictures or recordings of classes, school activities, classmates, or school property without express permission of the school administration and those whose pictures they take. Posting online or distributing in any other way pictures or movies of school classes, school events or classmates without permission is a violation of the code of conduct that warrants suspension and/or expulsion.

Gang Prevention and Intervention - American Prep is a welcoming and safe campus. We do not tolerate gang affiliations, symbols, graffiti, recruiting, initiations, or other gang-related activities at our campus. School faculty and personnel are trained to recognize early warning signs for youth in trouble. Faculty and personnel report suspected gang activity to school administrators who will investigate all reports. The parent/guardian will be notified. Other actions may include suspension, expulsion, activity restriction, restorative compensation, and law enforcement notification.

Sexual Conduct - Any form of sexual conduct is prohibited at American Prep including all sexual behavior even when consensual. These standards are enforced at all times on the school campus and extend to off-campus events or activities when sponsored by or connected to American Prep. Students who report sexual abuse or unwanted sexual contact shall not be penalized for reporting the behavior and American Prep will not tolerate retaliation from those involved in the abuse.

Safe Environment for All - We believe it is our responsibility to ensure that all students and staff feel comfortable and welcome at American Prep, and therefore, American Prep will promptly investigate reports of negative behaviors impacting school safety. These reports will be considered by the Administrative Director or Elementary Director, and for those found to have exhibited destructive negative behaviors, may result in: an office referral/infraction record, development of a behavior modification plan, suspension, reassignment, expulsion, dismissal, or other appropriate measure (See [Elementary School Discipline Plan](#).) Law enforcement will be informed of all acts that constitute suspected criminal activity.

Parent Notification - When a report of negative, non-building behavior leads to the creation of an office infraction record or referral, parents of offending students will be required to sign and return the form to the school. Parents may also receive a phone call from the school. Parent Intervention or other involvement may be required in resolving the behavior (see [Parent Intervention Guidelines](#)). When a student reports physical harm or feels threatened at school, directors will contact the individual's parents. Discipline measures may be revealed to the extent permitted by federal and state law, including the FERPA Act, as amended.

When a student threatens to commit suicide, parents will be promptly notified. The school director will produce and maintain records verifying that the parent/guardian was notified of the incident or threat.

Reporting - Any student, parent, or staff member may report an incident of negative, non-building behavior to a teacher or to the appropriate school director. Anonymous reports will be investigated, but disciplinary action will not occur in the absence of additional evidence. **False reports are prohibited. School officials will respond appropriately. Retaliation against students or staff reporting or investigating incidents of abuse will not be tolerated.**

Discipline Records – Discipline records will not be disclosed to a person who is not authorized to receive the record. The district Records Management Officer assures that discipline records are maintained, retained, and destroyed according to GRAMA laws, the district’s student data privacy policy, and the Records Retention Schedule of the state of Utah. Aggregated, non-identifying student behavior data is analyzed annually for school improvement and is provided bi-annually as required by the federal Office of Civil Rights.

Parent Intervention - When students have demonstrated that they need extra help from an adult, a Parent (or guardian) will be required to attend school with their student for the ENTIRE school day to help them make appropriate decisions and follow the Parent Intervention Guidelines. Parent Interventions are determined by administration and can be used on any school day and for any school event, including field trips, culminating activities, field day, etc. If a parent, or guardian is unable to take part in the Parent Intervention for any reason (work, prior engagements, etc.), the administrators may ask that the student remain at home until the parents/guardians are able to attend with the student. If parents/guardians must leave early, their student must go with them and may return when their parent/guardian can accompany them.

Suspension - Suspension means the student is not allowed to attend class or any school activities for a specified period of time. Suspension shall be from one to ten days maximum.

Expulsion – Student is dropped from the rolls of American Preparatory Academy and may not be considered for re-enrollment.

Student Behavior at Carpool

For everyone’s safety, students should adhere to the following guidelines during carpool.

1. Students are to walk directly to the pick-up curb. No students are allowed to play on the playground during carpool pickup.
2. No pushing, shoving, or horseplay of any kind. Hands, feet and belongings must be kept to self.
3. No swinging of backpacks, lunch boxes, or any other items.
4. No yelling, screaming, or speaking in loud voices.
5. Students are expected to have all belongings when they go out to carpool. ***They are generally not allowed back in the school.***
6. Students must enter car from curb side (not entering the carpool lane).

