

American Preparatory Academy – Las Vegas Secondary 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.**

Updated July 19, 2019

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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 an 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.

American Prep Jr. High Mission Statement

American Preparatory Academy Jr. High assists students in their efforts to become student scholars by providing an academically rigorous classical, liberal arts program that prepares them for advanced study at the high school level.

American Prep High School Mission Statement

American Preparatory Academy High School provides an academically rigorous classical, liberal arts education that prepares students for advanced study at the university level, thereby developing conscientious, confident citizens who think clearly, are effective proponents of those thoughts and are actively involved in the building and governing of society.

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 the 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, prepares 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 – Builders and Ambassadors Programs

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 the following 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 Theme

The Builders Theme is reinforced by our “Builders Song” (K. Woodcox, 2004) and the “Builders” poem (below). Every student and staff member memorize 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 Themes for 2019-2020 School Year

August	Be a Builder
September	I am a builder when I 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 when 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 when 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 extracurricular 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 experiences, community service, civic awareness, and arts/cultural appreciation. The program begins in the elementary grades with the character traits of a builder. Secondary students follow the Builder tradition with monthly Builder awards and assemblies.

A few students who exemplify the month's virtue are selected to receive the "Builder of the Month" award at the monthly builder assembly. Training workshops and activities focused on builder themes and other ambassador traits are held frequently each year from 7th to 12th grade. In Junior High, students focus on learning and discussing these skills and traits. As students progress to High School, the workshops and activities center more on applying these traits.

As an APA 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

- School will begin each day at 8:00 a.m.. Parents may drop off students beginning at 7:25 a.m. each morning.

School Hours

	M, T, F		W, Th		Half Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
7th-12th		3:05 p.m.		2:05 p.m.		12:05 p.m.
Grades	8:00 a.m.	3:15 p.m.	8:00 a.m.	2:15 p.m.	8:00 a.m.	12:15 p.m.

- Phones will be answered from 8:00 a.m. until 4:00 p.m. on school days.
- 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

- If a student is unable to attend school, a parent or guardian must call the school on the day of the absence before 8:00 a.m. to report the absence. If a parent does not notify the school, the student may be considered truant. **SCHOOL PHONE NUMBER: 702-970-6800.**
- If the absence is illness related, we ask parents to report any symptoms or doctor's diagnosis for the child's absence. We will be tracking illnesses for potential outbreaks.
- 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.
- Absences may affect a student's grade according to the class disclosures in secondary grades and depending upon work missed in the elementary grades.
- Parents are encouraged to schedule appointments outside of school hours whenever possible.

Truancy – Failure to Attend School

Nevada is a compulsory education state. Students are required by law to attend school each day. If a student chronically fails to attend school, defined by American Prep as missing more than five days per school year with no communication from the parent regarding the absence, American Prep may report the student as truant.

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. Turning in a “scheduled absence request” does not excuse your student from missed class or homework.
2. When parents complete a “Scheduled Absence Request,” **it is the responsibility of parents and/or students 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. 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.

Check-ins and Check-outs During the Day

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. 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.
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. If school office staff knows the individual picking up the student and knows they are authorized to pick up the student, photo ID will not be required.

- e. In cases where ID is required, school staff may also ask the student “who is this picking you up?” as an added safety measure.
 - f. 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 11:00 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 10:00 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 registration card 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 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 kindergarten graduation.

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 school administration and/or 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.

Unexcused Absences

1. If a student is not present in a class, teachers will mark the student absent. If the student is identified as absent without parent permission the attendance mark will be adjusted to an unexcused absence.
2. Students who leave campus without permission will automatically be recorded as an unexcused absence in any class period missed and may face disciplinary action.

Tardies

1. Secondary students are allowed four minutes between class periods 1-5 and five minutes between class periods 6-8. By the second bell students are expected to be:
 - a. seated at their desks,
 - b. with the necessary materials ready (pencil, book, binder),
 - c. in full school uniform (name tag, shirt tucked in, etc.), and
 - d. working on the bell ringer activity.Students who are not present and prepared at the beginning of class will be marked tardy for that class.
2. To make up each tardy, a student must attend 30 minute of attendance school and can donate to the "attendance school fund." There is no specific charge per tardy but we suggest that an appropriate amount to be about \$3.00 per tardy. (see below).
3. Students who have excessive tardies may be at risk of losing their priority enrollment.

Attendance School – Secondary

It has been our experience that the combination of a monetary consequence and compulsory presence at Attendance school are helpful in encouraging our students to make timeliness a top priority. There is no specific charge per tardy but we suggest that an appropriate donation amount would be about \$3.00 per tardy. Any

donations collected will help continue to fund attendance school. The purpose behind any monetary compensations to attendance school is two-fold. The first and most important aspect is to encourage responsibility. The second reason is to offset the additional cost of having a staff member work an extra day.

1. Attendance school hours will be posted in the secondary offices and published in the newsletter. Typically, it is held on Saturday mornings from 7 a.m. to 10 a.m. for the second half of the term. No students will be admitted late to attendance school.
2. During attendance school, students must wear full uniform and must work quietly or read. If a student is talking or sleeping, they will be excused and they must attend another day. No electronics are allowed in attendance school.
 - a. Students who arrive without full uniform will not be allowed entrance
3. Students who failed to make extensive tardies by the end of each quarter may do so the following quarter but the attendance requirement doubles to 60 minutes per tardy. Again, there is no specific charge per tardy but we suggest that an appropriate amount to be about \$6.00 per tardy to coincide with the double consequence.
4. Students who have excessive tardies may be at risk of losing their priority enrollment.
5. Students who do not make up their tardies may not receive a schedule for Winterim or for the following school year. Seniors who do not make up tardies may not be permitted to attend graduation ceremonies.
6. Parents of students with excessive tardies will be required to meet with administration and may be required to participate in a parent intervention.
**Students are parents are encouraged to regularly check Infinite Campus to stay up-to-date on their grades, attendance, tardies, etc.*

Excessive Check-outs - Secondary

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 narrative calendar for their reference throughout the year. Additional calendars may be requested if needed. School calendars are also available online 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 calendar for this campus by visiting https://calendar.google.com/calendar/embed?src=apamail.org_m3535mfeajkk7ktgdfpl9fplrc%40group.calendar.google.com&ctz=America%2FLos_Angeles

