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E-1.0 ENROLLMENT AND WITHDRAWAL

E-1.1 LOTTERY AND ENROLLMENT PROCEDURE

Chapter E - School Operations

Part 1.0 Enrollment and Withdrawal

Section 1.1 Lottery and Enrollment Procedure

Policy Statement:

School Entrance Requirements

All pupils entering kindergarten must have reached their fifth (5th) birthday in the year of entrance on or before September 1. Pupils entering first grade must have reached their sixth (6th) birthday in the year of entrance on or before September 1. Birth certificates, immunization

records and proof of Utah residency must be present at the time of registration. Students transferring from other schools and from out of state who have completed kindergarten but do not meet the above birthday deadline may be admitted into first grade at the discretion of the School Director.

Ongoing Enrollment

The Intent to Enroll and the Acceptance of Policy constitute an application for enrollment. Applications will be accepted at the school office on an ongoing basis. Applications will be placed in the General Applicant Pool.

In the event of a class vacancy, the vacancy will be filled by students from the following classes prior to placing students drawn in the lottery.

Section 9 - Admissions and Enrollment

Students who have successfully completed the steps to enrollment will be given priority enrollment status based on the categories below, in order, and up to State mandated or American Prep designated caps for each category:

1. Currently enrolled students;
2. Children of staff members;
3. A child or grandchild of American Prep Academy founders;
4. A child or grandchild of governing board members;
5. Students matriculating between American Prep Academy campuses;
6. Siblings of current students or alumni;
7. Students that live within a .25 mile radius of the school they will attend;
8. Students who withdrew for COVID-19 impacts.
9. A child of a military servicemember.

When all students that qualify for priority enrollment have been enrolled and if space is still available, students will be selected in random drawings to receive priority enrollment. Students from Title I schools designated as "in need of improvement" may be given weighted lottery preference. In the instance that multiple grades have space available, random drawings will be first performed in the grade where the most seats are currently available.

The above policy is in compliance with Utah State Code 53G-6-502.

School Enrollment Status:

American Preparatory Academy of Draper 1 – Not receiving Federal Funding

American Preparatory Academy of Draper 2-3 – Not receiving Federal Funding

American Preparatory Academy and the School for New Americans (Title 1 School) – Receiving Federal Funding

American Preparatory Academy- The Accelerated School (Title 1 School) – Receiving Federal Funding

American Preparatory Academy - Salem (Title 1 School) - Receiving Federal Funding

Vacancies

Year-End Vacancies: If a vacancy occurs in a class at the end of the school year, it will be filled (based upon class size targets) by offering placement to the first student on the staff child wait list or sibling wait list for the grade in which the vacancy has occurred. If there are no students on the staff or sibling wait list, a lottery will be conducted which will include all names for that grade that are in the General Applicant Pool.

Lottery Procedure: All applicants in the General Applicant Pool for the grade that has a vacancy are entered onto a lottery Excel spreadsheet. Each applicant is randomly assigned a number through the randomization function in Excel. A .pdf version of the assignment indicating the applicant name and random number is saved. The applicants are then sorted by number with the lowest number being the first on the lottery list.

For each open seat, the first five students on the lottery list will be contacted and told that their name has been selected in the lottery and they may have an opportunity to be enrolled, as space permits. These students will be invited to American Prep to for a tour, interview and take a basic reading and math assessment. If after the tour, interview, and assessments the student and parents agree they still wish to be considered for enrollment, their name will remain on the lottery list and they will be contacted in order of the lottery when space becomes available.

If assessment results reflect that the student is not ready for the grade for which they applied, as evidenced by reading or math proficiency more than 2 grades levels below the grade they are applying for, the parents will be given the option of placing the student on the priority wait list for the appropriate grade, after staff children and siblings.

The school reserves the right to not administer placement tests in certain circumstances, including kindergarten enrollment, or cases in which other assessments are available that provide the information needed to make an accurate grade placement.

Students on Individual Education Plans (IEP) may not be subject to grade determination from assessments, depending upon the disability identified and the accommodations outlined in the IEP.

This procedure will be followed as is necessitated throughout the duration of the operation of any American Preparatory School.

New Student Ongoing Enrollment

American Preparatory Academy will determine school enrollment targets for each grade at each location. These will be made in collaboration with appropriate administration and will be reevaluated annually.

Once the enrollment target for each class at each location has been set, those targets will remain for the duration of the school year.

Class Size targets at APA are:

K-6: 26-33 students per class

7-12: 28-35 students per class

New students will be added to the school on an ongoing basis as follows:

- Parents wishing to withdraw students will come to the office and submit paperwork on an ongoing basis.
- Front office staff will closely watch attendance records for students not in attendance 10 days in a row and immediately notify administration when this occurs. Unless Extenuating Circumstances (see below) can be identified, administration will initiate withdrawal proceedings.
- Front office staff will save the exit forms in a file. Every Friday the office staff will exit the withdrawn students from Skyward.
- New students will be contacted as soon as a seat becomes available but will not be allowed to begin school until Monday morning. An email will be sent out to administrators each weekend with a list of all new students.
- Parents will be asked to arrive 30 minutes before the start of school with their new student(s) on the Monday morning following their notification. Parents will submit required paperwork and forms at that time. The student must be withdrawn from the previous school at the time of enrollment. New students will take pre-assessments before they join their class.
- If new students are unable to begin on the first Monday following their notification, they will be given the option to start the subsequent Monday. If the student is still unable to begin, the seat will be passed to the next student on the waiting list.

Students will be contacted to fill open seats in the following order:

1. Children of staff members
2. Children and grandchildren of APA founders
3. Children and grandchildren of governing board members
4. Transfer students
5. Siblings of alumni and currently enrolled students
6. Students living within .25 miles of the school
7. Lottery

All new students will be required to participate in Academic Extended Day for the first four weeks of enrollment where they will be familiarized with school policies and procedures.

EXTENUATING CIRCUMSTANCES

Students that will be absent for 10-31 days for an administrator-approved extenuating circumstance will retain their enrollment. An example of an extenuating circumstance would be a student with a medical condition requiring them to be absent for ten or more days.

PERSISTENTLY DANGEROUS SCHOOL

If an American Preparatory Academy school becomes classified as "persistently dangerous," as determined by the State, students would be allowed to transfer to another school within the charter district. If a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public school that the student attends, shall be allowed to attend a safe public elementary school or secondary school within the district.