Infractions

The following behaviors are considered infractions of the Code of Conduct. This is not an exhaustive list and the school administration may deem other actions or behaviors violations of the Code of Conduct:

1. Any behavior or action which materially and substantially disrupts school work and discipline
2. Disruption of the learning environment, including speaking in class without permission
3. Lack of control of hands or feet – pushing, hitting, kicking, tripping etc. without malice - horseplay
4. Lack of control of hands or feet – with malice or perceived malice
5. Use of profane or offensive language
6. Disrespect, defiance or insolence toward staff
7. Disrespect shown toward classmates (including bullying and electronic bullying)
8. Abusing, misusing or destruction of property
9. Physical or verbal harassment

10. Cheating/Plagiarism
11. Stealing
12. Leaving school premises without permission
13. Skipping class
14. Arriving tardy to class
15. Littering
16. Chewing gum
17. Appearing out of uniform
18. Truancy (not attending school without parent permission)
19. Sexual harassment
20. Possession of any of the following (see [Banned Items list](#) for additional banned items)
 - a) Perfumed/deodorant sprays
 - b) Caffeine Pills/Energy Drinks/Sleep pills
 - c) Any non-prescription medication that is not approved through school policy/procedures ([III. Health and Safety](#))
 - d) Permanent Markers (except by teacher permission)

Willful Non-compliance: Students who refuse to participate in the programs of American Prep, or who fail to complete the consequences imposed by administration.

Truancy: Failure to attend school. Utah is a compulsory education state. Students are required by law to attend school each day. If students chronically fail to attend school, defined by American Prep as missing more than three days per year with no communication from the parent regarding the absence, American Prep will report this information to a truancy officer.

Plagiarism: The act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Plagiarism includes: copying from another student's homework, quiz, or test; discussing answers or questions on a quiz or test (unless such discussion is specifically authorized by the teacher); obtaining or making copies of a test without authorization from the teacher; using notes on a quiz or test when not specifically authorized by the teacher; or other similar activity; failing to put a quotation in quotation marks and using proper citation, etc. **It is expected that students will acknowledge sources in work submitted for grading.** If it is clear a student has cheated or copied someone else's work and turned it in as his/her own, the student is subject to the following consequences:

1. work that has been plagiarized will receive no credit and the student may not have the opportunity to redo the assignment for points;
2. on the first offense, a student who has turned in plagiarized work shall be suspended for one day; and
3. on the second plagiarism offense, the student shall receive a multiple-day suspension and he/she may be required to attend an expulsion hearing before a discipline council.

Technology Usage Policy

All students and staff members who use computers at American Prep must sign the Technology Usage Agreement before they are eligible to utilize American Prep computers.

Valuables, Electronic Devices and Games

It is not recommended that students or staff bring valuables onto the school campus. American Preparatory Academy cannot be responsible for damage to or loss of valuable items. Electronic games and devices are not allowed on campus at American Preparatory Academy. Games found on campus will be confiscated and may be held by administration until the end of the school year. Cell phones will be confiscated if found at any time during the school day. Cell phones may not be used during school hours, even during lunch times and carpool. This includes text messaging. Cell phones being used or carried (even in a pocket) by a student during the school day will be confiscated and may be held by administration until the end of the day. A parent may be asked to retrieve the cell phone from administration. American Preparatory Academy is not responsible for lost cell phones, games, or other electronic devices. No wearable electronic devices may be worn that have email, text, or data capabilities. The only wearable electronic devices that may be worn are for fitness related purposes or gps.

Elementary School Discipline Plan--Infractions

Teachers in K-6 classrooms are responsible for teaching appropriate conduct and addressing unproductive behavior. Teachers will follow American Prep's CHAMPs program of positive motivation and explicit teaching to accomplish this. Card charts will be utilized in grades K-6 to help students learn to manage their behavior. Daily reports of the student's behavior color will be sent home on the Learning Plan.

In the event a student's behavior violates the Code of Conduct, the Teacher or the School Administrator may implement the Discipline Plan, and any of the following may occur:

- Phone call home
- Conference with parent and student
- Parent Intervention (parent attends school with student)
- Suspension (student does not attend school for a specified period of time)
- Expulsion

Students who physically harm other students will not be allowed to remain in the classroom.