2019-2020 School Year Calendar

August 14 th	Senior Orientation & Senior Picture Day	
August 15 th	Secondary Orientation	
August 19 th	First Day of School	Welcome Back!
August 20 th	Secondary Parent Back to School Night	
September 2 nd	Labor Day	NO SCHOOL
September 5 th	Picture Day	
September 27 th	Professional Development	NO SCHOOL
October 4 th	Parent-Teacher Conferences	NO SCHOOL
October 11 th	Early Dismissal	12:15 DISMISSAL
October 18 th	Last Day of Quarter 1	
October 21 st – October 25 th	Fall Break	NO SCHOOL
November 11 th	Veterans Day	NO SCHOOL
November 27 th – November 29 th	Thanksgiving Break	NO SCHOOL
December 13 th	Early Dismissal	12:15 DISMISSAL
December 20 th	Last Day of Quarter 2	
December 23 rd – January 3 rd	Winter Break	NO SCHOOL
January 6 th – January 21 st	Winterim	
January 20 th	Martin Luther King Jr. Day	NO SCHOOL
January 21 st	Professional Development	12:15 DISMISSAL
February 7 th	Early Dismissal	12:15 DISMISSAL
February 17 th – February 21 st	Mid-Winter Break	NO SCHOOL
February 28 th	Parent-Teacher Conferences	12:15 DISMISSAL
March 6 th	Professional Development	12:15 DISMISSAL

March 9 th	Daylight Savings Holiday	NO SCHOOL
March 27 th	Early Dismissal	12:15 DISMISSAL
April 3 rd	Last Day of Quarter 3	
April 6 th – April 10 th	Spring Break	NO SCHOOL
May 22 nd	Early Dismissal	12:15 DISMISSAL
May 25 th	Memorial Day	NO SCHOOL
May 27 th	Early Dismissal	12:15 Dismissal
May 28 th	Field Day	12:15 Dismissal
May 29 th	Last Day of School	7 th – 12 th Grades

SECONDARY TERM DATES

Term 1	August 19 - October 18
Term 2	October 25 - December 20
Winterim	January 6 – January 21
Term 3	January 6 – April 3
Term 4	April 13 - 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)	- January 6, 2020 – February 28, 2020
(1-12)	- 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 school dismisses early, the media will air the announcement as soon as possible.) In the case of an emergency or inclement weather if Clark County School District dismisses 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.

Carpool

*For the safety of our students, **PLEASE do not operate cell phones** or allow other devices to distract you during carpool. This includes radios that are too loud to hear instructions. NRS 484B.165 states, "Using handheld wireless communications device to type or enter text, send or read data, engage in non-voice communication or engage in voice communications without use of hands-free device unlawful; exceptions; penalty; additional penalty for violation in work zone or pedestrian safety zone."*

Morning Drop-Off

Students in grades 7-12 ONLY may be dropped off after 7:15 a.m. each morning at the front of the school. Doors will be unlocked at 7:30 at which time students are expected to enter the school and proceed to designated areas.

Dismissal Times

M, T, F: 3:05/3:15 PM

Dismissal #1 (Secondary ONLY Families) on M, T, and F will be at 3:05 pm. Dismissal #2 (Elementary and Secondary Families) will be at 3:20 pm. Dismissal #3 (Elementary ONLY Families) on M, T, and F will be at 3:35 p.m.

W, TH: 2:05/2:15 PM

Dismissal #1 (Secondary ONLY Families) on W and Th will be at 2:05 p.m. Dismissal #2 (Elementary and Secondary Families) on W and Th will be at 2:20 p.m. Dismissal #3 (Elementary ONLY Families) on W and Th will be at 2:35 p.m.

General Instructions

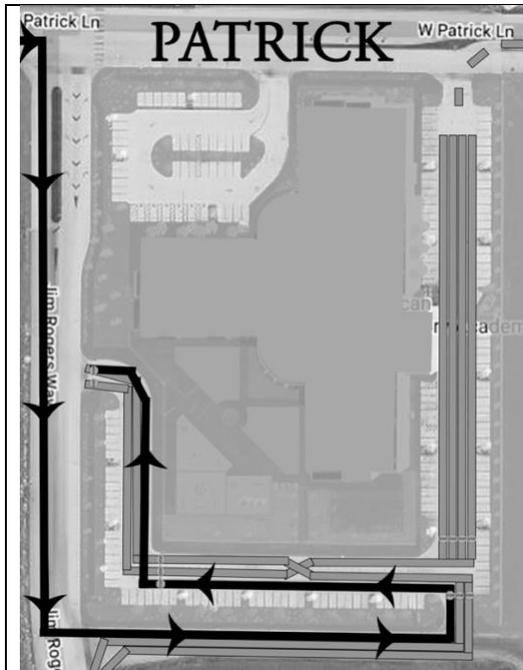
- Students are dismissed to the curb to their designated color at their dismissal time. They will not be allowed to go off campus to a parked car or to meet their parent in an alternate place. Please follow all directions of carpool staff while pulling up carefully to the loading zone to pick up your student.
- After you have picked up your student, exit the parking lot with caution. Please be cautious and observant to ensure the safety of all our students and staff.
- Refer to the Carpool Procedure and Map for specific information and instruction regarding drop-off and pick-up of students.
- *Please don't try to circumvent the carpool line by driving to an alternate location and expect students to meet you there. Failure to comply with carpool procedures or follow directions of appointed carpool staff will result in "Carpool Suspension." Any student placed on carpool suspension will not be allowed to exit the school until the carpool procedure has ended and parent has parked and signed student out of the office. Carpool suspension duration will be determined by administration.*

- Students who are consistently in the wrong carpool section or who must be corrected regularly at carpool will be placed on “Carpool Suspension.” If a student is not at Carpool for a reasonable amount of time the person who is picking up that student will be required to rejoin the carpool line at the end of the line. Carpool suspension is when a parent must park their car and sign their student out of the school. Those who are placed on carpool suspension will be required to follow check out procedures (refer to section “No Check-outs During Carpool”).

Please make sure you are here to pick up your students **promptly**, to allow our teachers to go home on time!