Supporting Materials:

Legal References: [UT Code 53G-6-502](#)

[ESEA Section 8532](#)

Updated 6/2020

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E-1.2 LOSS OF ENROLLMENT PRIORITY STATUS

Chapter E - School Operations

Part 1.0 Enrollment and Withdrawal

Section 1.2 Loss of Enrollment Priority Status

Policy Statement:

Returning student with sibling enrolled at APA:

In the event a student leaves APA but his/her sibling(s) remain at APA, and the student who left desires to return to APA, when the intent to enroll is received the student's name will be placed on the sibling wait list (at the bottom) for the appropriate grade.

Family that leaves APA but wishes to re-enroll:

In the event all students in a family leave APA and they desire to return one or all students to APA, their application will be placed in the general applicant pool with all new applicants.

Student or family that leaves APA due to extenuating circumstances:

In the event a family leaves APA due to extenuating circumstances beyond their control (a student becomes seriously ill and has to withdraw from school for medical treatment out of the area, for example), and desires at a future time to re-enroll their students at APA, the Governing Board may consider their situation and determine if they qualify for priority enrollment.

Academic Violations

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:

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

Supporting Materials:

Legal References: [53G-6-502 \(previously 53A-1a-506\)](#)

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E-1.3 LOSS OF ENROLLMENT

Chapter E - School Operations

Part 1.0 Enrollment and Withdrawal

Section 1.3 Loss of Enrollment

Policy Statement:

Loss of Enrollment

Please note that we are required to remove from our enrollment any student who is absent for more than ten consecutive days of school.

Supporting Materials:

E-1.4 WITHDRAWAL*

Chapter E - School Operations

Part 1.0 Enrollment and Withdrawal

Section 1.4 Withdrawal

Policy Statement:

Withdrawal

[OF E-1.4 WITHDRAWAL/EXIT INTERVIEW](#)

E-1.5 TRANSFER STUDENTS

Chapter E – School Operations

Part 1.0 Enrollment and Withdrawal

Section 1.5 Transfer Students

Procedures:

When a family approaches the front office staff about leaving American Prep, the secretaries guide them through the process of filling out the 2 required forms: Student Exit Interview Form & Transfer/Exit Status Form.

Families then also meet with a member of administration. The information on the form, including the reason for exiting and the code are then entered by the secretaries into our Student Information System (SIS), Aspire. Our SIS works through the SIF agent nightly to upload to UTREx and is reported to the State Office of Education. As of the 2020-2021 School Year, American Prep will transition to Skyward.

On occasion when families do not communicate that they have enrolled at another school and we receive a records request, we reach out to families and ask them to come to the school and complete the forms. When families do not comply, the secretary will complete the form and leave the family signature blank.

If an error occurs or a situation happens that requires multiple processes, the administrative coordinator will make any needed corrections in Aspire or gather the information.

American Prep ensures that all the needed documentation is created and retained for the final status of all students who enter high school, grades 9-12, whether they graduate or leave high school for other reasons, using the decision rules in R-277-419-9 to indicate high school completion or the proper transfer code for students who transfer from American Prep or leave the Utah public education system.

Supporting Materials: [Student Exit Interview Form & Transfer/Exit Status Form](#)

Legal References: [R277-419-9](#)

E-2.0 REGISTRATION

E-2.1 REQUIRED DOCUMENTS CHECKLIST

Chapter E - School Operations

Part 2.0 Registration

Section 2.1 Required Documents Checklist

Policy Statement:

Required Documents Checklists begin with a statement such as:

Welcome American Prep Families,

It is time to enroll at American Preparatory Academy for the 2016-2017 school year! Find the category that applies to you and follow the directions to enroll or re-enroll your student(s). Return the completed packet to the front office **IN PERSON** by **Friday, MAY 13th, 2016**. If we have not received your packet by the deadline, the enrollment spot will be forfeited and we will fill the vacancy with another student.

ONLY COMPLETE PACKETS WILL BE ACCEPTED.

Supplemental Materials:

Legal References: [Utah Code 53G-6-603 Requirement of birth certificate for enrollment of students](#)

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E-2.2 REGISTRATION TIMELINE*

Chapter E - School Operations

Part 2.0 Registration

Section 2.2 Registration Timeline

Policy Statement:

Supportive Document/Form:

- **Intent to Enroll & Acceptance of Policy Form:** Found in American Prep Files/Director/Enrollment/ ITE-AOP-Lottery Exp 09-10.doc

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E-2.3 ACCEPTANCE OF POLICY*

Chapter E - School Operations

Part 2.0 Registration

Section 2.3 Acceptance of Policy

Policy Statement:

1. I have read APA's school mission, philosophy and vision. I commit to supporting APA as it pursues fulfillment of its mission.
2. I understand that APA is a charter school, and as part of its vision seeks to offer parents meaningful volunteer opportunities. I understand APA would like our family to provide at least 20 hours of volunteer service each year we have children enrolled at APA.
3. I will promote the vision of APA by using positive communication, courtesy and respect when interacting with staff, students, parents and anyone else in the school community. I will follow APA's communication model, specifically, I will take any concerns I have directly to the person most able to successfully address those concerns, and not to others who cannot address the concern. I will work in a cooperative manner to promote the school mission.
4. I understand that my child will be required to follow the school dress code, and I will ensure that my child is in compliance with the school dress code policy.
5. I understand that a major focus of APA's mission is to help my child gain knowledge and a love of learning. I will support this effort by providing a place and a regular time each school day in which my child can engage in learning activities, including homework, in our home. I will review my child's Learning Plan daily and will work with my child to ensure assignments are completed in a timely manner.
6. I understand that not all APA campuses provide a school lunch program, and that my child may need to bring a lunch to school each day. I understand that my child may be allowed to bring a microwaveable lunch once or twice per week. If I send a microwaveable lunch to school with my child I will teach and practice microwave safety precautions with him/her and ensure he/she is able to safely

- prepare the lunch item.
7. I understand that APA will not be providing transportation to and from school, and that we (parents) are responsible to drop off and pick up our child each school day within the specified time frame published in the school handbook.
 8. I understand that APA has a goal of 95% attendance for students. I will work to schedule appointments and lessons outside of school hours. I will bring my student to school on time. I understand that if my child does not meet the attendance requirements of 95% attendance, he/she will be placed on attendance probation according to American Prep's attendance policy.
 9. I understand that volunteers may be asked to grade student papers, and any volunteers who do so will be instructed in school confidentiality guidelines. Students will generally correct their own work, but in some rare cases may exchange papers to correct them. Volunteers have no claim to intellectual property created during their volunteer service at American Prep.
 10. I agree to fill out the annual school surveys (2) and return them to the school in a timely manner.
 11. I understand that in order to increase security for our students and staff, and to facilitate staff development activities, security cameras may be present on APA grounds, common areas, and in classrooms throughout the school, recording both audio and video. I have no expectation of privacy in these areas.