American Prep does not have a form of "in-school" suspension. If a student is not able or allowed to attend class due to his/her inability to properly participate or as a result of a discipline referral, a Parent Intervention (see [VI. Code of Conduct: Parent Intervention Guidelines](#)) or a Suspension will occur.

Parent Intervention Guidelines

Goals

Allow the parent the opportunity to view their student in their learning activities at school so they can provide the needed supports and structures at home to assist the student in finding success at school.

Engage the student's parent to assist the student in learning:

1. How to stay focused on doing their best on all of their work.
2. How to be respectful to the teacher and focus on learning.
3. How to conduct themselves in an appropriate manner in each learning environment at school.

Review with the parent and student what is expected of the student at school each day

1. Students at APA are expected to do their best on all work.
2. Students are expected to respect the teacher and focus on learning.
3. Students are expected to govern themselves and control themselves in all situations at school.

Parent's Duties

1. Stay with the student – sit next to student desk during class time, transition with student.
2. Fill out the data tracking form for Parent Interventions.
3. Re-direct the student back to learning whenever necessary.
4. Teach the student how to show respect to the teacher (ie: eyes on the teacher, feet flat on the floor, mouth closed, hands on the desk, etc.)
5. Help the student to see the value in self-control and self-governance.
6. Take any/all opportunities to notice good behaviors and teach correct behaviors during learning time, transitions, lunch, recess, etc.
7. Instill in their student the desire for success at school through establishment of meaningful rewards and consequences.

At the end of the intervention, the teacher, student and parent will meet to discuss the positive effects of the intervention and help the student set goals for a successful school year. If more coaching is needed, parents will be invited back to coach for an extended period of time.

Suspensions and Expulsions

A student may be immediately expelled or placed on long-term suspension for any violations, including but not limited to:

- Possession of a Banned Item (see below)
- A serious violation affecting another student or staff member in or on school property, or in conjunction with a school activity
- The destruction of school property, vandalism, or graffiti, or etching.

Banned Items

Weapons and dangerous substances are not allowed on the premises of American Prep. Possession of any of the following items may be grounds for immediate expulsion:

- Drug paraphernalia
- Controlled substances
 - narcotics,
 - tobacco, cigarettes, e-cigarettes, and other electronic smoking devices
 - alcohol
 - prescription medications
- Weapons, including real weapons or look-alike weapons
 - Toy guns (Nerf, Rubber band Shooters, Airsoft, etc.)
 - Any explosive, noxious, or flammable material (including aerosol cans, such as deodorant sprays)
 - Matches or lighters
 - Bullets

- Knives or other cutting tools (other than school scissors)
- Sexually explicit material – written, pictorial, or electronic including nude depictions of either gender in a sexual content.

VII. Parent and Family Engagement Policy

Non-custodial parent/guardian

American Prep abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Likewise, non-custodial parents will have access to students during school hours in the same way that custodial parents do (including picking up the student from school) unless documentation to the contrary is presented to the school. It is the responsibility of the parents to provide the school with the appropriate documentation.

Caregivers

If parents are going on vacation, over school days and will not be available in the case of an emergency or to pick up their student, the name of the temporary guardian and contact information must be provided to the front office and added to the Student Information System so the guardian can pick the student up from school while parents are away. Parents should also leave a completed medical permission to treat form with the guardian in case there is need for medical attention for the student while the parents are not available.

Visitors

Visitors are welcome at American Prep. Visitors must enter in the main Elementary doors and sign in at the front office. Visitors must wear a Visitor's Badge while they are in the school. Visitors are welcome to visit any classroom as part of our "empty chair" philosophy. In all classrooms there is an empty chair in which visitors can sit and observe the instructional process. Visitors should not involve themselves in the classroom. We ask that visitors not bring small children to observe in the classroom.

Volunteer Guidelines

American Prep encourages families to volunteer as much as possible. We consistently log over 10,000 volunteer hours per year, thanks to our INCREDIBLE families and their generous gift of time and talents. This extraordinary service makes it possible for our students to have an outstanding educational experience, which would not be possible without our volunteers' assistance. THANK YOU, parents!!