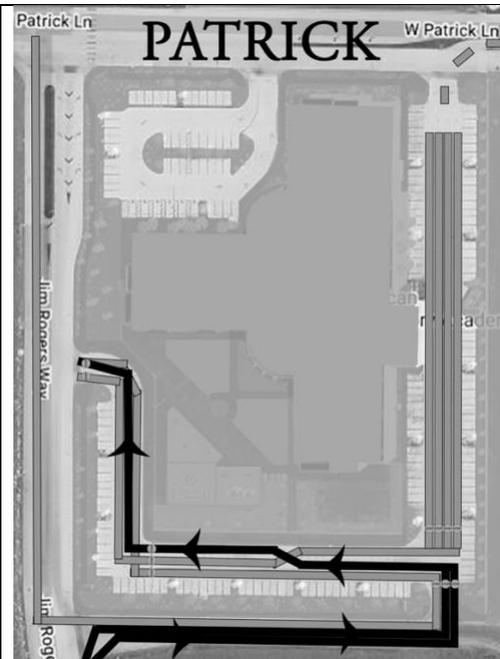
Carpool Map

Map below. Please follow all carpool procedures and work kindly with our carpool staff. Please do not arrive at the school prior to your assigned time and do NOT block through traffic on Patrick or Jim Rogers.



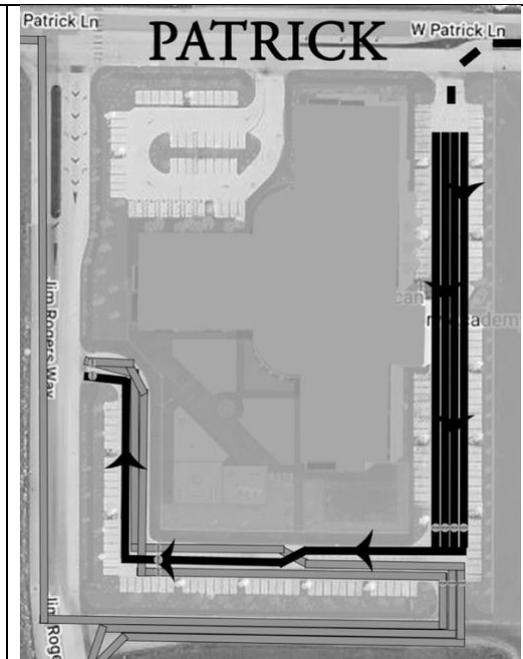
Brown, White and Pink

Heading East on Patrick from Durango.
Do NOT park/wait on the road,
please pull off into dirt while waiting.
Do NOT pull onto Jim Rogers until carpool time.
Stay to far right side of Jim Rogers
so thru cars can pass.



Red, Green and Purple

Heading NORTH on Jim Rogers,
take a right onto Sobb.
ONE lane only approaching Sobb
DO NOT park or wait
on narrow road approaching Sobb



Yellow, Blue and Orange

Heading West on Patrick from Buffalo,
taking a left into parking lot.
Do NOT block left hand turn lane
Do NOT turn into parking lot until carpool time

Late Pickup

- Students need to be picked up promptly within 15 minutes of their assigned dismissal time.
- 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.

Student Behavior at Carpool

1. Students are to walk directly to their vehicle.
2. No pushing, touching, shoving, public displays of affection, 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. Misconduct by a parent during carpool may result in a suspension from carpool as determined by school administration.

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, including cell phones and other personal electronics. 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

Class celebrations are centered around culminating activities that follow our units of study in history and science. Although we teach about many of our nation's holidays in our curriculum, we do not use academic time in class to celebrate them. Listed below are some of these holidays and the ways they are acknowledged:

Halloween—It is important for teachers and parents to remember that we don't celebrate or acknowledge Halloween.

Veterans Day—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 Day—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 will 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.

Martin Luther King, Jr. Day—The contributions of Martin Luther King, Jr. are discussed around this day.

President's Day—We talk about Presidents around President's Day.

Valentine's Day—We focus on the Builder theme of "I am a builder when I befriend others" during the month of 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. Parents do not need to provide Valentines or treats, but if your student wishes to participate in a Valentine's message they may share that with other students at the close of the day so cards and other small items can go home in a backpack. We ask that students not bring items that will be visible or distracting during the day such as balloons, confetti, large stuffed animals, etc.

Memorial Day – 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

Students and their families enjoy making birthdays memorable and special. Cards or notes slipped into a backpack or locker to recognize a son/daughter/friend's birthday are encouraged. If the card is humorous, it should be appropriate for a school setting. You may consider donations of classroom or club supplies or contributions to the Friends of APA fund in honor of the event. District-wide, we have had unfortunate outcomes with decorating student lockers. This will no longer be an acceptable practice.

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 secondary administration.

At times, students may consume food at school that parents do not send – for example, by trading lunch items, or receiving a birthday treat or having special food at a culminating activity. It is imperative that parents disclose any food allergies to the school by filling out a Health Alert form so that precautions can be taken to prevent allergic reactions in students. (please see section [for Student Medical Information](#)).

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 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 www.americanprep.org. The following agency has been designated to handle inquiries regarding the nondiscrimination policies and practices at APA:

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

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 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 on the "Health Alert" form.
5. The school nurse will provide teachers with health files on students with health concerns, chronic illnesses or who take daily medication during school hours.
6. At times, students may consume food at school not provided by their parent(s) – for example, by trading lunch items, or receiving a birthday treat 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. 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)
- MCV4 or MenACWY (before 7th Grade) **see below
- meningococcal vaccination **see below

Parents can find out more about the vaccines required to attend school in Nevada at <https://www.immunizenevada.org/NVSchoolRequirements>. They can also check and print their child's immunization records at <https://izrecord.nv.gov>. First-time users may need to contact the Nevada WebIZ help desk at 1-877-NV-WebIZ (877-689-3249) or email izit@health.nv.gov.

Seventh Grade Entry Requirements

- 1 Tdap 3 Hepatitis B
- 2 Varicella (Chickenpox) - history of disease is acceptable, parent must sign verification statement on school immunization record
- 1 Meningococcal

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

**Beginning with the 2017-2018 school year, all Nevada public and private school students enrolling in 7th grade are required to receive one dose of the quadrivalent meningococcal conjugate vaccine (MCV4 or MenACWY). Additionally, all students enrolled as a freshman of a Nevada university, 23 years or younger, may not attend after September 1, 2017 without proof of meningococcal vaccination on or after age 16. This vaccine protects against four types of the bacteria that cause meningococcal disease (serogroups A, C, W, and Y).

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 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 school.

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. This information is kept confidential and is important to us as we seek grants and donations.