Policy Cross-reference: I-4.1 Security Cameras

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E-3.0 CALENDAR

E-3.1 ACADEMIC CALENDAR

Chapter E - School Operations

Part 3.0 Calendar

Section 3.1 Academic Calendar

Policy Statement:

Academic Calendar

Each February, the School Administration will develop the calendar for the following academic year, and will distribute it to staff for input. In March, the proposed calendar will be presented to the Governing Board. In April, the calendar will be published to the parents via the school newsletter. The academic calendar will closely follow the Jordan School District traditional year calendar as outlined by the American Prep charter, and will provide for a minimum of 180 days and 990 instructional hours as per state law.

At the beginning of each school year, each family will be given one copy of the Family Calendar for their reference throughout the year.

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E-4.0 SCHEDULES

E-4.1 DAILY SCHEDULES

Chapter E - School Operations

Part 4.0 Schedules

Section: 4.1 Daily Schedules

Policy Statement:

DRAPER 1 Schedules

1. School will begin each day at 8:15 a.m. Parents may drop off students beginning at 7:50 a.m. each morning.
2. Students will be assigned a dismissal time based on their teacher's recommendation for our Academic Extended Day program. This program gives select students 25 additional minutes of academic assistance following the first dismissal time each school day. Please follow

this schedule for pickup times:

Students Assigned to Dismissal #1						
	M, T, F		W/Th		Early Release Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
AM Kindergarten	8:15 a.m.	11:30 a.m.	8:15 a.m. (on a rotating schedule with PM)	1:25 p.m.	8:15 a.m. (on a rotating schedule with PM)	12:15 p.m.
PM Kindergarten	12:15 p.m.	3:25 p.m.	8:15 a.m. (on a rotating schedule with AM)	1:25 p.m.	8:15 a.m. (on a rotating schedule with AM)	12:15 p.m.
1 st -9 th Grades	8:15 a.m.	3:25 p.m.	8:15 a.m.	1:25 p.m.	8:15 a.m.	12:15 p.m.
Students Assigned to Dismissal #2 (Academic Extended Day)						
	M, T, F		W/Th		Early Release Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
AM Kindergarten	8:15 a.m.	11:30 a.m.	8:15 a.m. (on a rotating schedule with PM)	1:50 p.m.	8:15 a.m. (on a rotating schedule with PM)	12:35 p.m.
PM Kindergarten	12:15 p.m.	3:50 p.m.	8:15 a.m. (on a rotating schedule with AM)	1:50 p.m.	8:15 a.m. (on a rotating schedule with AM)	12:35 p.m.
1 st -9 th Grades	8:15 a.m.	3:50 p.m.	8:15 a.m.	1:50 p.m.	8:15 a.m.	12:35 p.m.

3. Phones will be answered from 8:00 a.m. to 3:15 p.m. and from 3:30 p.m. to 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.

DRAPER 2 Schedules

- School will begin each day at 8:00 a.m. Parents may drop off students beginning at 7:35 a.m. each morning.
- Students will be assigned a dismissal time based on their teacher's recommendation for our Academic Extended Day program. This program gives select students 25 additional minutes of academic assistance following the first dismissal time each school day. Please follow this schedule for pickup times:

Students Assigned to Dismissal #1						
	M, T, F		W/Th		Early Release Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
AM Kindergarten	8:00 a.m.	11:30 a.m.	8:00 a.m. (on a rotating schedule with PM)	1:25 p.m.	8:00 a.m. (on a rotating schedule with PM)	12:00 p.m.
PM Kindergarten	12:15 p.m.	3:25 p.m.	8:15 a.m. (on a rotating schedule with AM)	1:25 p.m.	8:15 a.m. (on a rotating schedule with AM)	12:15 p.m.
1 st -12 th Grades	8:00 a.m.	3:10 p.m.	8:00 a.m.	2:10 p.m.	8:00 a.m.	12:00 p.m.

Students Assigned to Dismissal #2 (Academic Extended Day)						
	M, T, Th, F		W/Th		Early Release Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
PM Kindergarten	12:15 p.m.	3:50 p.m.	8:15 a.m.	1:50 p.m.	8:00 a.m.	12:00 p.m.
			(on a rotating schedule with AM)		(on a rotating schedule with AM)	
1 st -9 th Grades	8:00 a.m.	3:35 p.m.	8:00 a.m.	2:35 p.m.	8:00 a.m.	12:00 p.m.

3. Phones will be answered from 8:00 a.m. to 3:15 p.m. and from 3:30 p.m. to 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.

SNA Schedules

- School will begin each day at 8:15 a.m. Parents may drop off students beginning at 7:50 a.m. each morning.
- Students will be assigned a dismissal time by the Academic Director (Dismissal #1 or Dismissal #2). These assigned dismissal times will be evaluated periodically during the year and your student's dismissal time may change. These changes will be made by the Academic Director based on the academic needs of the student. Please follow this schedule for pickup times:

Students Assigned to Dismissal #1						
	M, T, F		W/Th		Early Release Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
½ day Kindergarten	8:15 a.m.	11:30 a.m.	8:15 a.m.	1:25 p.m.	8:15 a.m.	12:15 p.m.
K-9 th Grade	8:15 a.m.	3:25 a.m.	8:15 a.m.	1:25 p.m.	8:15 a.m.	12:15 p.m.

Students Assigned to Dismissal #2 (Academic Extended Day)						
	M, T, F		W/Th		Early Release Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
K-9 th Grade	8:15 a.m.	3:50 p.m.	8:15 a.m.	1:50 p.m.	8:15 a.m.	12:15 p.m.

3. Parents must pick up their students within 15 minutes of their assigned dismissal time. Parents who are unable to pick up their students by this time should enroll their students in After School Care. After school care is available until 4:30 p.m. for those parents who are unable to pick up their students at their regular dismissal times. We hope to provide this service for those parents who have legitimate conflicts in arriving at the regular pick-up times. **Students enrolled in after school care must be picked up at or before 4:30 p.m.**

4. Phones will be answered during the regular school day from 8:00 a.m. to 3:15 p.m. and from 3:30 p.m. to 4:30 p.m. Any phone calls received during carpool will go directly to voice mail. Parents needing assistance during carpool times may be asked to wait in the front office waiting area until the end of carpool.