Volunteers are needed in classrooms, in the offices and for special activities and programs. We encourage parents to sign up for what activities they might like to participate in each fall at Parent Orientation, where the FSO (family school organization) will have tables set up for parents to sign up. Some of the ways parents can volunteer:

1. Classroom Parent Leader - this person organizes all the volunteer help the teacher may need throughout the year.
2. Classroom Volunteer
3. School General Volunteer (helping with school tasks such as the weekly newsletter, office support, etc.)
4. Spelling Bee
5. Geography Bee
6. APA's Got Talent
7. Science Fair
8. Speech Festival
9. Clubs Coordinator - if a parent would like to see a club at our campus that we don't now provide, let us know what you would like to do to bring it to our students! If we have parents willing to run a club, we will usually establish the club!
10. Community Building Events (carnivals, fun runs)
11. Facility Support (help when we need to move, repair, reconfigure or refurbish things in the facility)
12. Field Trips (helping the teacher organize the transportation and chaperones for field trips)
13. Field Day and Special Events
14. School-Wide Events (Veterans Day Assembly, Builders Assembly, Memorial Day Assembly)
15. RU Volunteer and RU Store
16. Graduation Committee
17. Carpool Support

It is important that volunteers work together as team members with American Prep staff members. The following guidelines are helpful in ensuring that volunteer service is a positive experience for parents and is effective for our students.

- Volunteers must sign in and out at the front office, get a Visitor's badge and wear it during the time in the building volunteering.
- Volunteer Dress & Behavior – please dress appropriately. The more we show respect for our school, the more respect the students will feel toward the school. American Prep's dress code is reflective of a high level of respect. We encourage volunteers to reflect this same level of respect in their own appearance when they volunteer at the school.
- Volunteers work under the supervision of staff.
- As a matter of professional ethics, and personal privacy, volunteers do not discuss teacher, student or school affairs with other people. It is extremely important that confidentiality be upheld at all times. Administrators have the same expectations of confidentiality from volunteers as they do from the American Prep staff.

- Volunteers may be asked to grade student papers, and it is imperative that student work is ONLY discussed with the teacher or student, if directed by the teacher, and no one else.
- For our volunteers' protection, they should avoid being alone with one or two students. If this is unavoidable, volunteers should be sure and keep the door open or move to a hallway to work.
- Student Discipline: Volunteers have a responsibility to inform staff if there is a problem with student behavior. Volunteers should not discipline a child unless they are expressly instructed to do so by the supervising staff member.
- When volunteers are scheduled to work in the classroom with students, bringing young children is not recommended as they may become a distraction in the classroom. When coming to a meeting or a group work activity, bringing younger siblings may be acceptable.
- Volunteers have no claim to intellectual property created during their volunteer service at American Prep.

Drivers and Chaperones

Parents may be asked to volunteer as chaperones and drivers.

Certification requirements are:

1. A current copy of your driver's license
2. A current copy of car insurance card - the one you carry in your car with the expiration date in the future (must be updated before each activity)
3. An auto insurance policy declaration page (\$150,000 minimum Auto Liability Limit required)
4. Fill out the [Employee/Volunteer Driver Acknowledgement form](#)
5. Submit to a background check at the DMV. The background check does not include fingerprints and the parents can submit the information online.

Parent to School Communication

Guidelines

Communication at American Prep, as outlined in our school vision, will be positively framed and undertaken in good faith by all parties. Anyone with a question or concern is to take it to the person most able to address it and to no one else. This allows for all members of the community to feel safe and valued, and to have confidence that all concerns will be addressed to the point of satisfaction. Feedback from all stakeholders is essential for the school to be continually engaged in a process of improvement, and feedback is more likely to be shared freely when stakeholders are confident their feedback will be carefully heard and addressed.

We acknowledge the many familial relations at American Prep. Our school was founded by a group of individuals, including family members and friends. Most of our employees have children who attend the school, and some of the employees are related to other employees. The advantage to having families included in our school structure is an elevated commitment level that is the result of serving our own children and the children of esteemed colleagues. Thus, the school is not just someone's "job," but is also a reflection of many family legacies and commitment to something above and beyond the ordinary. This philosophy extends to all the families that have joined in and brought their children, relatives and friends to invest their energies and become part of what we call the "American Prep Family." We realize that this environment may make some individuals hesitant to voice concerns. We assure you that we are dedicated to managing familial relationships professionally and addressing all concerns brought to us. We have provided a multi-level communication list with which to have your concerns addressed, so that if there is someone on the first step of the list you are uncomfortable bringing a concern to, perhaps due to a family conflict, you can move down the list to the 2nd person and start there instead. All administrators and teachers at American Prep are committed to serving our parents in an excellent way. We hope you will bring your concerns to us so that they may be speedily and effectively resolved.