Parents 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.**

Wellness

In response to parent surveys, American Prep is making changes to our Wellness Policy. We will be replacing sugar motivators (skittles, gummy bears, etc.) in our classrooms with other options (bookmarks, pencils, stickers, etc.). Healthy alternatives will be provided when culminating activities or other events involve food as part of the curriculum.

Security

Building Security

1. The designated entry doors will be unlocked by 7:25 a.m. each day for student arrival.
2. All other doors remain locked throughout the school day.
3. The school premises are monitored by both video and audio surveillance in most classrooms and video surveillance in common areas.

Safety on school grounds

1. No hard balls are allowed on the exterior areas of the school grounds.
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.

Planners

A Planner will be issued annually to students. Replacement planners for the students are \$15.00 each.

1. ***Parents will review their student's Learning Plan each night.*** When assignments are completed, parents will initial the planner. 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.
2. Students will be taught to fill in their planner during each class period. If this is done correctly, they will receive a stamp or initials in the box at the bottom of the class period. (This may not happen each day in each class, but is a process that will be taught and implemented generally as a means to support the student and parent in the communication process.)

Lockers

Every secondary student is issued a locker. American Preparatory Academy will not be responsible for lost valuables kept in lockers. Secondary students are expected to keep backpacks, bags, purses, outerwear, and all belongings inside the locker. Backpacks, bags, and purses, and outerwear will not be allowed in classrooms or lying in the hallways. If needed, students will receive assistance in organizing lockers and backpacks. Students may not decorate the exterior of lockers for birthdays, holidays, etc. American Preparatory Academy is not responsible for missing or stolen items from lockers. Approved locks for lockers can be obtained at the Secondary office. Only locks provided by APA will be permitted for use on student lockers.

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 life-long 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. Secondary students should be able to complete their homework within 90-120 minutes each evening, 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 advanced math and reading courses may need additional time for homework completion each evening.
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 core subjects' lessons, study for tests, and read independently. 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. If a parent believes the homework assigned is excessive or if their child is not receiving regular homework, they may fill out the Homework Response Form on the school website (www.americanprep.org). 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 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. 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.
 4. *Additionally, 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.
 5. American Prep recommends that 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

Classroom Disclosures

1. At the beginning of each class in secondary teachers will send home a disclosure for the class, explaining in some detail what topics will be covered and when, allowing parents to supplement and extend the student’s learning at home.
2. A planner will be provided to each secondary student at the beginning of the school year. Students will be encouraged to use their planner to track school work, homework, project due dates, test dates, etc. Correctly utilized, the planner is also a good source of information for parents to learn what their student is studying.
3. Infinite Campus will be the means by which secondary parents and students may check on the status of assignments and grades at any time. If they don’t have access, they must notify the school by emailing cindy.mayo@apavegas.org or info@apavegas.org. **It is not the responsibility of the teacher to send home reports or grades to the parents.**
4. Most secondary classes utilize “Google Classroom.” Assignments and daily schedules can be posted on google classroom. Please contact each teacher for the access code to their individual google classroom.
5. Term final grades will be available online the week following the end of the term.
6. Year-end report cards will be mailed home the week following the end of school

Communication with Students

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

1. To provide a safe, fun, nurturing learning environment that is safe physically and emotionally.

2. Positive communication will be used by all staff, at all times. Corrections, when necessary, shall be undertaken within the context of encouragement.
3. Positive communication will be taught in a concrete manner to students.
4. Positive communication will be modeled by staff for families and students.
5. Positive communication will be addressed through regular, written communication from the school administration.
6. 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.
7. 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.
8. If a group of students is involved in a negative situation, staff members shall separate the students and counsel with them individually.
9. Communication with students will reinforce American Prep's culture of inclusiveness, kindness and teamwork.
10. Communication with students will characterize our belief in the unlimited value of each individual student to our school community.
11. It is APA policy that our staff not "friend" or accept "friend requests" from K-12 students or former students on social websites.

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.

Winterim

Winterim is a two- to three-week term that immediately follows Winter break. Secondary students will have the opportunity to choose three elective courses. Students will explore potential careers and participate in experiential learning opportunities in the Arts, Humanities, Science and Technology, History and Culture, and/or Fitness and Life Skills. By the end of Winterim, students may have completed the equivalent of a semester's worth of curriculum and have a completed, culminating project they can add to their resume or portfolio. In addition to the skills and knowledge gained, 7th-12th grade students who successfully complete Winterim with a "Pass" grade will receive .25 elective credits toward their high school graduation.

Students that struggle to maintain grade level may be required to take one or more academic acceleration courses during the Winterim term. Placement in these courses will be determined based on academic performance through the end of the second quarter. Parents will be notified of their student's placement in an academic accelerator course as indicated on the student's Winterim registration. Parents are always welcome to speak with the Academic Director about this and other options for helping their students maintain grade level performance.

Academic and Behavior Requirements for American Prep Extra Curricular Participation

Academic Requirements

Students must maintain an average of 74% or better in every class. If a student has a grade below 74% in any class they will be considered ineligible until the following week's report. Students cannot participate in practices, games, club meetings, club events or any related activity until the following week. Eligibility will be from Tuesday to Tuesday.

1. An eligibility report will be run weekly based off of the weekly submission of grades by teachers.
2. Teachers will work with administration to override ineligibility based upon grades. This will be done according to student effort, ability, and other circumstances on an individual student and teacher basis.
3. Eligibility will carry over for two weeks at the beginning of each quarter. Teachers will be able to adjust student eligibility on an individual basis.
 - a. ie. If quarter 1 ends on Friday October 19 and the student is eligible/ineligible at the end of the term that student will be eligible/ineligible until the end of the second week of school. In this case, due to the quarter break, the student will be eligible/ineligible until Tuesday November 13 when the new eligibility report is run.
4. Eligibility during Winterim can be determined based upon the amount of work completed on math and latin packets in conjunction with the weekly grade reports.

Behavior Requirements

Students who receive a "first" suspension during their respective sport season due to behavior issues, which includes but is not limited to: disrespect, defiance or truancy, will not be allowed to participate in any activities during the suspension. If that same student receives a "second" suspension for any reason, they cannot participate in any activities for the remainder of that school year. If a student exhibits a pattern of misbehavior at any time during the year without requisite improvements, or is suspended for a safe school violation, that student will not be allowed to participate in American Prep athletics.

Additional Requirements are listed in the Athletic Handbook as well as the Extracurricular Participation Policy.