5. 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.

TAS Schedules

- School will begin each day at 8:15 a.m. Parents may drop off students beginning at 7:50 a.m. each morning.

2. Students will be assigned a dismissal time by the Academic Director (Dismissal #1 or Dismissal #2). These assigned dismissal times will be evaluated periodically during the year and your student's dismissal time may change. These changes will be made by the Academic Director based on the academic needs of the student. Please follow this schedule for pickup times:

Students Assigned to Dismissal #1						
	M, T, F		W/Th		Early Release Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
½ day Kindergarten	8:15 a.m.	11:30 a.m.	8:15 a.m.	1:25 p.m.	8:15 a.m.	12:15 p.m.
K-9 th Grade	8:15 a.m.	3:25 a.m.	8:15 a.m.	1:25 p.m.	8:15 a.m.	12:15 p.m.
Students Assigned to Dismissal #2 (Academic Extended Day)						
	M, T, F		W/Th		Early Release Days	
	School Begins	School Ends	School Begins	School Ends	School Begins	School Ends
K-9 th Grade	8:15 a.m.	3:50 p.m.	8:15 a.m.	1:50 p.m.	8:15 a.m.	12:15 p.m.

- Parents must pick up their students within 15 minutes of their assigned dismissal time.
- Phones will be answered during the regular school day from 8:00 a.m. to 3:15 p.m. and from 3:30 p.m. to 4:30 p.m. Any phone calls received during carpool will go directly to voice mail. Parents needing assistance during carpool times may be asked to wait in the front office waiting area until the end of carpool.
- 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.**

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E-4.2 WEDNESDAY AND THURSDAY SCHEDULE

Chapter E - School Operations

Part 4.0 Schedules

Section 4.2 Wednesday and Thursday Schedule

Policy Statement:

Wednesday and Thursday Schedule

Wednesday and Thursday are short days for American Prep students. Students are dismissed at 2:10p.m. and 2:35 p.m., and staff meetings are held in the afternoon.

Jr. High and Secondary will have a condensed schedule on Wednesday and Thursday that includes each period.

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E-5.0 ATTENDANCE

E-5.1 GENERAL ATTENDANCE

Chapter E - School Operations

Part 5.0 Attendance

Section 5.1 General Attendance

Policy Statement:

General Attendance

1. It is vital to our success that students attend school each day. American Prep has a goal of 95% attendance school-wide. Our academic goals will be achieved only if our students attend school regularly.
2. If a student is unable to attend school, a parent or guardian must call the school on the day of the absence before **8:45 a.m.** to report the absence. If a parent does not call the absence will be considered unexcused and the student will be considered truant. SCHOOL PHONE NUMBER: DRAPER 1 801-553-8500 DRAPER 2 - 801-810-3590 SNA 801-839-3613 TAS 385-351-3090.
3. Please note that we are required to remove from our enrollment any student who is absent for more than ten consecutive days of school.
4. 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.
5. If a student has 8 absences (not necessarily consecutive) without prior written approval of the student's application for Extenuating Circumstances, the Director will send a letter outlining that the student has been placed on Attendance Warning status and reporting to the parent the number of absences the school has recorded.
6. If a student has 10 absences (not necessarily consecutive) without prior written approval of the student's application for Extenuating Circumstances, the school director shall send a letter to the parents informing them the student has been placed on Attendance Probation, the result of which may be loss of priority enrollment the following year.
7. Absences may affect a student's grade according to the class disclosure in Jr. High and depending upon work missed in the elementary grades.
8. 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 these forms are filled out and accepted by administration will a student be allowed to make up missed schoolwork. If a student has missed enough days to not qualify for 95% attendance, administration may not approve the absence as excused.
9. **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**

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E-5.1.1 DISTANCE LEARNING PROGRAM ATTENDANCE

Chapter E – School Operations

Part 5.0 Attendance

Section 5.1 General Attendance

Subsection 5.1.1 Distance Learning Program Attendance

Pending Approval

This policy is pending Governing Board approval.

Purpose

The purpose of this policy is to ensure the school's compliance with Utah Administrative Code [R277-419](#) Pupil Accounting.

Policy Statement

American Preparatory Academy will offer distance learning programs in the event of a school soft closure due to an emergency, and/or as directed by the Governor's office. During the 2020-21 school year, American Prep will be offering the Off-Campus Learning Program, detailed [here](#).

Though daily student attendance will not be taken in traditional ways, teachers and school administrators will monitor student engagement through the following methods of learner-validated enrollment:

- Assignment completion
- Students attending live sessions or virtual "office hours"
- Teacher email, video or phone calls with students/parents/guardians

- Paper/pencil assignments that students submit
- A. Student engagement and participation in remote learning is critical. If your child is having trouble engaging in online learning, please contact their counselor or a school administrator as soon as possible.
 - B. Students or parents aware of necessary absences must inform the teacher with as much advance notice as possible in order to make appropriate arrangements. These absences should be reported through the "Scheduled Absence Request" form.
 - C. Any student who has not actively participated in an online class for longer than nine days (not necessarily consecutive) without the prior written approval of the student's application for "[Exenuating 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.
 - D. We are required to remove from our enrollment any student who is absent ten or more consecutive days of school without extenuating circumstances. We may not count a student as eligible for continued enrollment if the student has not engaged in the measures above for ten consecutive days.

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E-5.2 ABSENCES

Chapter E - School Operations

Part 5.0 Attendance

Section 5.2 Absences

Policy Statement:

Absences

It is vital to our success that students attend school each day. American Prep supports a State goal of 95% attendance school-wide. This allows us to meet Adequate Yearly Progress (AYP) requirements. Our academic goals will be achieved only if our students attend school regularly.

General Procedures

1. If a student is unable to attend school, a parent or guardian must call the school on the day of the absence before 8:45 a.m. to report the absence. If a parent does not notify the school, the student may be considered truant.
2. If the absence is illness related, we ask parents to report any symptoms or doctor's diagnoses for the child's absence. We will be tracking illnesses for potential outbreaks.
3. Attendance will be kept each day at American Prep, and will be reported to the administration by each teacher. Administration will track daily attendance and will report any extended absences to the Director.
 - a. There are no excused absences. We have built into the system the possibility of nine absences a year due to illness, appointments, vacations or family emergencies. All absences are counted as an absence and there is no such thing as an "excused absence" even if the parents takes responsibility or if they call and excuse their student.
4. Absences may affect a student's grade according to the class disclosures in Jr. High 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.