Concerns must be brought by a parent about their own students or their own concerns. Due to federal privacy laws, parents may not represent a group in bringing concerns to the American Prep Administration or Governing Board regarding their student. Each parent's student-related concern must be addressed individually and confidentially. In order to preserve the confidentiality of our students, group concerns will not be addressed.

Channels of Communication

Members of the American Prep community who have a question, concern, feedback, or a need for information will identify the person best able to answer their question or concern or most logically to hear their feedback and will approach that person in a positive manner. We have established a clear communication list through which we invite you to bring any concerns or questions you may have. The persons listed are in order of who you should address your concern to first, next, etc. If, for some reason you are not comfortable taking your concern to the teacher first, you may take it to the next person on the communication list. **If you are not satisfied with the resolution at any level, you may take it to the next person on the communication list.** Parents should email the staff member and make an appointment.

Academic, Behavioral, or other Concern, K-3

1. Child's Classroom Teacher - (even for groups issues) - firstname.lastname@apavegas.org
2. Elementary Director – Tiffany Banks – tiffany.banks@apavegas.org
3. District Lead Administrator – Rachele Hulet – rachele.hulet@apavegas.org
4. Parent Advocate – parentadvocate@apavegas.org

Academic, Behavioral, or other Concern, 4-6

1. Child's Classroom Teacher - (even for groups issues) - firstname.lastname@apavegas.org

2. Elementary Director – Christy Campbell – christy.campbell@apavegas.org
3. District Lead Administrator – Rachele Hulet – rachele.hulet@apavegas.org
4. Parent Advocate – parentadvocate@apavegas.org

Special Education Concern, K-3

1. Child's Classroom Teacher – first name.last name@apavegas.org
2. Elementary Director – Christy Campbell – christy.campbell@apavegas.org
3. Special Education Director – Tiffany Banks - tiffany.banks@apavegas.org
4. District Director – Carolyn Sharette – csharette@apamail.org
5. Parent Advocate – parentadvocate@apavegas.org

Special Education Concern, 4-6

1. Child's Classroom Teacher - teacher's first initial lastname@apavegas.org
2. Elementary Director - Christy Campbell – christy.campbell@apavegas.org
3. Special Education Director - Tiffany Banks - tiffany.banks@apavegas.org
4. District Director - Carolyn Sharette – csharette@apamail.org
5. Parent Advocate – parentadvocate@apavegas.org

Non-Academic School-based concerns, such as facility, safety, carpool, or any other non-academic concern

Concerns about carpool and facility safety and should be brought to a school secretary. If the secretary is unable to resolve the concern, the secretary will notify whoever is best able to address the concern, or the parent may take the concern to the school administrator.

Concerns with regard to student emotional safety

At American Prep, student safety is of utmost concern to us. We have undertaken measures to ensure our students' safety and we will continue to increase our efforts in this vitally important area of school operation. If a parent has any concerns about their student's safety with regard to student relationships (bullying), they should contact the student's homeroom teacher. If they do not feel their concern is resolved satisfactorily, they should take it to the next person on the communication list above. This applies to physical safety related to anything in the physical environment, and emotional safety as well, related to relationships with peers or staff at the school.

Resolution Process: a parent would take an academic or classroom concern to the classroom teacher first, or, if they feel they can't take it to the teacher, should take it to the next person on the communication list. For example: If a parent has a question related to instruction or that relates to the classroom in any way, the classroom teacher should be the first person to whom the parent would go seeking information or resolution. If the parent does not feel their concern has been resolved by the teacher, they should ask the teacher for a meeting with an Administrator. If the parent desires, they may ask the school secretary for an appointment with the Director directly if they feel their concern would best be addressed at that level and they have already tried to address it with the teacher and are uncomfortable asking the teacher for an administrative conference. If the parent feels the Director has not sufficiently resolved their concern, they may bring their concern to the next person on the communication list. The last person on the list is the parent advocate member of the Governing Board. This may be done by emailing parentadvocate@apavegas.org.