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 on.

Promotion of Secondary Students

Promotion of Jr. High Students

Jr. High 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 three quarters of the year with at least a D grade.
2. Student attended school a minimum of 160 days (less than 21 absences).
3. Student has not been suspended during the year.

Promotion of High School Students

In order to assist students in their progress toward graduation and avoid having credits to recover during each high school year, the High School promotion policy requires students to complete core subject credits each year in order to automatically qualify for the next grade level of coursework. A list of core subjects for 9th, 10th, and 11th graders will be provided to students each fall. Students that do not receive credit for a class must complete external credit recovery or retake the course the following year before moving on the next level of coursework.

Release Time

Release time is available as an elective for certain students in certain grades. Release time may be selected as either a semester or full-year course.

Release time options

- Work Release
- Internship
- Career Development
- Sports & Performing Arts

Eligibility

Students must meet eligibility requirements (see below) to enroll in release time. Students who do not maintain these requirements may be removed from release time at administrative discretion. (see [NRS 390.610](#))

Eligibility Requirements

1. Credits are on track for High School graduation
2. Consistent demonstration of independence, maturity, and autonomy
3. Consistent timeliness in departing from and arrive back to campus

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 may recommend to the Governing Board that the family is counseled by the Board. Upon this recommendation, the Governing Board may elect to 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 who display willful noncompliance as evidenced by failure to turn in consecutive assignments or participate in classwork.
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.
4. Parents who habitually deliver their children to school late, resulting in the student missing important academic learning time.

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. Avoid individualization – few optional pieces to avoid class distinctions
3. Affordability
4. Durability
5. Ease of implementation by American Prep and by parents and student

Policies

1. Students should be in school dress code any time they are on school grounds during the school day, with the exception of PE. This includes but is not limited to time prior to the beginning of classes and during morning and afternoon carpool.
2. Students may 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 may be given a loaned item. The student will forfeit to the Administration an item of value in exchange for the loaned uniform item. The item of value will be returned to the student upon the return of the loaned uniform item. Students will be required to call home.
 - a. Administration reserves the right to not provide loaned items in cases where there is consistent non-compliance.
3. Items will be provided as available.
 - a. Name tags are supplied by American Preparatory Academy. Nametags are part of the required uniform and will be subject to American Preparatory Academy uniform policies. Students are asked to leave their nametags at school at the end of each day so that they are less likely to be lost or forgotten. Lost nametags may be replaced for \$5 from the school office. Lost magnet backs may be replaced for \$1.
4. If nametags are in disrepair due to neglect students may be required to replace the name tags at their expense. Nametags should not be altered in any way (I.E. handwritten changes, stickers...)

Exemptions

The school administrator is allowed to grant an exemption from complying with the dress code requirements to a student for extenuating circumstances or religious reasons. The administrator will carefully consider all requests for exemptions, and grant those which meet the standard of necessity. For instance, unusual medical circumstances might constitute an exemption, as may a religious requirement such as the wearing of a headpiece. 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.

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/> under the Parent Library tab and at https://vegas.americanprep.org/apalv_uniforms/

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.

Financial Hardship; Other Hardship

If a family is experiencing hardship, we encourage them to meet with a School Administrator who will be able to point them to resources in the community whereby they may find assistance. If a family is under financial hardship, they may contact a school administrator to discuss the ways in which American Prep may assist them in procuring uniforms for their student.

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. Participation in 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, or social media, 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 written 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 or the viewing of such on a device is prohibited at American Prep including all sexual behavior (to include public displays of affection) 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 Secondary 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 [Secondary School Discipline Plan](#).) Law enforcement will be informed of all acts that constitute suspected criminal activity. The Office of Civil Rights will be notified of all acts that may be violations of civil rights.

Parent Notification - When a report of negative, non-building or bullying behavior leads to the creation of an office infraction record or referral, parents of involved 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 reports physical harm or feels threatened at school, directors will contact the individual's parents. Discipline measures involving other students may only 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 or bullying 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. 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 - Parent will attend school with the student and follow the Parent Intervention Guidelines.

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 removed from enrollment of American Preparatory Academy.

Student Behavior at 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, touching, shoving, public displays of affection, 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.*

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 (including electronic bullying)
7. Disrespect shown toward classmates (including bullying and electronic bullying)
8. Abusing, misusing or destruction of property
9. Physical or verbal harassment
10. Possession of a banned item (see [Banned Items list](#))
11. Cheating/Plagiarism
12. Stealing
13. Leaving school premises without permission
14. Skipping class
15. Arriving tardy to class
16. Littering
17. Chewing gum
18. Appearing out of uniform
19. Truancy (not attending school without parent permission)
20. Sexual harassment
21. Possession of any of the following (see [Banned Items list](#) for additional banned items)
 - a) Caffeine Pills/Energy Drinks/Sleep pills
 - b) Any non-prescription medication that is not approved through school policy/procedures (III. Health and Safety)
 - c) 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. Nevada 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 Preparatory Academy as missing more than three days per year with no communication from the parent regarding the absence, American Preparatory Academy will report this information to a truancy officer.

Cheating: Obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.

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 may 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. Students and staff who do not adhere to these requirements will be subject to discipline, expulsion or termination.

Valuables, Electronic Devices and Games

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.** Electronic games and devices are not allowed on campus at American Prep. Games found on campus may be confiscated and may be held by administration until the end of the school year. Cell phones will be confiscated if found in use by the students at any time during the school day. Cell phones may not be used during school hours, even during lunch times. This includes messaging of any kind. American Prep is not responsible for lost cell phones. 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.

We recognize that cell phones are important and effective communication tools for parents and students. Therefore, cell phones may be used after school to communicate with parents or transportation providers. This communication must take place OUTSIDE on the pickup curb where there is adequate adult supervision, or if inside, in the presence of school staff. This is so that we can ensure cell phones are not used to access the internet after school, in an unsupervised setting, where inappropriate content may be accessed and shared with other students. Students who are using their cell phone outside of these places after school (the carpool curb or in the presence of a staff member) will be given reminders. Students who persist in using their phones after school outside the guideline may have their phone confiscated and a parent conference may be initiated.

Secondary Discipline Plan - Infractions

Generally Utilized Infraction Procedure

1. Student may receive a verbal warning from staff member who witnesses the infraction.
2. Staff member who witnesses the infraction will determine if an infraction referral is warranted.
3. If the infraction warrants a referral, the student will report to the administration office to receive the referral form.