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E-5.2.1 SCHEDULED ABSENCES

Chapter E - School Operations

Part 5.0 Attendance

Section 5.2 Absences

Paragraph 5.2.1 Scheduled Absences

Policy Statement:

Scheduled Absences

1. If a student needs to be absent from school for a special purpose that is known to the family in advance, the parents need to fill out a "**Scheduled Absence Request**" and submit it to the school administration. Only when this form is filled out and accepted by the administration will a student be allowed to make up missed schoolwork. Scheduled absences still count toward the total number of absences.
2. **When parents complete a "Scheduled Absence Request," it is the parents' responsibility to:**
 - a. **email the teacher and notify them of the planned absence**
 - b. **check the student's learning plan for homework and schoolwork assignments**
 - c. **email the teacher to clarify any homework or classwork assignments**
 - d. **collect the student's books and materials needed to complete the work**
3. Administration may not approve scheduled absences if a student has less than 95% attendance. 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.

Office Forms: [OF E-5.2.1 Scheduled Absence Request Form](#)

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E-5.2.2 EXTENSIVE ABSENCES

Chapter E - School Operations

Part 5.0 Attendance

Section 5.2 Absences

Paragraph 5.2.2 Extensive Absences

Policy Statement:

Extensive Absences

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.

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.

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E-5.2.3 TRUANCY - UNEXCUSED ABSENCES

Chapter E - School Operations

Part 5.0 Attendance

Section 5.2 Absences

Paragraph 5.2.3 Truancy

Policy Statement:

Truancy - Failure to Attend School

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

Unexcused Absences

1. If a student is not present in a class, teachers will mark the student in the system as an "X". If the student is identified as absent without parent permission the attendance mark will be adjusted to an "S" (sluff).
2. Students who leave campus without permission will automatically be recorded as an "S" in any class period missed and may face

disciplinary action.

3. An "S" in any class period will generate an automatic NG or No Grade, which results in no credit for the class. The NG will remain until the student makes up the "S" through 90 minutes of attendance school and paying a fee.
4. Once the student has made up the "S" through the fine and attendance school, the class grade will return (as long as they do not have a NG in the same period due to accumulating four or more tardies as outlined in the tardy policy).
5. NGs received from "S" marks may only be made up during the term they were received.
6. If at the conclusion of the term, a student has an NG and a class percentage of below 60%, the student will receive a failing grade and the NG removed from the transcript.

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E-5.3 TARDIES

Chapter E - School Operations

Part 5.0 Attendance

Section 5.3 Tardies

Policy Statement:

Tardies

1. Classroom doors are locked at 5 minutes after the bell rings in the morning. Students who arrive after this time, or any other time during the day outside of carpool times, must be accompanied into school to be signed in.
2. Junior High and High School students must wait outside their classroom to be admitted.
3. Each tardy will be recorded. There are no excused tardies. We have built into the system the possibility of six tardies a quarter due to weather, traffic or family emergencies. All tardies are counted as a tardy and there is no such thing as an "excused tardy" even if the parents takes responsibility or if they sign in their student.
4. After six tardy arrivals in one quarter, the Director will notify the parents that the student has been placed Tardy Warning via a letter to the parents.
5. After eight tardy arrivals in one quarter, parents will be notified via letter that their student has been placed on Tardy Probation, the result of which may be loss of priority enrollment the following year.

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E-5.3.1 CLASS TARDIES—SECONDARY

Chapter E - School Operations

Part 5.0 Attendance

Section 5.3 Tardies

Paragraph 5.3.1 Class Tardies—Secondary

Policy Statement:

1. Attendance school hours will be posted in the secondary offices and published in the newsletter. Typically, it is held on Saturday mornings from 7 a.m. to 10 a.m. for the second half of the term. No students will be admitted late to attendance school.
2. During attendance school, students must wear full uniform and must work quietly or read. No electronics are allowed in attendance school. If a student is talking, sleeping, using their cell phones or other personal electronics they will be excused and they must attend another day.
3. Once all sluffs and sufficient tardies are made up, the NG will be removed and the student's earned letter grade will reappear.
4. No Grades must be made up by the end of the quarter during which they were received.
5. Students who failed to make up No Grades due to extensive tardies by the end of each quarter may do so the following quarter but the requirements double (a \$10 fee and 60 minutes for each tardy).
6. Students who failed to make up No Grades due to one or more Sluffs (S) in a class will not be allowed to make those up during

subsequent quarters.

**Students are parents are encouraged to regularly check Skyward to stay up-to-date on their grades, attendance, tardies, NGs, etc.*

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E-6.0 STUDENT CHECK-INS AND CHECK-OUTS

E-6.1 CHECK-IN AND CHECK-OUT PROCEDURES

Chapter E - School Operations

Part 6.0 Student Check-ins and Check-outs

Section: 6.1 Check-in and Check-out Procedures

Policy Statement:

Check-in and Check-out Procedures

Students arriving after the scheduled start time, or any other time during the day outside of carpool times, must be accompanied into school to be signed in.

If a student needs to leave the school during school hours the parent/guardian must come into the school and sign the student out. Students will not be sent out to meet parents at the curb outside of regular carpool times.

The school office will be open for student check-outs from 8:15-3:15 pm (Draper 1, TAS, SNA) 8:00 a.m. - 2:55 p.m. (Draper 2), . Parents who arrive between 3:15 and 3:30 pm (Draper 1, TAS, SNA) to check out their student will be asked to wait in the front office waiting area until school is over at 3:30 pm. **There will be no student check-outs between 3:15-3:30 pm.** For Draper 2 parents who arrive between 2:55 p.m. - 3:10 p.m. to check out their student will be asked to wait in the front office waiting area until school is over at 3:10 p.m. **There will be no student check-outs between 2:55 p.m. and 3:10 p.m.**

Early Dismissal

If a student normally stays until Dismissal #2 (3:35 p.m. or 3:50 p.m.), but needs to be checked out during Dismissal #1 (3:10 p.m. or 3:25 p.m.), a parent must:

- Write a note to the classroom teacher on the student's learning plan **or**
- Email the child's classroom teacher before 10:30 a.m. and copy the school office.

The teacher will send your student to the multi-purpose room during our Dismissal #1 carpool time.

If a parent does not make arrangements with the teacher and the office they need to come to the main office and sign out their students. The parent will then be given a "Carpool Pass" that they can take to their student's class. The parent then goes silently to the classroom and, without saying a word, shows the teacher the pass and which student they are picking up. This is a study time and it is inappropriate to visit with the teacher even if it is about schoolwork.