If a member of the community is unclear who the best person is to answer their question or concern or hear their feedback, they may ask a member of the administrative staff, beginning with one of the school secretaries.

Parent Survey

We will send periodic surveys to our families. Families will have the opportunity to express their level of satisfaction with all aspects of American Preparatory Academy's program throughout the year. Major points from the survey will be communicated to the parent community via the school newsletter. It is the goal of American Preparatory Academy to have 100% parent participation in the parent surveys.

Anonymous written communication, outside of the annual school survey, will be discarded without being acknowledged.

School to Parent Communication

A weekly newsletter will be emailed to American Preparatory Academy families and also will be sent home with the youngest attending student in each American Preparatory Academy family in the **weekly communication envelope**. This envelope will go home with students on Thursdays or Fridays. The newsletter will contain notification of important dates and events, as well as pertinent school news and information. If you would like to be added to the email list please email: info@apavegas.org

For academic information, see IV. Academic Policies: Academic Communication.

Parent Meetings and Events

Parents are required to attend the following:

- Parent Orientation Night (first week of school)
- Parent-Teacher Conferences (held throughout the year)
- Celebration of Excellence Enrollment Meetings (held in the spring)
- Grade Level End-of-Year Culminating Activity for each student

Other school events parents are invited and encouraged to attend: Show What You Know Assemblies (3rd and 4th Wednesday mornings at 8:00am), Music Performances, Ambassador Events, Field Days, Field Trips, School Community Events (carnival, fun run) etc.

Parent-Teacher Conferences

Mandatory Parent/Teacher conferences will be held during second and fourth terms, in which academic goals are set for each student with input from parents and, at times, students. Parent-Teacher conferences are listed in the school calendar and all parents are expected to attend these conferences. A third Parent-Teacher conference is held mid-year which is an optional conference that parents or teachers may request.

Conferences may also be scheduled at any time parents or teachers feel it would be beneficial.

Financial Contribution

We appreciate the willingness of our families to generously donate to our school. We are a qualified 501(c)(3) non-profit corporation, and donations to the school are tax deductible to the extent allowable by law. Each year, we invite families to contribute to American Prep through our education foundation. American Prep Education Foundation invites parents to join the Builders Club and support our school through regular donations. These funds raised are used to provide special programs and materials for our students, and also to support our students in special projects like assisting our sister school in Africa. Families are invited to donate to the school at any time by writing a check to American Preparatory Education Foundation (APEF) and listing “Friends of APA” on the memo line. **We very much appreciate the generosity of American Prep families!**

Unauthorized Solicitation of Funds

No person (student, staff, or parent) shall solicit, receive or permit to be solicited or received from students enrolled at American Preparatory Academy any merchandise that is not school sanctioned. Only approved school fundraisers are authorized.

Fees

APA works hard to bring outstanding programs that provide the very best opportunities for growth and learning. APA also works hard to keep costs to families as low as possible. In order to provide some of our programs, we may find it necessary to charge some school fees beginning 2019-20. Some programs may include: instrumental rental and field trips. Fee reductions applications are available upon request.

Lost or Damaged Books

APA's curriculum staff carefully records and inspects the textbooks and other materials (library books, etc.) that are returned throughout the school year. Damaged materials (marked, soiled, torn, etc.) are repaired or removed from circulation. When a student is issued a book during the school year, it is the family's responsibility to immediately report any damage that may have escaped the school's notice. Failure to do so will result in the assumption that the damage occurred while under the current student's care. Parents will be required to pay for all materials that are lost or returned with damage. **We will NOT accept replacement books provided by parents.** We will provide options to help with the reduction of and payment of lost or damaged book fees. The Curriculum Specialist at each campus is available for help or questions. Student registration for the following year may not be processed if a family has outstanding lost book fines or other fines.