Referral Process

1. **Administrative conference with student, contact parents** - Parental support is vital to the success of the Code of Conduct as consequences out of school are often more effective in producing motivation than consequences imposed in school. It is the parent's role as the school's partner to have a home consequence prepared that will discourage the behavior from recurring.
2. **Teaching and Instruction** - The Student is reminded of the Code of Conduct contained in the Parent-Student Handbook. They are also reminded that by signing the Student Compact they agreed to abide by the Code of Conduct described in the Parent-Student Handbook. The first step in the discipline process is conferencing with the student and reviewing the Code of Conduct to ensure the student knows and understands the violation.
3. **Application of consequence**
4. Student will make amends to those offended or impacted. Amends may include verbal apologies, written apologies, restitution of property, and other amends as determined appropriate by the teacher or school administration.
 - a. First Offense: Parent Intervention (parent attends school with student) or Suspension (depending upon infraction)
 - b. Second Offense: Short-term suspension (1 day) or (3 days)
 - c. Third Offense: Short-term suspension (3 days) or Long-term suspension (10 days)
 - d. Fourth Offense: Long-term suspension (10 days) and review of potential expulsion proceedings

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 (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 (i.e.: 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.

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:

1. Controlled substances (See NRS 405)
 - a. Narcotics,
 - b. Tobacco, cigarettes, e-cigarettes, and other electronic smoking devices
 - c. Alcohol
 - d. Prescription medications
 - e. Drug paraphernalia
1. **Please refer to NRS 453.554**
2. Weapons, including real weapons or look-alike weapons (exceptions can be made by administration for school productions)
 - a. Toy guns (Nerf, Rubberband Shooters, Airsoft, etc.)
 - b. Any explosive, noxious, or flammable material (including aerosol cans, such as deodorant sprays)
 - c. Matches or lighters
 - d. Bullets
 - e. Knives or other cutting tools (other than school scissors)
 - f. Firearms as defined in NRS 202.253, weapons use as defined in NRS 202.350 the following definitions from NRS 392.466 also apply
 - g. “Battery” has the meaning ascribed to it in paragraph (a) of subsection 1 of NRS 200.481.
 - h. “Dangerous weapon” includes, without limitation, a blackjack, slingshot, billy-club, sand-club, sandbag, metal knuckles, dirk or dagger, a nunchuck or trefoil, as defined in NRS 202.350, a butterfly knife or any other knife described in NRS 202.350, a switchblade knife as defined in

NRS 202.265, or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause, bodily injury to a person.

1. "Firearm" includes, without limitation, any pistol, revolver, shotgun, explosive substance or device, and any other item included within the definition of a "firearm"
3. Sexually explicit material – written, pictorial, or electronic including nude depictions of either gender in a sexual content.
4. **American Prep is a LATEX-FREE school. Absolutely NO latex balloons, gloves or other latex based items are allowed on campus at any time. **

Suspension and Expulsion Policy

Definitions

"Director" means the Director of American Preparatory Academy or his/her designee.

"Governing Board" means the Governing Board of American Preparatory Academy, which is the governing body that has authority under the law to suspend or expel students attending APA and to delegate this authority to a designee of the Governing Board's choice.

"Disciplinary Committee" means a committee of five parents approved by the Governing Board from among the parents at American Preparatory Academy.

"Expel," "expulsion," "expelled", or another form of the foregoing means termination of educational services and removal from American Preparatory Academy.

"Long-term suspension" means a suspension lasting longer than 10 days, but not removal from American Preparatory Academy.

"Parent" means the custodial parent(s) or guardian of a student attending American Preparatory Academy.

"School day" means a day in which school is scheduled to convene in regular session.

"Short-term suspension" means a suspension of 10 days or fewer.

"Student" means a student of American Preparatory Academy who is not disabled as that term is defined under Federal law.

Short-term Suspension

Delegation of Authority—

The Governing Board delegates the authority to the Director to issue short-term suspensions.

Notice and Hearing—

- (a) Upon determining that a student's conduct may warrant short-term suspension, the Director or his/her designee shall convene an informal hearing at which the Director shall notify the student of the following:
 - (i) the specific rule(s) in the student code of conduct that the student has allegedly violated; and

(ii) the specific conduct in which the student has engaged that violates the student code of conduct.

The Director shall make reasonable efforts to immediately notify the student's parent regarding the allegations against the student and the time of the hearing. However, if the Director is unable to contact the student's parent, or if the student's parent is unable to meet with the Director either in person or by telephone at the appointed time of the hearing, the hearing between the Director and the student shall proceed. The Director, in his/her sole discretion, may convene the aforementioned hearing immediately after the alleged violation of the student code of conduct.

(b) During the hearing, in addition to the requirements stated above in (a), the Director shall provide the student an opportunity to respond to the allegations that the student violated the student code of conduct. However, in responding to the allegations, the student does not have the right to:

(i) take time to prepare a defense

(ii) call witnesses to testify in his favor;

(iii) know the identity of or cross-examine witnesses who have complained against the student;

(iv) have counsel present; or

(v) remain silent, such that a student's refusal to speak may be interpreted as an admission of having engaged in the prohibited conduct.

(c) After hearing the student's response, the Director shall determine whether a short-term suspension is warranted by a preponderance of the evidence. If so, the Director shall establish the duration of the short-term suspension. Notwithstanding the foregoing, if the Director determines that the student's presence poses a continuing danger to persons or property at American Preparatory Academy, the Director may impose a short-term suspension before convening a hearing. However, the Director shall comply with the hearing procedures in paragraphs (a)-(c) as soon as is reasonably practicable after the danger subsides.

After rendering a decision, the Director shall document the hearing in writing or on a permanent computer file.

(d) Upon the Director's determination that a short-term suspension is warranted, the student shall be deemed suspended and shall be required to leave the school grounds immediately, provided that the Director has determined the best way to transfer custody of the student to the parent or guardian, emergency contact, or other person authorized by the parent to accept custody of the student.

(e) During the term of the short-term suspension:

(i) the student may not enter in or on the property of American Preparatory Academy, unless the Director grants prior approval;

(ii) the student's absence from class will be considered unexcused; and

(iii) the student will be allowed to make up any work or tests missed during the short-term suspension, but such work may not be identical to that received by students attending class.