During Carpool there should be no parents in the halls. It is a zero noise time and parents visiting in the halls are a distraction for the students still in class.

Unless it is an emergency, Dismissal #2 students will NOT be dismissed early without proper notification.

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E-6.2 STUDENT CHECK-OUT BY NON-PARENT

Chapter E - School Operations

Part 6.0 Student Check-ins and Check-outs

Section: 6.2 Student Check-out by Non-Parent

Policy Statement:

American Preparatory Academy has a closed campus policy. Students must be personally check-out by a parent, guardian, or Emergency List friend/family member through the Main Office. NO EXCEPTIONS. If a someone other then who is listed on the enrollment contact card does come in and try to check out a student, that student will not be released to that person. The parent/guardian must come into the main office and add any new contact to the enrollment card. No phone calls will be accepted.

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E-6.3 APPOINTMENTS DURING THE SCHOOL DAY

Chapter E - School Operations

Part 6.0 Check-ins and Check-outs

Section: 6.3 Appointments During the School Day

Policy Statement:

Appointments During the 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.

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 make the phone calls.

Parents must come into the school building to sign out their student during school hours. 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 waiting at the curb. Students will not be released to any person not listed on the emergency contact section of the registration card. If you are leaving town, be sure your caregiver is listed on the card as someone authorized to pick up your student from school.

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E-7.0 VISITORS AND VOLUNTEERS

E-7.1 VISITORS

Chapter E - School Operations

Part 7.0 Visitors and Volunteers

Section 7.1 Visitors

Policy Statement:

Visitors

Visitors are welcome at American Prep. Visitors must enter the front school doors (north central 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.

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E-7.2 NON-CUSTODIAL PARENT/GUARDIANS

Chapter E - School Operations

Part 7.0 Visitors and Volunteers

Section 7.2 Non-Custodial Parent/Guardians

Policy Statement:

Non-Custodial Parent/Guardians

American Prep abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial 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.

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E-7.3 VOLUNTEER GUIDELINES

Chapter E - School Operations

Part 7.0 Visitors and Volunteers

Section 7.3 Volunteer Guidelines

Policy Statement:

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!!

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 Volunteer badge and wear it during the time you are 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 your own protection, avoid being alone with one or two students. If this is unavoidable, 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.
- If you are scheduled to work in the classroom with students, bringing young children is not recommended as they may become a distraction in the classroom. If you are coming to a meeting or a group work activity, bringing younger siblings may be acceptable. Volunteers are responsible for the safety and supervision of their own children who may be younger siblings, or any children that they bring with them, on APA campuses at all times.
- Volunteers have no claim to intellectual property created during their volunteer service at American Prep.

Policy Cross-Reference: [C-9.1, F-7.2, and I-6.1 Volunteer Guidelines](#)

[C-9.2, F-7.3, and I-6.2 Volunteer Agreement](#)

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E-7.4 VOLUNTEER AGREEMENT

Chapter E - School Operations

Part 7.0 Visitors and Volunteers

Section 7.4 Volunteer Agreement

Policy Statement:

Volunteer Agreement (Signed by every parent/guardian volunteer.)

The talents and services of volunteers are important to American Preparatory Academy (the school) in accomplishing its Mission. The purpose of this document is to:

1. Establish standards and guidelines for volunteer services so that both the volunteer and the school understand the parameters of the volunteer relationship.
2. Reduce the risk of unwanted legal exposure of volunteers and the school.
3. Promote safety for volunteers, students, and employees.

Non-Disclosure Agreement

Volunteering activities may require access to information that is confidential or otherwise considered by the federal government, state government, school, community, parents, guardians or students to be privileged and confidential. Such information is identified by the school and must be determined to be confidential within the definitions of the law. If these criteria are met, such information may be received and maintained by staff or volunteers under a promise of confidentiality for a prescribed period of time to perform a specific task.

Maintaining the confidentiality of such information is primarily the responsibility of school administration. However, faculty, staff and volunteers with access to confidential information undertake this responsibility as part of their employment or volunteering activities.

This Agreement shall govern the conditions of disclosure by the school of certain "Confidential Information" including but not limited to student information, school records, staff information, staff records, financial information, data, trade secrets and intellectual property relating to the school and its staff and student body. With regard to the Confidential Information, I agree:

1. To safeguard the information against disclosure to others with the same degree of care as I would exercise with my own information of a similar nature.
2. Not to disclose the information to others, without the express written permission of the American Preparatory Academy of Draper.
3. That the secrecy obligations with respect to the confidential information shall continue indefinitely.

Acknowledgements and Work Product Agreement

1. I release the school and its officers, employees, representatives and contracted affiliates from any responsibility or liability for personal injury, including death, and damage to or loss of property that I may incur while volunteering at the school or in connection with school activities or events.
2. I acknowledge that I neither gain nor retain ownership rights to the work product of the material provided to me, used, or created by me in conjunction with any school project. I understand that the school has sole ownership of the work product and may use the results of my efforts in any manner appropriate including licensing such work product to others. I agree to return school materials provided to me in connection with volunteering activities.
3. The school accepts the lawful service of all volunteers with the understanding that such service is at the sole discretion of the school. I understand that the school may at any time, for whatever reason, revoke volunteering privileges.
4. As a volunteer, I understand that I may not speak or make statements on behalf of the school, indebted the school, nor may I speak to the media or make public statements about the school or its facility, operations, staff, students, visitors or volunteers.
5. I understand that while volunteering, I must follow the policies and procedures of the school under the direction of school staff. I understand that I will not be compensated for my services.

Safe School Environment and Code of Conduct Acknowledgement

The school strives to provide a safe and nurturing learning environment for students and staff. With regard to providing a safe school environment:

1. I understand that I am expected to maintain a high ethical and professional standard in their interaction with both adults and minors.
2. I understand that I am prohibited from using physical discipline (including corporal punishment) in any way for the behavior management of students. I understand that clear professional boundaries must exist between minors and adults.
3. I agree that I shall not engage in any form of unlawful, unacceptable or offensive behavior with students, parents/legal guardians, staff or visitors to the school which may include, but is not limited to (a) verbal harassment, such as derogatory comments, jokes, or slurs; (b) visual harassment, such as derogatory or sexually explicit printed material, books, magazines, posters, cards, calendars,

cartoons, graffiti, drawings, notes, or gestures; (c) sexual advances or other physical conduct or contact of a sexual nature; (d) physical harassment, such as inappropriate touching, hitting, kicking, grabbing or any other form of aggressive, abrasive or harassing physical contact; (e) other behavior deemed offensive or inappropriate by school administration.

