



AMERICAN PREPARATORY  
ACADEMY

# American Preparatory Academy – Draper 1 Elementary Parent-Student Handbook

# 2019-2020

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

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

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AMERICAN PREPARATORY ACADEMY

# The Trust of Public Education

## American Preparatory Academy

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

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

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

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

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

# I. Mission and Vision

## *American Preparatory Academy Mission Statement*

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

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

## **Philosophy Statement**

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

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

## **School Model**

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



## **Virtuous Character Development**

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

### **Builders Theme**

The Builders Theme is reinforced by our “Builders Song” (K. Woodcox, 2004) and the “Builders” poem (below). Each student and staff member memorizes this poem and recites it at school events and in classrooms. It is also promoted through monthly “Builders Mottos” and “Builders Awards” that are presented to students and staff. We ask all members of the American Preparatory community to conduct themselves as builders by asking themselves the question: “What would be building behavior?” Keeping the standard of behavior at that of a “builder” makes it easy to know how to conduct oneself and promotes a positive place for learning.

## **Builders**

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

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

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

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

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

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

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

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

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

*- Anonymous and Howard Headlee*

## **Builders Mottos for 2019-2020 School Year**

|           |  |
|-----------|--|
| August    | Be a Builder   |
| September | Build with Enthusiasm  |
| October   | I am a builder when I am perfectly honest                                    |
| November  | I am a builder when I express gratitude in word and deed                     |
| December  | I am a builder when I look for ways to serve others (Kigatsuku)              |
| January   | I am a builder 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 12<sup>th</sup> grade. **The program is not an extra-curricular activity**, but an integral part of the two-fold mission of APA, which is to promote rigorous academic instruction and strong character development.

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

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

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

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

The Ambassador Program is designed to develop the leadership qualities of an Ambassador. An Ambassador is a Representative, an Advocate, and a Leader—an individual who *naturally puts into practice* the social and professional protocols necessary for success in the business world, educational pursuits and family relationships.

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

## II. Daily School Operation

### Schedules

1. School will begin each day at 8:15 a.m. Parents may drop off students beginning at 7:45 a.m. each morning.
2. Students may be assigned a dismissal time based on their teacher's recommendation for our Academic Extended Day program. This program gives select students 20 additional minutes of academic assistance following the first dismissal time each school day. Academic Extended Day is not available to morning kindergarten students. Please follow this schedule for pickup times:

#### School Hours

##### Students Assigned to Dismissal #1

|                | M, T, F       |             | W, Th         |             | Half Days     |             |
|----------------|---------------|-------------|---------------|-------------|---------------|-------------|
|                | School Begins | School Ends | School Begins | School Ends | School Begins | School Ends |
| K - 6th Grades | 8:15 a.m.     | 3:25 p.m.   | 8:15 a.m.     | 2:25 p.m.   | 8:15 a.m.     | 12:15 p.m.  |

##### Students Assigned to Dismissal #2 (Academic Extended Day)

|                | M, T, F       |             | W, Th         |             | Half Days     |             |
|----------------|---------------|-------------|---------------|-------------|---------------|-------------|
|                | School Begins | School Ends | School Begins | School Ends | School Begins | School Ends |
| K - 6th Grades | 8:15 a.m.     | 3:45 p.m.   | 8:15 a.m.     | 2:45 p.m.   | 8:15 a.m.     | 12:30 p.m.  |

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

### Attendance

It is vital to our success that students attend school each day. American Prep supports a statewide goal of 95% attendance school-wide. Our academic goals will be achieved only if our students attend school regularly.

### General Procedures

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

1. If a student is unable to attend school, a parent or guardian must call the school on the day of the absence before 8:15 a.m. to report the absence. If a parent does not notify the school, the student may be considered truant. **PHONE NUMBER: (801) 553-8500.**
2. 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.
3. Attendance will be kept each day at American Prep and will be reported to the administration by each teacher. Administration will track daily attendance and will report any extended absences to the Director.
4. Absences may affect a student's grade according to the class disclosures in secondary grades and depending upon work missed in the elementary grades.
5. Parents are encouraged to schedule appointments outside of school hours whenever possible. For students in grades 1-6, afternoon appointments are preferred so that students don't miss reading and math instruction.

### **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 approved by the administration will a student be allowed to make up missed schoolwork. Scheduled absences still count toward the total number of absences. Absences will not be approved during state or school testing.
2. ***When parents complete a "Scheduled Absence Request," it is the parents' responsibility to:***
  - a. *email the teacher and notify them of the planned absence*
  - b. *check the student's learning plan for homework and schoolwork assignments*
  - c. *email the teacher to clarify any homework or classwork assignments*
  - d. *collect the student's books and materials needed to complete the work*
3. Administration may not approve scheduled absences if a student has less than 95% attendance. 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.

### **Tardies**

School begins at 8:15 a.m. each morning and classroom doors are locked at that time. Students arriving after 8:15 a.m, or any other time during the day, must be accompanied into the school *by an adult* to be signed in.

### **Check-ins and Check-outs During the Day**

1. Because we teach "bell to bell," it is vital that students remain for the entire school day. Parents are encouraged to schedule appointments outside of school hours whenever possible. For students in grades 1-6, afternoon appointments are preferred so that students don't miss reading or math instruction.