(f) The Director, at his/her sole discretion, may allow for more formal hearing procedures than those stated above, but is not required to do so. During the term of the short-term suspension, the Director may also recommend to the Disciplinary Committee that the student either be placed on long-term suspension or expelled.

Long-Term Suspension and Expulsions

Delegation of Authority—

The Governing Board delegates authority to the Disciplinary Committee to have original jurisdiction over cases for long-term suspension and expulsion. If the Disciplinary Committee finds against the student, such decision may be appealed to the Governing Board. A student must exhaust his/her administrative remedies

by appealing the Disciplinary Committee's decision to the Governing Board before appealing to a court of competent jurisdiction the decision to expel or place the student on long-term suspension. The board may suspend a student for up to one school year or delegate that power to the district superintendent, the superintendent's designee, or chief administrative officer of a charter school. The board may expel a student for a fixed or indefinite period, provided that the expulsion shall be reviewed by the district superintendent or the superintendent's designee and the conclusions reported to the board, at least once each year.

- (a) Except as provided in the **Suspensions and Expulsions** section, prior to expelling or placing a student on long-term suspension, the Director shall send written notice to the student and his/her parent by certified mail return receipt requested to the student's last-known address that shall contain:
 - (i) A clear statement of intent to expel the student or place him/her on long-term suspension;
 - (ii) the specific rule(s) in the student code of conduct that the student has allegedly violated;
 - (iii) the specific conduct in which the student has engaged that allegedly violates the student code of conduct;
 - (iv) the date, time, and place of the hearing, which shall take place no less than 5 school days from the date parents receive the written notice, unless the parents and the Director shall agree otherwise in writing;
 - (v) a copy of the hearing procedures to be followed; and
 - (vi) a clear statement of the rights of the student and parent, which are:
 - (1) the right to counsel, which the student must obtain at his/her own expense;
 - (2) the right to present witnesses who voluntarily agree to testify in behalf of the accused student;
 - (3) the right to obtain a list of the witnesses who will testify on behalf of APA;
 - (4) the right to cross-examine the witnesses who will testify on behalf of APA;
 - (5) the right to have the hearing recorded;
 - (6) the right to a fair hearing before an impartial panel of the Disciplinary Committee.
- (b) If the Director complies with the aforementioned mailing procedures, the notice shall be deemed to be served on the student even if the notice is returned "undelivered" or if service is refused.
- (c) Even if the parent of the accused student does not dispute the expulsion or the long-term suspension, a hearing will be held unless the parent signs a written waiver of hearing.

Effects of Long-term Suspension or Expulsion

- (a) If the student is expelled, they may not be considered for re-enrollment.
- (b) If the student is suspended or expelled, the student may not enter into or upon the property of American Preparatory Academy without prior permission from the Director.
- (c) If expelled or placed on long-term suspension, the student's parent is solely responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion. The Director, or his/her designee, shall work with the parent of the suspended or expelled student to counsel the parent as to adequate alternative education options for the suspended or expelled student. However, APA-will

not provide the student placed on long-term suspension with the opportunity to make up work that the student missed during the duration of the suspension, and such absences resulting from suspension will be considered unexcused.

- (d) The Governing Board shall maintain a record of all suspended or expelled students and a notation of the recorded suspension or expulsion shall be attached to the suspended or expelled student's transcript.
- (e) The Governing Board or its designee shall contact the parent of the suspended or expelled student at least once a month to determine the student's progress.

Suspensions and Expulsions

- (a) A student shall be immediately expelled or placed on long-term suspension for any of the following reasons:
 - (i) if the student commits any serious violation affecting another student or staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including but not limited to:
 - (1) the possession, control, or actual or threatened use of a real weapon, explosive, or noxious, or flammable material;
 - (2) the actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities; or
 - (3) the sale, control, or distribution of a drug or controlled substance as defined by Nevada Revised Statutes 453, or drug paraphernalia as defined by Nevada Revised Statutes 405.554; or
 - (4) the destruction of school property, vandalism, graffiti, or etching as defined by Nevada Revised Statutes 205 and 206
 - (ii) if the student commits an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or a class A misdemeanor.
- (b) A student who commits a violation of section (a)(i)(1 or 2) shall be expelled from school. A student who has been expelled from school may not be considered for re-enrollment.
- (c) A student who commits a violation of section (a)(i)(3) or (a)(ii) shall be immediately suspended for no more than 20 school days, during which time the Director shall issue the notice required under subsection (a) of the Notice section. A hearing shall be convened, as discussed below, which will determine whether to expel the student or place him/her on further long-term suspension.

Hearing Procedures

- (a) During the hearing, the Director either in person or through his/her duly appointed representative shall bear the burden of proving, by a preponderance of the evidence, that the accused student perpetrated the violation of the code of student conduct for which long-term suspension or expulsion is sought. Accordingly, the Director shall begin the proceedings by making a prima facie showing that the student violated the code of student conduct.
- (b) After the Director has rested, the Disciplinary Committee shall provide the accused student the opportunity to rebut the evidence provided by the Director. At all times during the hearing, the Director carries the burden of persuasion.

- (c) The Disciplinary Committee's decision may not be based entirely on hearsay, although hearsay evidence is admissible. The Nevada Rules of Evidence will not control the presentation of evidence at the hearing. The presiding officer of the Disciplinary Committee has discretion to determine whether evidence is admissible.
- (d) After hearing all of the evidence, the Disciplinary Committee shall make a determination of whether to expel the student or place him/her on long-term suspension based solely on the evidence provided at the hearing and only for those charges alleged in the notice.
- (e) The Disciplinary Committee shall issue written findings of fact and conclusions of law that establish the basis for the decision. If the Disciplinary Committee finds in favor of the student, the Director may not appeal the decision to the Governing Board. If the Disciplinary Committee issues a decision to expel or place the student on long-term suspension, the student may appeal the decision to the Governing Board as discussed below.