4. I agree to promptly report any activity to school administration that I observe that places a student in distress or danger, and I agree to take appropriate steps to immediately intervene and to provide a safe environment for the student.
5. I understand that unless the school has a parent or legal guardian's knowledge and consent in the form of a written permission slip, I am never to drive students in my vehicle, before, during or after school unless there is a medical emergency requiring immediate medical care. When authorized to do so, I will operate my vehicle in accordance with the law.
6. I understand that school programs, extra-curricular activities or special instruction sessions shall not be conducted by only one adult without additional adult presence and/or must be conducted at times and locations that promote accountability, in an open room or hallway setting without closed doors, and only if readily observable by others who may be in the room or hallway, and meet accepted standards of propriety.
7. I understand that I may not be alone in locker rooms or other dressing rooms with a single or small group of students without another adult present. I understand that I am prohibited from these areas while students are changing.

As a volunteer at the school, I acknowledge receipt of the Volunteer Agreement. I understand the policies and procedures contained in these documents.

I agree, as a condition of service at the American Preparatory Academy to abide by these policies and procedures. I understand that the school reserves the right to withdraw my volunteering privileges at any time with or without cause, with or without notice.

Policy Cross-references: [C-9.2, F-7.3, and I-6.2 Volunteer Agreement](#)
[B-7.4, D-6.4, and F-4.2 Student Privacy](#)
[D-3.1 Staff to Student Guidelines](#)

Office Forms: [OF E-7.4 Volunteer Agreement Form](#)

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E-8.0 TRANSPORTATION

E-8.1 CARPOOL PROCEDURE

Chapter E - School Operations

Part 8.0 Transportation

Section 8.1 Carpool Procedure

Policy Statement:

Carpool Procedure

Every family is assigned a carpool number. The family carpool number will not change from year to year. When they arrive at school for pick-up, they line up beginning at the first spot along the curb.

At 3:20 pm, a staff member goes outside with a clipboard and walkie-talkie. She/he will begin taking numbers starting at the first car in line and continuing through the line to all of the cars that are waiting (in the driveway). Students wait quietly in their classrooms until 3:30 pm when the first numbers are called. When numbers are called, they are circled on an overhead or listed on the white board. Students hear their number, they leave their classroom quietly and walk out to the carpool curb.

Students may not be talking or involved in activities during carpool.

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E-8.1.1 STUDENT DROP OFF

Chapter E - School Operations

Part 8.0 Transportation

Section 8.1 Carpool

Part 8.1.1 Student Drop Off

Policy Statement:

Student drop-off

Students may be dropped off after 7:50 a.m. each morning. Elementary students must report to the multipurpose room until 8:05.

1. Parents may drive through the carpool lane and pull up to the sidewalk in front of the school. Students need to exit the right side of the car to ensure their safety.
2. If students arrive after school begins, parents need to park, walk their students into school and sign their student in at the school office.
3. Parents may not drop off students at the east or rear doors of the school.
4. As you pull up to the curb please have your students ready to exit quickly and safely so those waiting can take your place at the curb. Cars that are at the curb too long hinder the flow of traffic and the efficiency of carpool. Make sure backpacks are packed and students are ready when you pull up.

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E-8.1.2 STUDENT PICK UP

Chapter E - School Operations

Part 8.0 Transportation

Section 8.1 Carpool

Paragraph 8.1.2 Student Pick Up

Policy Statement:

1. Carpool Numbers
 - Every family is assigned a carpool number. This family carpool number will typically not change from year to year. This number needs to be displayed for carpool pickup.
 - Please make sure your number is BIG and BOLD (150 computer font size) and is displayed in the upper left, driver's side of the windshield. Have a copy for each car that may be picking up your students.
 - If you arrive at carpool and you've forgotten your number card, you may roll down your window and tell the staff member your carpool numbers. This slows the carpool process, however, and we ask that you keep extra cards in your car (and in cars that may pick up your students).
 - If you don't know your number, you may give the staff member your student names. You will need to give first and last names of everyone in your carpool. This also slows the carpool process and we ask that you memorize your carpool numbers. You may call the front office during office hours and get your family number (as well as other family numbers in your carpool).
 - Families without numbers will slow down carpool, so please do your best to keep your numbers in all cars that are used to pick up your students.
2. Dismissal #1 (3:25)
 - Shortly before dismissal time, a staff member will begin taking numbers starting at the first car in line and continuing through the cars that are waiting. Please have your family number (and the numbers of any other students in your carpool) placed visibly in the upper left side of the windshield.
 - As parents arrive, they may park along the curb—pulling forward to the furthest open position. When the curb is full, drivers will line up and move into open positions at the curb. (See Parent-Student Handbooks for procedures specific to each school.)
 - Students in Dismissal #1 will be dismissed from their classrooms to the multi-purpose room where they will wait quietly until their numbers are called and lit up on the display. When the student hears/sees their number, they will leave quietly and walk to the carpool curb.
3. Dismissal #2 (3:50)
 - Parents arriving early (before 3:45) should pull into an open parking place and wait until the Dismissal #1 carpool pick-up is complete. Please do not park at the curb while 1st dismissal is in progress.
 - At about 3:45, Dismissal #2 parents will be invited to begin pulling into open spots on the curb.
 - Students in Dismissal #2 will normally be dismissed directly to the curb. If circumstances necessitate it, they will be called from the multi-purpose room as in Dismissal #1. Carpool will then proceed in the same manner as listed above, with waiting cars forming two lines until spots become available on the curb.
4. General Instructions
 - If some of your students come out, but others do not (within 3 minutes of being at the curb), inform a staff member on carpool duty. They will have your number called again.

- Students are required to wait at the curb for their parent. They will not be allowed to walk over to a parked car or to meet their parent in an alternate place. Please pull completely over to the curb to pickup your student.
 - After you have picked up your student, exit the parking lot with caution. Observe the speed limit (25 mph) in the neighborhood. Please be cautious and observant to ensure the safety of our students who are walking home.
5. Late Pickup
- Students need to be picked up promptly within 15 minutes of their assigned dismissal time.
 - Parents who arrive after carpool is completed must come into the school and fill out a "Late Pickup" form.
 - "Late Pickup" forms will be forwarded to the school administration. If parents consistently fail to pick up their students on time, they will be contacted by administration for a conference. If the late pickups continue, it will be considered a violation of the Acceptance of Policy.