2. If a student needs to be checked-in during the school day, the student must be accompanied into the school *by an adult* and signed in at the office.
3. If a student needs to be checked-out during school hours, the parent/guardian must come into the school and sign the student out. Students will not be released from class until parents arrive at the school. For safety reasons, students will not be sent out to meet parents at the curb outside of regular carpool times. To minimize missed academic time, students will not be released from class until parents arrive at the school. Parents may not check out their student early to avoid waiting in carpool.
  - a. Parents/Guardians will list in the student registration the names of authorized individuals who are allowed to pick up a student from school. **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.**
  - 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 11:15 a.m. or check out before 12:15 p.m. on M, T, or F, your student will be counted absent. If you check your student in after 10:15 a.m. or check them out before 11:15 a.m. on W or Th, they will be counted absent.
5. If you are leaving town, be sure your caregiver is listed on the card as someone authorized to pick up your student from school. Let us know where you will be, how to get in touch with you, and if you have given permission to authorize medical treatment to a caregiver in your absence by completing the school form "**Parent Info While out of Town.**"

### **NO Check-outs During Carpool**

The school office will be open for student check-outs from when school begins until 15 minutes before first dismissal. There will be **no student check-outs after that time.** Please arrange to arrive early if you need to check-out your students at the end of the day. **Parents may not check out students early to avoid waiting in carpool, or for other reasons of convenience.** 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 end-of-year programs.

## **End-of-day School Check-outs**

If parents know of a regular conflict for which the student must be dismissed early (like a practice that is scheduled after school consistently at a time that needs special consideration) 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 sufficient time for school staff to retrieve students and get them to the school office.

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

**Parents may not check out students early to avoid waiting in carpool, or for other reasons of convenience.** Excessive checkouts may result in a student being placed on Attendance Probation or Attendance Warning.

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

### **Excessive Tardies**

1. Elementary students who arrive after 8:15 a.m. will be considered tardy and will report to the front desk at the entrance of the school where they will sign in and get their attendance slip to take to their teacher.



2. A school administration official will record the tardy students' names. Every tardy is recorded.
3. After 6 tardy arrivals in any one term, the student will be placed on "**Attendance Warning**."
4. If 6 additional tardies are accrued in any additional term, the Director will notify the parents via letter that their student has now been placed on "**Attendance Probation**," the result of which may be a required meeting with administration and/or the Governing Board.

### **Excessive Check-outs**

1. A student who is checked out early more than 3 times in any quarter will be placed on "Attendance Warning."
2. A student with two or more quarters in violation of the early check-out limit will be placed on "Attendance Probation" the result of which *may* be a required meeting with administration or the Governing Board.

## Calendars

At the beginning of each school year, each family will be given a copy of the School Calendar for their reference throughout the year. Additional calendars may be requested if needed. School calendars are also available on-line at [www.americanprep.org](http://www.americanprep.org). Current school events and updates may be found in the weekly school newsletters. School calendars are subject to change. You may view the most up-to-date calendars for this campus by using the following link: <http://draper1.americanprep.org/calendar/>.

### **Academic Calendar 2019-2020**

|   |                              |                 |
|---|------------------------------|-----------------|
| July 29 <sup>th</sup> – Aug 2 <sup>nd</sup>                 | DI Training Week             | Staff Only      |
| August 5 <sup>th</sup> – 8 <sup>th</sup> , 16 <sup>th</sup> | Pre-Service Training         | Staff Only      |
| August 16 <sup>th</sup>                                     | Elementary Meet & Greet      |                 |
| August 19 <sup>th</sup>                                     | First Day of School          |                 |
| September 2 <sup>nd</sup>                                   | Labor Day                    | NO SCHOOL       |
| October 14 <sup>th</sup> – 18 <sup>th</sup>                 | Fall Break                   | NO SCHOOL       |
| October 30 – 31 <sup>st</sup>                               | Parent/Teacher Conferences   | Early Dismissal |
| November 1 <sup>st</sup>                                    | Professional Development Day | NO SCHOOL       |
| November 27 <sup>th</sup> – 29 <sup>th</sup>                | Thanksgiving Break           | NO SCHOOL       |
| Dec 23 <sup>rd</sup> – Jan 3 <sup>rd</sup>                  | Winter Break                 | NO SCHOOL       |
| January 20 <sup>th</sup>                                    | Martin Luther King Jr. Day   | NO SCHOOL       |
| January 22 <sup>nd</sup>                                    | Professional Development Day | Early Dismissal |
| February 17 <sup>th</sup> – 21 <sup>st</sup>                | Mid-Winter Break             | NO SCHOOL       |
| March 4 <sup>th</sup> – 5 <sup>th</sup>                     | Parent/Teacher Conferences   | Early Dismissal |
| April 6 <sup>th</sup> – 10 <sup>th</sup>                    | Spring Break                 | NO SCHOOL       |
| May 22 <sup>nd</sup>  | Kindergarten – Last Day      |                 |
| May 25 <sup>th</sup>  | Memorial Day                 | NO SCHOOL       |
| May 29 <sup>th</sup>  | Last Day of School           |                 |
| June 1 <sup>st</sup> – 5 <sup>th</sup>                      | Post-service Training        | Staff Only      |

### **ELEMENTARY TERM DATES**

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

## School Closures

American Prep follows Canyons School District (CSD) with regard to school closures due to inclement weather or emergencies. Parents should listen to these designated radio or television stations for school closure information between the hours of 6-8 a.m. If school for CSD is cancelled, school at American Prep will be cancelled. If there is a late start for CSD, we will have a late start at American Prep. If only selected schools in CSD are closed or on late start schedule, American Prep will operate as NORMAL. Parents are ultimately responsible for deciding if inclement weather is severe enough that they cannot drive to school. (If schools dismiss early, the media will air the announcement as soon as possible.) If CSD dismisses early, American Prep will dismiss early.

### TV Stations

- KSL -- Channel 5
- KUTV -- Channel 2
- KTVX -- Channel 4
- Fox-News -- Channel 13

### AM Radio Stations

- KSL-1160
- Metro Networks -- 25 station

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)

In addition, school closures will be posted by 6:30 a.m. on Canyons School District's Web site at [www.canyonsdistrict.org](http://www.canyonsdistrict.org).