Appendix A: School Compact

AMERICAN PREPARATORY ACADEMY AGREES TO:

1. Provide an orderly, safe and nurturing learning environment conducive to student learning.
2. Use multiple sources of information in determining the strengths and needs of the school and of individual students.
3. Establish school goals and student achievement standards based on an annual comprehensive needs assessment.
4. Educate students according to individual levels of comprehension and subject mastery based on regular assessments.
5. Provide frequent and ongoing feedback to parents on how the student is progressing academically in formats that are easily accessed and understood.
6. Utilize content-rich, efficient curriculum and research-based instructional methodologies to ensure that every student has the opportunity to achieve academic success.
7. Assist students in their efforts to become student scholars by providing an academically rigorous liberal arts program that prepares them for advanced study at the high school level.
8. Ensure that educational services are provided by highly effective teachers and paraprofessionals.
9. Prepare students to be good citizens and confident participants in their communities.
10. Help students resolve conflicts or behavior challenges in a positive, non-threatening way.
11. Encourage parent participation in school improvement, program awareness and activities, and student achievement. Build the capacity of parents to help their children achieve high standards.
12. Share assessment and evaluation data with parents and the community.

Rachelle Hulet, Administrative Director

Christy Campbell, Elementary Director

Nik Hulet, Secondary Director

Appendix B: Student Compact

STUDENTS AGREE TO:

1. Come to class each day on time, ready to learn and do my best! (I. Mission and Vision: Building Foundations and I. Daily School Operation: Attendance)
2. Do my homework every day and turn it in when it is due (IV. Academic Policies: Homework).
3. Abide by APA rules for screen time (TV, computer games, social media, etc.) with screen time turn-off on school nights (IV. Academic Policies: Homework).
4. Abide by the Code of Conduct in my dress, language, and behavior (VII. Code of Conduct).
5. Practice good organization by using my docket and learning plan each school day (IV. Academic Policies: Organization).
6. Eat nutritious meals, exercise regularly (outside play works best) and get sufficient sleep in order to be a healthy learner (III. Health and Safety: School Lunch).
7. Ask for help when I need it.
8. Give my parents (or the adult who is responsible for me) all papers and information sent home from school.
9. Respect myself and others at the school and in the community. Work to resolve conflicts in positive, non-threatening ways (VI. Code of Conduct: Language and Communication).
10. Treat school property, including books and materials, with deliberate care.
11. Promptly report any non-building behavior to a member of the school staff (VI. Code of Conduct: Behavior).
12. Be a Builder in Every Way! (I. Mission and Vision: Virtuous Character Development: Builder’s Theme)

Student #1	Grade	Student #2	Grade	Student #3	Grade
Student #4	Grade	Student #5	Grade	Student #6	Grade

Appendix C: Parent Compact

PARENTS AGREE TO:

1. Ensure that my student attends school regularly and on time. Notify the school promptly in the case of my student’s absence. As often as possible, schedule appointments outside of school hours (II. Daily School Operation: Attendance).
2. Abide by school policies and procedures regarding student drop-off and carpool (II. Daily School operation: Carpool).
3. Ensure that my student receives sufficient rest and has a nutritious breakfast and lunch (III. Health and Safety: School Lunch).
4. Ensure that my student arrives at school prepared for class with necessary materials and in appropriate dress uniform (IV. Academic Policies: Organization and V. Dress Code).
5. Abide by school policies regarding check-in/check-out procedures and visitor policies (II. Daily School Operation: Check-ins and Check-outs).
6. Review my student’s homework and sign my student’s learning plan each night (IV. Academic Policies: Organization).
7. Provide an environment in the home that will make it possible for students to engage in scholarly pursuits on a daily basis. This should include opportunities for exercise, study, homework, and reading. It may also include instrumental practice. Students should refrain from watching T.V. or playing video games Monday - Thursday (IV. Academic Policies: Homework).
8. Support my student’s education through attendance at school meetings, Parent-Teacher conferences, and Parent Interventions when necessary (VII. Parent and Family Engagement Policy: School-Parent Communication and VI. Code of Conduct: Parent Intervention Guidelines)
9. Support the American Preparatory Community by completing parent surveys and volunteering (VII. Parent and Family Engagement Policy: Parent-School Communication and Volunteer Guidelines).
10. Use “Builder Behavior” within the American Preparatory community by being positive and encouraging with staff, other parents, and especially with students (IV. Academic Policies: Communication with Students and VII. Parent and Family Engagement Policy: Parent-School Communication).
11. Inform and provide constructive input to appropriate staff at American Preparatory Academy in a timely manner should I become aware of obstacles to my student’s education (VII. Parent and Family Engagement Policy: Parent-School Communication).
12. Abide by other school policies and procedures as outlined in the Parent-Student Handbook and the Acceptance of Policy.

Parent (1) Name

Signature

Parent (2) Name

Signature