Appeal to the Governing Board

- (a) If a student seeks to appeal the decision of the Disciplinary Committee to the Governing Board, the student must file his/her notice of appeal with the Governing Board within 10 school days after receiving the Disciplinary Committee's decision.
- (b) The notice of appeal shall contain a concise statement of reasons why the Disciplinary Committee's decision was incorrect. However, the student may not request a stay of the Disciplinary Committee's decision.
- (c) If the student disputes the Disciplinary Committee's findings of fact, the Governing Board shall exercise de novo review by issuing a formal notice to the student as stated in subsection (a) of the Notice section and by convening a hearing within 5 school days of the student receiving the aforementioned notice, unless the parties agree otherwise in writing. The hearing shall follow the same procedures discussed above in the Hearing Procedure section.
- (d) If the student does not dispute the Disciplinary Committee's findings of fact, but instead disputes only the Disciplinary Committee's conclusions of law or the duration of the punishment, the Governing Board may provide the Director with the opportunity to respond in writing to the student's statement of reasons, which response shall be served upon the student. The Governing Board may review the submissions of the parties and the entire record before the Disciplinary Committee and issue a decision without a hearing. Notwithstanding the foregoing, the Governing Board may, in its sole discretion, convene a hearing to address any matters the Governing Board deems necessary. Prior to convening such a hearing, the Governing Board shall issue the student a notice as discussed in the Notice section and shall convene the hearing no later than 5 school days after the student received the notice, unless the parties agree otherwise in writing.
- (e) The Governing Board shall issue a written decision affirming or reversing the Disciplinary Committee's decision. If affirmed, the decision is the final decision of APA and may be appealed to a court of competent jurisdiction.

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 (Temporary Guardian)

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, if necessary, 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 through the main doors and sign in at the desk. 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. Graduation Committee
16. Carpool Support

It is important that volunteers work together as team members with American Preparatory Academy 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 Preparatory Academy'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 Preparatory Academy 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 or staff 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 Preparatory Academy.
- As required in [NRS 388A.366](#) and [R131-16\(8\)](#), all volunteers that will be working with students are required to be fingerprinted and have an FBI background check completed. Please email volunteer@apavegas.org for more information.

Drivers and Chaperones

Parents may be asked to volunteer as chaperones and drivers. At APA we value our students' safety above all else. In order to make sure that our staff and parent volunteers are obeying the safety requirements set forth by APA and Nevada State Law, we require anyone driving students in their personal or APA-owned vehicles to undergo a thorough driver certification process.

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. Review "Booster Seat Flyer"
6. Submit to a background check to the DMV. The background check does not include fingerprints and the parents can submit the information online.

Parent-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 Concerns

1. Child's Teacher – Classroom Teacher - teacher first name.last name@apavegas.org (example: John Smith – john.smith@apavegas.org)
2. Secondary Director – Nik Hulet – nik.hulet@apavegas.org
 - a. Assistant Secondary Director – Craig Jex – Craig.jex@apavegas.org
3. District Lead Administrator – Rachele Hulet – rachele.hulet@apavegas.org
4. District Academic Director - Jen Walstad - jwalstad@apamail.org
5. District Executive Director - Carolyn Sharette - csharette@apamail.org
6. Parent Advocate – parentadvocate@apamail.org

Special Education Concern - Secondary

1. Child's Teacher – Classroom Teacher - teacher first name.last name@apavegas.org (example: John Smith – john.smith@apavegas.org)
2. Secondary Director – Nik Hulet – nik.hulet@apavegas.org
 1. Assistant Secondary Director – craig Jex – Craig.jex@apavegas.org

3. District Lead Administrator – Rachelle Hulet – rachelle.hulet@apavegas.org
4. Las Vegas Special Education Director – Tiffany Banks – tiffany.banks@apavegas.org
5. District Special Education Director – Joan Ottley-Zeeman – joz@apamail.org
6. District Academic Coordinator - Jen Walstad - jwalstad@apamail.org
7. District Executive Director - Carolyn Sharette - csharette@apamail.org
8. Parent Advocate – parentadvocate@apamail.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 the person who can best address the concern. The parent may also take the concern to the school administrator.

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@apamail.org.

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 school counselor or school administrator. 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.

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

American Preparatory Academy solicits our parents' views on our programs and staff members through regular surveys. Families will have the opportunity to express their level of satisfaction with all aspects of American Prep's programs at least annually. Survey results will be available on the website, and major points from the survey will be communicated to the parent community via the school newsletter. It is the goal of American Prep to have 100% parent participation in the

parent surveys. Parents may also give feedback at any time during the year by speaking directly with school administrators, or by using the school website: www.americanprep.org. There is a confidential feedback form located under “Contact Us” and [at the link provided here](#).

School-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, usually in April and May)
- Grade Level End-of-Year Culminating Activity for each student

Other school events parents are invited and encouraged to attend:

Parent-Teacher Conferences

Parent-Teacher conferences will be held twice per year according to the school calendar. Teachers will meet with parents on a first-come, first-served basis. Parents of 7th and 8th graders may attend a Student Progress Conference with a counselor. This is a wonderful opportunity for all of the adults in the student’s school and home life to gather and encourage the student.

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

Financial Contributions

American Preparatory Foundation (APEF) provides energy, focus, expertise, and financial support for students, parents, and educators connected with American Preparatory Academy (APA) schools. The foundation's mission is to enhance the APA experience for our students and families.

We are a qualified 501(c)(3) non-profit organization, and donations are tax deductible to the extent allowable by law. Each year, we invite families to contribute to American Prep. These funds are used to provide special programs and materials for our students as well as bonuses for our amazing staff. Families are invited to donate to the school by joining the Builders Club. The Builders Club is a subscription-based donation program wherein your gift increases our compensation fund

and bolsters our ability to acquire matching donations from corporate and community organizations. <http://www.americanprepfoundation.org/apa-builders-club>
We very much appreciate the generosity of American Prep families!

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.

American Prep's Fee Schedule and Fee Waiver Guidelines are provided to parents each year in the registration packet. The new fee policy provides parents an avenue to invest in their children's school opportunities. We encourage all families to carefully consider the lessons taught and learned by applying for and using fee waivers, and to refrain from applying for waivers except in cases of true hardship.

If you apply for fee waivers, your student may be given a work assignment or community service requirement to fulfill in lieu of paying the fee. If a request of a fee waiver is denied, the student or parent may appeal the decision to the Administrative Director. Please direct questions regarding fees or fee waivers to the office staff or school administrators.

Unauthorized Solicitation of Funds

It is not permitted for any individual (student, staff, or parent) to sell merchandise to students on school grounds, through school media sites, or during school functions, with the exception of district-approved school fundraisers.

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 will 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 Secondary 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. Help students to become more resilient.
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 School Dir.



Nikolos Hulet, LSW Secondary Dir.



Craig Jex, Assistant Secondary Dir.

Jackie Jackson, Assistant Secondary Dir.

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