## After School

### **Academic Extended Day (aka AED or Second Dismissal)**

Academic Extended Day takes place for 25 minutes after the regular dismissal. Students are invited to the AED program by *teacher request* based on academic need. All new 1<sup>st</sup> – 6<sup>th</sup> grade students will be invited to Academic Extended Day during Term 1 to give them additional support as they learn APA procedures and curriculum. Students may be invited to or excused from AED during the school year—based on the academic focus of the term and the progress of the student. If one child in a carpool is invited to AED, the other students in the carpool will also be assigned a class to attend. Students who disrupt the learning environment of an AED class may lose the opportunity to participate.

## **Afterschool Clubs**

Each year there are opportunities for students to participate in afterschool clubs. The clubs available and the grades that may participate vary from year to year depending on the interest of teachers and/or parents in sponsoring a club. Typically, these have been geared toward the upper elementary and Junior High grades. Parents/staff interested in organizing a club should contact the School Director for more information.

## **Carpool**

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

### **North (Front) Carpool**

- Make a right hand turn off of Pony Express Road, follow driveway alongside businesses. Drop off along curb between 7:45 - 8:10 am.
- In the afternoon, please follow same route listening to staff instructions for when to pull forward.

### **South (Back) Carpool**

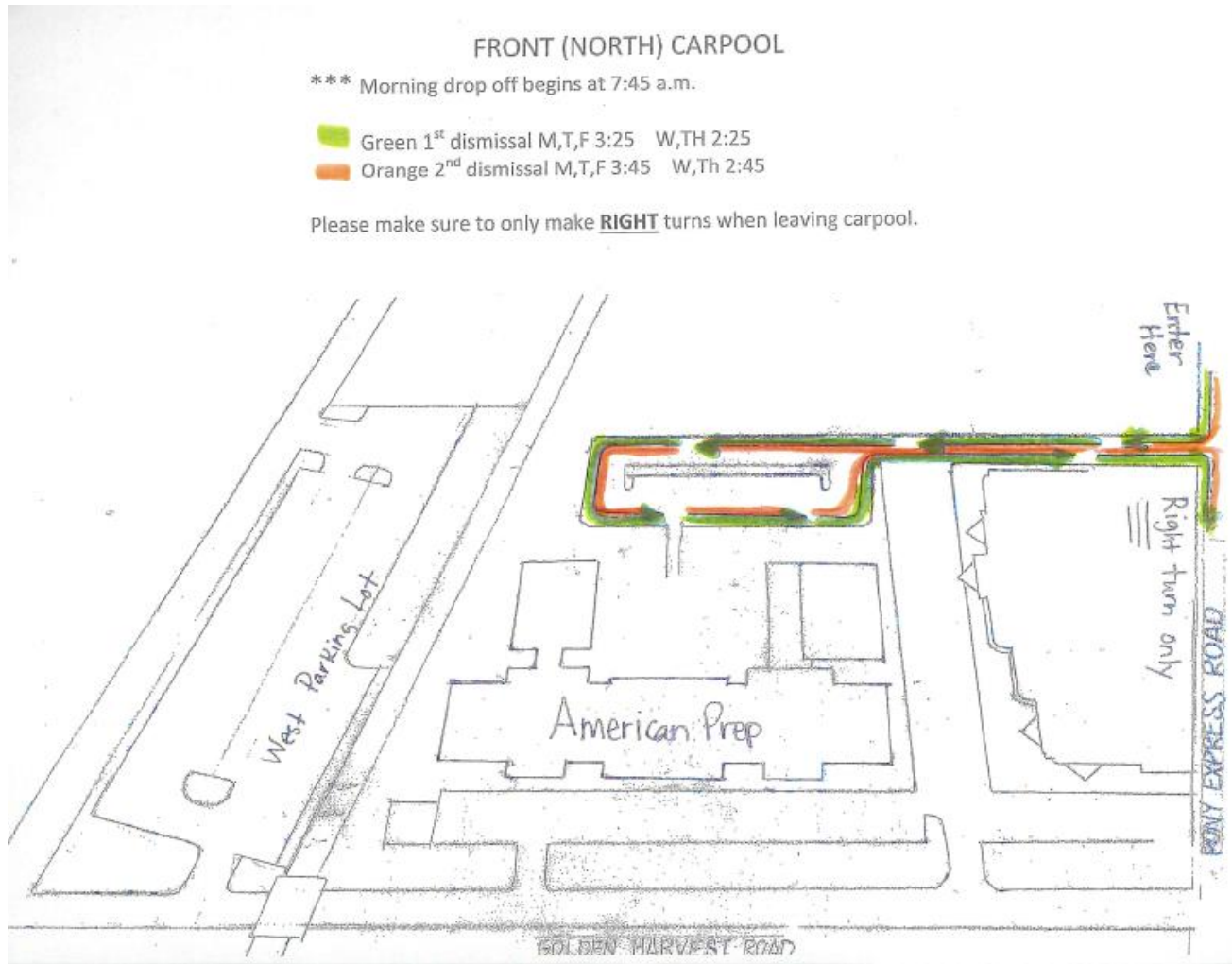
- Heading south on Lone Peak Parkway, make a left onto Golden Harvest and then another left into the parking lot (right hand turns into this lot are for the other non-APA business's in the complex.)
- Drop off along curb 7:45- 8:10 am. then exit parking lot making a right-hand turn heading back to Lone Peak Parkway.
- In the afternoon, make sure to pull into the West Parking Lot and wait for staff to move you to the South Lot so we do not block our neighbors.

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

## **Late Pickup**

- Students need to be picked up promptly within 15 minutes of their assigned dismissal time.
- Parents who arrive after carpool is completed must come into the school to sign out their students.
- 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.

## Carpool Maps

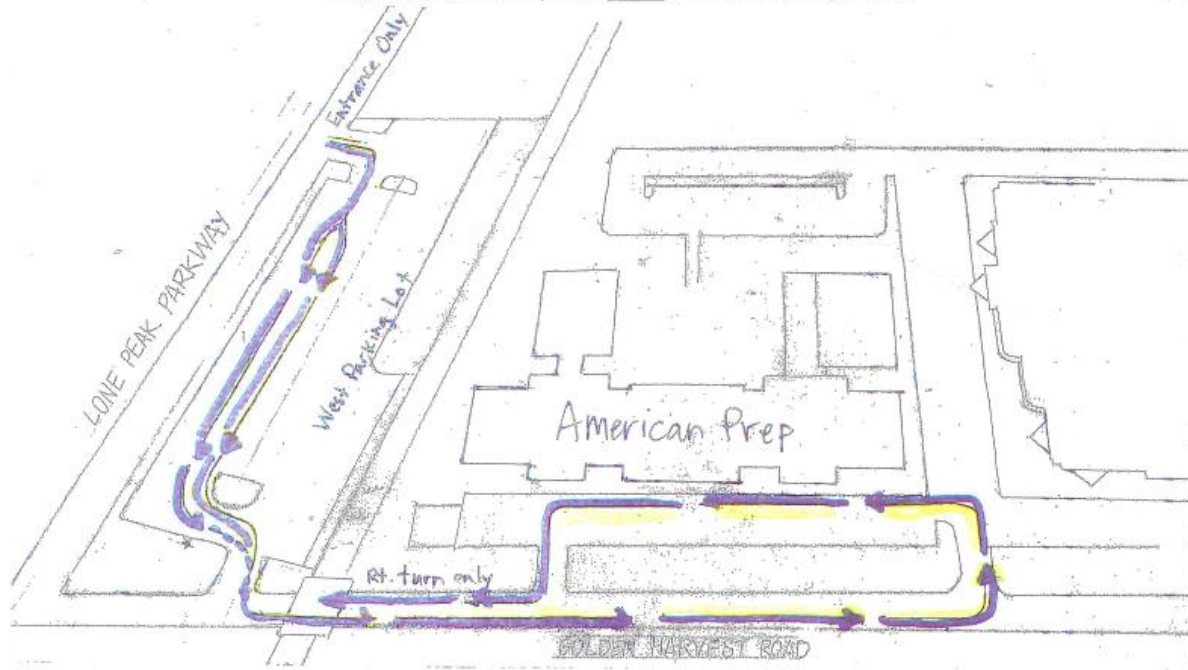


## BACK (SOUTH) CARPOOL

\*\*\* Morning drop off begins at 7:45 a.m. and will end at 8:10 a.m.  
Please pull around to North carpool after 8:10 a.m.

Yellow 1<sup>st</sup> dismissal M,T,F 3:25 W,TH 2:25  
Blue 2<sup>nd</sup> dismissal M,T,F 3:45 W,Th 2:45

Please make sure to only make **RIGHT** turns when leaving carpool.



### **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, shoving, or horseplay of any kind.
3. No swinging of backpacks, lunch boxes, or any other items. Hands, feet and belongings must be kept to self.
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.

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance as a class each day, during school-wide assemblies, the Pledge of Allegiance is recited as a school-wide event. Parents wishing to have their students excused from recitation of the Pledge may communicate this in writing to the school Director.

## **Lost and Found**

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

## **Holiday Celebrations**

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

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

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

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

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

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

- All classmates must be included in the giving.
- Treats must be wrapped as they will be placed in backpacks to be enjoyed at home.

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

### **Birthday Celebrations at School**

Teachers will generally celebrate a student’s birthday during the school day closest to their birthday and have a special way of acknowledging that student. Due to food sensitivities, we have adjusted our birthday recognition policy. **In place of cupcakes or other birthday treats, parents who wish to recognize a child’s birthday may do so by providing pencils, erasers, or other minor items for classmates.** This is not something that needs to be done, but if parents choose to that is acceptable. **Parents, please do NOT bring any birthday treats, balloon bouquets, flowers or other birthday items to school.** This becomes a distraction in the school day, and we are sensitive to the feelings of the students whose parents cannot or do not do something similar for them. If you have questions on what is acceptable please contact your child’s homeroom teacher. ([Please see VII. Parent and Family Engagement Policy: Birthdays and Other Events.](#))

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

### **Invitations to parties outside of school**

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



## **Unity and Diversity; Opt-out Policy**

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

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

**Unity and Diversity Coordinator: Lisa Brunson**  
**Address: 12894 Pony Express Rd Suite 600**  
**Draper, UT 84020**  
**Phone: 801-797-1026 x 1026**  
**Email address: [lbrunson@apamail.org](mailto:lbrunson@apamail.org)**

**Regional Office of Civil Rights for Utah**  
**Denver Office**  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Telephone: (303) 844-5695  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

## **III. Health and Safety**

### **Wellness**

American Prep made changes to our Wellness Policy. Sugar motivators (skittles, gummy bears etc.) have been replaced with other options in our classrooms (bookmarks, pencils, stickers etc.) Healthy alternatives will be provided when culminating activities or other events involve food as part of the curriculum.

## **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 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. Teachers will be given health files on students with health concerns, chronic illnesses or who take daily medication administered during school hours. Teachers will keep health files on these students readily available to them.
6. At times, students may consume food at school that parents do not send – for example, by trading lunch items or having special food at a culminating activity. It is imperative that parents disclose any food allergies to the school by including this information on the "Health Alert" form so that precautions can be taken to prevent allergic reactions in students.

## **Immunizations**

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

### **Kindergarten Entry Requirements**

- 5 DTP/DTPaP/DT - 4 doses if 4th dose was given on/after the 4th birthday 4 Polio - 3 doses if 3rd dose was given on/after the 4th birthday
- 2 Measles, Mumps, Rubella (MMR)
- 3 Hepatitis B 2 Hepatitis A
- 2 Varicella (Chickenpox) - history of disease is acceptable, parent must sign verification statement on school immunization record

The data is to be tabulated on a Utah Certificate of Immunization form and signed by your physician. Parents need to bring the original to the school for verification. The school will make a copy of the certificate and put it in the student file.

**If you would like to opt-out of immunizations, you must go to your local Health Department to get the form that needs to be filled out and then turn it into the front office.**

## **Illness During the School Day**

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

## **Medications**

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

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

## **Air Quality**

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

## **School Lunch**

Parents are expected to provide a nutritious lunch for their student(s) each day. They may do this by sending a lunch to school with their student or ordering lunches through the school lunch program. We provide daily lunches that are similar to bag lunches as a convenience to families through the National School Lunch Program. (We do not serve hot lunch.) This program is designed to provide a healthy, mid-day, low-cost meal option for our families. American Prep does not seek to make a profit from our lunch program. This institution is an equal opportunity provider.

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

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

Beverages: National School Lunch Program orders include milk. Parents may also pre-order milk for their students by the month or year prepaid. There will be no refunds for student absences. Forms are available from the Lunch Specialist at each campus. No soda or drinks with red dye are allowed at school (as they will stain the carpet). Drinks containing stimulants of any kind, including caffeine or herbal stimulants, are not allowed at school.

Families who choose to participate in the school lunch program need to follow the directions provided on the National School Lunch Program Parent Information page. These include: 1) Complete and submit a family Free/Reduced Lunch form, 2) Please check our weekly newsletter and our website, [www.americanprep.org](http://www.americanprep.org), for current information. **ALL SCHOOL LUNCHES MUST BE ORDERED ONLINE. NO EXTRA FOOD WILL BE AVAILABLE FOR PURCHASE ON CAMPUS.** The lunch specialist is available for questions regarding ordering procedures.

## **Security**

### **Building Security**

1. The main entrance doors will be unlocked 30 minutes prior to the start of school.
2. The main doors will be open throughout the school day for parents and student check-ins/check-outs.
3. All other doors remain locked throughout the school day.
4. The school premises are monitored by both video and audio surveillance in most classrooms and video surveillance in common areas.

### **Safety on grounds**

1. No hard balls are allowed on the front field of the schoolyard.
2. Students must stay within the fenced areas of the schoolyard.

3. If a ball or other play equipment needs to be retrieved, a teacher or other adult should retrieve it.
4. In addition to the items listed under VI. Code of Conduct, skateboards, roller skates, roller blades, skate shoes, and scooters are not allowed on school premises.

### **Comprehensive Emergency Response Plan**

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

## **IV. Academic Policies**

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

### **Academic Success**

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

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

### **Teachers and Staff Component**

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

### **Student Component**

Likewise, the students at American Prep bear much responsibility with regard to exerting effort and completing assigned work so that they can benefit fully from the excellent academic programs of American Prep. Most students who attend American Prep are well prepared and bring their

own enthusiasm and love of learning to school with them each day. We are confident that working together, all students can achieve academic success at American Prep. (See [Appendix B: Student Compact](#).)

## **Parent Component**

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

## **Organization**

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

## **Dockets**

Each student at American Prep will be issued a docket at the beginning of the first year they are in attendance. Replacement dockets must be purchased from the school office and are \$10.00. Folders can be replaced for \$2.00. Students must use the school-issued docket. Students should not place heavy objects like books in their dockets nor place stickers on the outside of their docket.

1. The docket will contain several colored file folders representing the following subjects:
  - a) Red – Reading
  - b) Yellow – Math
  - c) Green – Science
  - d) Blue – History
  - e) Purple – Language arts
  - f) Orange – Spelling
  - g) Gray – Reading University
2. Students will take the docket home each night and will bring it back to school each day.
3. If students lose or damage their docket, they will need to purchase a new one from American Prep for their use. Unless given approval by administration, students must use the APA issued docket.

4. One purpose of the docket is to help American Prep implement a “no loose papers” policy. All papers should be placed in the correct file folder inside the docket. In this way, students always have with them what they need – in class and at home. Parents can easily look through a student’s docket and get a clear picture of what work is being produced and what areas are being studied, thus allowing them to extend and expand the learning at home.

## **Learning Plans**

1. A learning plan will be issued to each elementary student at the beginning of each week. In the younger grades, teachers write the week’s lessons, subjects covered, and assignments on the learning plan for the students. In the older grades, students will fill in the subject areas on the learning plan in each class each day.
2. ***Parents will review their student’s learning plan each night.*** When assignments are completed, parents will initial the learning plan. If a student is unable to finish an assignment, the parent is to circle and initial the assignment indicating they are aware of the assignment that must be completed.
3. Elementary teachers or instructors will check the Learning Plan each morning for signatures, and at the end of each day to ensure the student has filled in the subject area boxes correctly and completely.
4. Group teachers will take the time at the end of each class period and explicitly instruct their students to get out their Learning Plan and will guide them in filling in the Learning Plan box correctly and completely.

## **Homework**

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

### **Homework Policy**

1. Homework is assigned with coordination between teachers and consideration of the importance of child participation in family activities and responsibilities. Students will be given homework most weekday evenings. It is our intention that homework given will be appropriate, relevant, interesting and at times, challenging. Homework assigned should not be new material for students, but should be a review, extra practice, or an extension of material already taught in school.
2. Students should be able to complete their homework within the time frames below, with the exception of special projects or ***in cases where the student fails to complete classwork in a timely manner***, or if a student falls behind due to tardy arrivals, absences or failure to attend to learning ***or use time effectively during the school day***. These times do not include music practice or free reading time. Students in grades 1-4 should read

an additional period of time each evening (at least 15 minutes). In grades 5-6 this time may, but will not always, include free reading time. Students in advanced math and reading courses may need additional time for homework completion each evening.

- Kindergarten - 10 minutes
- First grade – 20 minutes
- Second grade – 30 minutes
- Third grade – 40 minutes
- Fourth grade – 50 minutes
- Fifth grade – 60 minutes
- Sixth grade – 60 minutes

3. *An American Prep student should spend time each day studying, whether or not homework is assigned.* If no homework is assigned, students are encouraged to review math facts, work on MathScore, read, practice writing, study spelling words, or read a book with their parents. We believe it is in the best interest of our students to spend a portion of 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 a “**Homework Response Form**” (available at the school office) and return it to the teacher. Administration will review all response forms.

### **Home Learning Environment**

1. *Parents need to provide an environment in the home that will make it possible for students to engage in scholarly pursuits at home on a daily basis.* A successful learning environment contains the following elements:
  - a. a quiet place to study and complete assignments;
  - b. access to necessary tools (pencils, paper, adequate lighting, resources such as reference books); and
  - c. freedom from distractions (TV, video and computer games, distracting music or conversations)
2. *American Prep recommends that families adopt a no screen time policy Monday through Thursday.* Ample research has demonstrated that it is not beneficial for students to watch TV and play video games on a daily basis. Lack of physical exercise is resulting in obesity in epidemic proportions in our country. We encourage our families to provide opportunities for their students to exercise and study during the weekday evenings.
3. 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 when assignments are completed.

4. American Prep recommends that parents review the academic scope and sequence received from their student's teacher, then utilize the public library to further enhance their student's exploration in any given subject.

## **Academic Communication**

### **Elementary**

- A learning plan will be provided to each student each week. Students will bring the learning plan home in their docket each day. Information regarding schoolwork, activities and homework will be communicated to American Prep families from the teacher to parents each day via the learning plan. Learning plans are a daily communication tool that parents and teachers can use to communicate regarding academic progress.
- Parents are encouraged to check their student's grades at least weekly on ALMA, the online Elementary grading system (<https://apa-d1.getalma.com/>). Logins/passwords are available from the Academic Coordinator, Jodi Johnson [jjohnson@apamail.org](mailto:jjohnson@apamail.org).
- Parents are encouraged to check regularly for any missing work on ALMA.
- Elementary report cards will be issued the last day of each term.

### **Communication with Students**

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

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

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

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

It is APA policy that our staff not “friend” or accept “friend requests” from students or former students on social websites.

## **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, APA’s Got Talent, American Preparatory Idol Competition, and others.

### **Reading University - RU**

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

The grade students receive in RU on their report card will reflect the numbers of books they have read each term. Book lists will be available on the school’s website at <https://www.americanprep.org/reading-university/>. Books from the Reading University book lists are also available to the students in the classroom for check-out. We encourage parents to make use of the public library and attend often with their students. Students also receive rewards for books read. K-4 students can redeem points earned at the school RU store. Older students may receive other incentives for books read.

## **School Promotion Policy**

Teachers may not recommend for promotion any student who does not meet the criteria for promotion (see below). The administration will form an Academic Review Team, which 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 in order to determine if the student qualifies for promotion to the next grade.

In order to recommend promotion, the Academic Review Team will ensure utilizing concrete data that the student demonstrates sufficient skills and content knowledge to be successful at the next grade level. If 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 following school year.

## **Promotion of Elementary Students**

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

1. Student passed all subjects four terms of the year with at least a C grade.
2. Student attended school a minimum of 160 days (less than 21 absences).
3. Student passed at least the lowest level of the skills classes – reading and mathematics - for their grade level.
4. Student has not been suspended during the school year.

## **Academic Failure**

We recognize that we cannot control student effort, participation, and willingness to work, nor 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 student's priority enrollment be reconsidered. The Governing Board will hold a meeting with the family to discuss the areas of concern. Any of the following, and other violations of the Acceptance of Policy or other school policies may result in a Governing Board hearing:

- Students who fail the academic course of study as a result of lack of effort.
- Students who display willful noncompliance as evidenced by failure to turn in consecutive assignments or participate in classwork.
- Parents who are unwilling to review and sign the Learning Plan each day for students, and who fail to ensure their student completes assignments.

## V. Dress Code

### Beliefs and Guidelines

#### **Our dress code is based on our belief that uniforms:**

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

#### **Our dress code was developed with these guidelines in mind:**

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

### Dress Code Policies

1. Students should be in school dress code clothing any time they are on school grounds during the school day, with the exception of PE and recess times.
2. Students will not be allowed in class unless their dress adheres to the dress code. Parents will be called to bring appropriate clothing or take the student home to get appropriate clothing if students appear at school out of uniform.

Nametags are supplied by American Preparatory Academy. Nametags are part of the required uniform and will be subject to APA uniform policies. Students are asked to leave their 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.

### Exemptions

Under the Utah Code, 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: [www.americanprep.org](http://www.americanprep.org) under the Parent Library tab and [this link](#).

*School administration has final discretion regarding uniform compliance. Students will call home every day they are not in compliance. 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. 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](#)).

**Comportment** – 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.

**Abusive Conduct** – The verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. Staff who have experienced abusive conduct from a student may follow procedures outlined in the Staff Manual to file a grievance.

**Bullying** -American Prep defines bullying as disrespect shown toward classmates, displayed as physical or verbal aggression, domination or disrespect. Bullying of any type is not permitted at American Prep. No form of aggressive physical interaction among students is acceptable. Verbal threats, even when couched in “jokes”, are not tolerated and will be disciplined. Sarcasm and teasing may be considered bullying. Eye rolling, shoulder shrugging, and audible sighs may be considered bullying behavior. School staff will assess interactions and determine if behavior is considered “bullying” based upon what a reasonable adult would consider offensive behavior which has made or has the potential to make the school environment uncomfortable or hostile for the student.

**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, often outside of school hours using the internet, instant messaging, email or cell phone texting, which target other students, teachers or staff members and in which student, teachers or staff are spoken of or to in a negative or threatening manner. When these acts result in students or staff feeling uncomfortable about attending school, a hostile school environment has been created. We believe it is our responsibility to ensure that all students and staff feel comfortable and welcome at American Prep, and therefore American Prep considers these acts as bullying and we may initiate discipline procedures and parent notification if they occur.

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

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

**Parent Intervention** - 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.

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

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

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

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

### **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, shoving, or horseplay of any kind. Hands, feet and belongings must be kept to self.
3. No swinging of backpacks, lunch boxes, or any other items.
4. No yelling, screaming, or speaking in loud voices.
5. No groups watching videos or playing games on electronic devices.
6. 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
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) Perfumed/deodorant sprays
  - b) Caffeine Pills/Energy Drinks/Sleep pills
  - c) Any non-prescription medication that is not approved through school policy/procedures (see [III. Health and Safety](#))
  - d) Permanent Markers (except by teacher permission)

## **Banned Items**

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

- Drug paraphernalia
- Controlled substances
  - narcotics
  - tobacco, cigarettes, e-cigarettes/vapes, and other electronic smoking devices
  - Alcohol
  - prescription medications
- Weapons, including real weapons or look-alike weapons
  - Toy guns (Nerf, Rubber band Shooters, Airsoft, etc.)
  - Any explosive, noxious, or flammable material (including aerosol cans, such as deodorant sprays)
  - Matches or lighters
  - Bullets
  - Knives or other cutting tools (other than school scissors)
- Sexually explicit material – written, pictorial, or electronic including nude depictions of either gender in a sexual content.

## **Technology Usage Policy**

All students and staff members who wish to use computers at American Prep must sign the technology usage agreement before they are eligible to utilize American Prep computers.

## **Valuables, Electronic Devices and Games**

It is not recommended that students or staff bring valuables onto the school campus. **American Prep cannot be responsible for damage to or loss of cell phones or other valuable items.** Electronic games and devices are not allowed at American Prep and will be confiscated by faculty if found on campus. Cell phones are distracting to our academic efforts at American Prep and can be impactful to our safe school culture. Students may not use their cell phone once they enter the school building and until they leave the building at the end of the day. In addition, students may not have their phones in their possession during the day and must leave their phones in their locker if they chose to bring them to school. This policy extends to smartwatches when being used for texting or calling.

If a student is found using a cell phone in the building or has possession of a cell phone while in class, faculty will confiscate the phone and turn it into the office. The following is the procedure to confiscate a cell phone from a student (even if the phone allegedly belongs to a friend):

1. The first time a phone is confiscated, the student may retrieve it from the office at the end of the day;
2. The second time a phone is confiscated, a parent or guardian must retrieve it from an administrator;
3. The third time a phone is confiscated, the school will hold it until the end of the year.

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 should not group together to watch videos or play games on electronic devices while waiting in carpool. 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. This policy extends to smartwatches, tablets, or any other internet accessing device when being used for activities like texting, calling, social media, internet browsing, etc.

## **Elementary School Discipline Plan--Infractions**

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

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

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

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

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

## **Parent Intervention Guidelines**

### **Goals**

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

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

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

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

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

### **Parent's Duties**

1. Stay with the student – sit next to student desk during class time, transition with student.
2. Fill out the data tracking form for Parent Interventions.
3. Re-direct the student back to learning whenever necessary.
4. Teach the student how to show respect to the teacher (ie: eyes on the teacher, feet flat on the floor, mouth closed, hands on the desk, etc.)
5. Help the student to see the value in self-control and self-governance.
6. Take any/all opportunities to notice good behaviors and teach correct behaviors during learning time, transitions, lunch, recess, etc.
7. Instill in their student the desire for success at school through establishment of meaningful rewards and consequences.
8. Parents should focus on their child's behavior and not interfere with the teaching and learning environment.

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

## **Suspensions and Expulsions**

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

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

- The destruction of school property, vandalism, or graffiti, or etching as defined by Utah Code Annotated § 76-6-107.

## **VII. Parent and Family Engagement Policy**

### **Non-custodial parent/guardian**

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

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

### **Caregivers**

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

### **Visitors**

Visitors are welcome at American Prep. Visitors must enter the designated front doors and sign in at the front 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. Visitors who are a student from another school or a minor must be accompanied by a parent/guardian or obtain approval from the administration.

### **Volunteer Guidelines**

American Prep asks families to provide 20 hours per year of volunteer service. Most of our families provide MANY more hours than this! We consistently log over 10,000 volunteer hours per year, thanks to our INCREDIBLE families and their generous gift of time and talents. This extraordinary service makes it possible for our students to have an outstanding educational experience, which would not be possible without our volunteers' assistance. THANK YOU, parents!!

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

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

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

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



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

## **Drivers and Chaperones**

Parents may be asked to volunteer as chaperones and drivers. 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 Utah State Law, we require anyone driving students in their personal or APA-owned vehicles to undergo a thorough driver certification process. Below you will find the links to help you complete the driver certification.

### **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"

## **Parent to School Communication**

### **Guidelines**

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

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

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

### **Channels of Communication**

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

#### **Academic, Behavioral, or other Concern, K-3rd**

1. Child's Homeroom Teacher - (even for groups issues) - please check student's learning plan for correct email address for homeroom teacher
2. K-3 Elementary Director – Kami Bodily – [kbodily@apamail.org](mailto:kbodily@apamail.org)
3. District Academic Director - Jen Walstad - [jwalstad@apamail.org](mailto:jwalstad@apamail.org)
4. District Executive Director - Carolyn Sharette - [csharette@apamail.org](mailto:csharette@apamail.org)
5. Parent Advocate – [parentadvocate@apamail.org](mailto:parentadvocate@apamail.org)

#### **Academic, Behavioral, or other Concern, 4th-6th**

1. Child's Homeroom Teacher - (even for groups issues) - please check student's learning plan for correct email address for homeroom teacher
2. 4-6 Elementary Director- Michelle Mulcahy – [mmulcahy@apamail.org](mailto:mmulcahy@apamail.org)
3. District Academic Director - Jen Walstad - [jwalstad@apamail.org](mailto:jwalstad@apamail.org)
4. District Executive Director - Carolyn Sharette - [csharette@apamail.org](mailto:csharette@apamail.org)
5. Parent Advocate – [parentadvocate@apamail.org](mailto:parentadvocate@apamail.org)

**Special Education Concern, K-3<sup>rd</sup>**

1. Child's Homeroom Teacher - (even for groups issues) - please check student's learning plan for correct email address for homeroom teacher
2. Lower Elementary Director –Kami Bodily – [kbodily@apamail.org](mailto:kbodily@apamail.org)
3. Special Education Case Managers
  - a. K-2 Special Education Case Manager/Teacher: Jessie Ibrahim - [jibrahim@apamail.org](mailto:jibrahim@apamail.org)
  - b. 3-4 Special Education Case Manager/Teacher: Megan Platt - [mplatt@apamail.org](mailto:mplatt@apamail.org)
4. District Special Education Director - Joan Ottley-Zeeman - [joz@apamail.org](mailto:joz@apamail.org)
5. District Executive Director - Carolyn Sharette - [csharette@apamail.org](mailto:csharette@apamail.org)
6. Parent Advocate – [parentadvocate@apamail.org](mailto:parentadvocate@apamail.org)

**Special Education Concern, 4<sup>th</sup>-6<sup>th</sup>**

1. Child's Homeroom Teacher - (even for groups issues) - please check student's learning plan for correct email address for homeroom teacher
2. Upper Elementary Directors – Michelle Mulcahy – [mmulcahy@apamail.org](mailto:mmulcahy@apamail.org)
3. Special Education Case Managers
  - a. 3-4 Special Education Case Manager/Teacher: Megan Platt - [mplatt@apamail.org](mailto:mplatt@apamail.org)
  - b. 5-6 Special Education Case Manager/Teacher: Natalie Alofipo - [nalofipo@apamail.org](mailto:nalofipo@apamail.org)
4. District Special Education Director - Joan Ottley-Zeeman - [joz@apamail.org](mailto:joz@apamail.org)
5. District Executive Director - Carolyn Sharette - [csharette@apamail.org](mailto:csharette@apamail.org)
6. Parent Advocate – [parentadvocate@apamail.org](mailto: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 whoever is best able to address the concern, or the parent may 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](mailto: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 student's homeroom teacher. If they do not feel their concern is resolved satisfactorily, they should take it to the next person on the communication list above. This applies to physical safety related to anything in the physical environment, and emotional safety as well, related to relationships with peers or staff at the school.

*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 Directors, or by using the school website: [www.americanprep.org](http://www.americanprep.org). There is a confidential feedback form located under "Contact Us" and [at the link provided here.](#)

## **School to Parent Communication**

A weekly newsletter from the Administrative Director will be emailed to American Prep families and sent home attached to the student's learning plan. The newsletter will contain notification of important dates and events, as well as pertinent school news and information. For academic information, see [IV. Academic Policies: Academic Communication.](#)

## **Parent Meetings and Events**

Parents are required to attend the following:

- Parent Orientation Night (AKA Back to School 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: Show What You Know Assemblies (every Thursday morning), Music Performances, Ambassador Events, Field Days, Field Trips, School Community Events (carnival, fun run) etc.

## **Parent-Teacher Conferences**

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

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

## **Financial Contribution**

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

## **Unauthorized Solicitation of Funds**

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

## **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 students in their efforts to become student scholars by providing an academically rigorous liberal arts program that prepares them for advanced study at the high school level.
8. Ensure that educational services are provided by highly effective teachers and paraprofessionals.
9. Prepare students to be good citizens and confident participants in their communities.
10. Help students resolve conflicts or behavior challenges in a positive, non-threatening way.
11. Encourage parent participation in school improvement, program awareness and activities, and student achievement. Build the capacity of parents to help their children achieve high standards.
12. Share assessment and evaluation data with parents and the community.

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Carolyn Sharette, Executive Director

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Michelle Mulcahy, School Director

## Appendix B: Student Compact

**STUDENTS AGREE TO:**

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

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

## Appendix C: Parent Compact

### PARENTS AGREE TO:

1. Ensure that my student attends school regularly and on time. Notify the school promptly in the case of my student's absence. As often as possible, schedule appointments outside of school hours (II. Daily School Operation: Attendance).
2. Abide by school policies and procedures regarding student drop-off and carpool (II. Daily School operation: Carpool).
3. Ensure that my student receives sufficient rest and has a nutritious breakfast and lunch (III. Health and Safety: School Lunch).
4. Ensure that my student arrives at school prepared for class with necessary materials and in appropriate dress uniform (IV. Academic Policies: Organization and V. Dress Code).
5. Abide by school policies regarding check-in/check-out procedures and visitor policies (II. Daily School Operation: Check-ins and Check-outs).
6. Review my student's homework and sign my student's learning plan each night (IV. Academic Policies: Organization).
7. Provide an environment in the home that will make it possible for students to engage in scholarly pursuits on a daily basis. This should include opportunities for exercise, study, homework, and reading. It may also include instrumental practice. Students should refrain from watching T.V. or playing video games Monday - Thursday (IV. Academic Policies: Homework).
8. Support my student's education through attendance at school meetings, Parent-Teacher conferences, and Parent Interventions when necessary (VII. Parent and Family Engagement Policy: School-Parent Communication and VI. Code of Conduct: Parent Intervention Guidelines)
9. Support the American Preparatory Community by completing parent surveys and volunteering at least 20 hours per school year (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