Draper

STUDENTS WILL NOT BE ALLOWED TO WALK AROUND THE FENCE TO CARS PARKED IN THE STALLS ON THE EAST SIDE OF THE SCHOOL PROPERTY. IF ALL PARKING STALLS IN FRONT ARE FULL, YOU MUST WAIT IN LINE FOR THE NEXT AVAILABLE PARKING STALL. Stalls on the east side do not belong to American Prep.

STUDENTS ARE NOT ALLOWED TO EXIT VIA THE EAST DOORS OR BACK (SOUTH) DOORS UNLESS THEY HAVE SPECIAL PERMITS. (Special permits are given to disabled students or students who walk home into the neighborhood daily). Please don't try to circumvent the carpool line by driving to an alternate school exit and expect students to exit there. They will be placed on carpool suspension if they are found doing this. Students are instructed that they may not exit the school via the east or south doors at any time. This is an important safety measure at our school that students must not violate. Please don't ask them to.

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E-8.1.3 STUDENTS LEFT AFTER HOURS

Chapter E - School Operations

Part 8.0 Transportation

Section 8.1 Carpool

Part 8.1.3 Students Left After Hours

Policy Statement:

Students Left After Hours

1. Students who have not been picked up when the last car in the carpool line finishes picking up students will be brought into the school. Parents will be contacted. Students who are waiting for a ride 15 minutes after their pick up time will stay on the benches in the front hall. They need to sit quietly and may talk or read, do homework, etc.
2. Parents who arrive to pick up students after carpool is over must come into the school and fill out a late pick up form. These will be forwarded to school administration. If parents consistently pick up their students after carpool is over, they will be contacted by administration for a conference. If the late pick ups continue, it will be considered a violation of the Acceptance of Policy.

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E-8.2 WALKERS

Chapter E - School Operations

Part 8.0 Transportation

Section 8.2 Walkers

Policy Statement:

SNA Walkers

Students who will be walking home must have a "walking pass". These passes are given to the students AFTER their parent has filled out a Release Form for Walking Pass. Only students who live near the school or have an identified destination (such as a relative's home) will be allowed to walk from the school. Students must display these walking passes on their backpacks so that staff can see them. Walkers will be

dismissed before the carpool numbers begin to be called. Walkers in Dismissal #1 should exit the building through the MULTI-PURPOSE ROOM doors. Walkers in Dismissal #2 should exit the building at the north door near the 3rd and 4th grade classrooms. Walkers will cross Crystal Ave. at the northeast corner of the school grounds. Walkers need to quickly leave the school premises to clear the area for the many cars that will be driving through the property and to ensure their own safety.

DRAPER 1 Walkers

Draper students with a walking pass must live within one mile of the campus in the neighborhood south of the school. Our agreement with Draper City will not allow students to walk along Pony Express Road because there are no sidewalks along that road. Each student must have a walking pass and the parents sign an agreement to keep the walking rules. If the walking students want to have other students walk home with them they parents of the non-walking student needs to inform the teacher and office that the student will be walking home and with which student. Parents of walking students should not pick up their students behind the school during good weather. The students need to walk to their home. If they need to pick up their students from the school they need to go through carpool.

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E-8.3 BUS SERVICE

Chapter E - School Operations

Part 8.0 Transportation

Section 8.3 Bus Service

Policy Statement:

Bus Service

We have 2 busses that provide service through our program for refugee families. Bus service is not available to our other students. Elementary students who ride the bus will exit through the Multi-purpose room to the bus. Junior High students will exit through the Junior High doors.

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E-8.4 PARENT DRIVERS FOR SCHOOL ACTIVITIES

Chapter E - School Operations

Part 8.0 Transportation

Section 8.4 Parent Drivers for School Activities

Policy Statement:

Parent Drivers for School Activities

Parents may be asked to volunteer as chaperones and drivers. Drivers must:

- Be certified by viewing the Driver Safety Video and passing the test found at www.risk.utah.gov, click on Risk Training, then on Defensive Driver Training.
- Print a copy of the page that says "Certificate of Completion" and turn it into the office.
- Provide a copy of your current driver's license and proof of insurance to the school office (Policy Declaration, insurance card).

Parents will not have to re-certify each time they drive but every two years. They are required to provide updated insurance and licensing information.

Notice of change in Drivers Certification for parents providing transportation for school events.

Our insurance underwriter has advised us that the proper driver certification for American Preparatory Academy would be a *Certificate of Insurance* from our volunteer drivers to verify they are carrying at least \$300,000 Auto Liability Limit. The driver's policy will state the limits and a copy of the liability policy will suffice as evidence

Office Forms: [Volunteer Driver Agreement and Acknowledgement 2017.pdf](#)

Related Policies: Volunteer Driver*

E-9.0 SCHOOL CLOSURES

E-9.1 MORNING CLOSURES

Chapter E - School Operations

Part 9.0 School Closures

Section 9.1 Morning Closures

Policy Statement:

Draper Campuses

American Prep - Draper 1, Draper 2 and Draper 3 follow Canyon School District 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 schools for Canyons District are cancelled, school at American Preparatory Academy will be cancelled. If there is a late start for Canyons School District, we will have a late start at American Prep. If only selected schools in either one of the the Canyons School District 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 Canyons School District dismisses early, American Prep will dismiss early.

AM Radio Stations

- KSL-1160
- Metro Networks -- 25 stations

TV Stations

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

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)

West Valley Campuses

American Prep follows Granite School District 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 Granite School District is cancelled, school at American Prep will be cancelled. If there is a late start for Granite School District, we will have a late start at American Prep. If only selected schools in GSD 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 Granite School District 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 stations

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 Granite School District's Web site at www.graniteschools.org.

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E-9.2 MID-DAY CLOSURES

Chapter E - School Operations

Part 9.0 School Closures

Section 9.2 Mid-day Closures

Policy Statement:

If there is a need for an afternoon closure and we need to evacuate the school first we get the students to a safe place (for the flood it was to the playground) and for the electrical blackout it was to the classrooms) and the teachers stay with the class. The instructors each take a letter out of the family directory (the registration cards the parents fill out each year) and call the family until they talk to someone to give them the message that the student needs to be picked up ASAP. We do not rely on messages machines. The office staff mans a table where the parents can check out the students. No student is checked out to someone not on the family registration card.

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E-9.3 OUT-OF-SESSION POWER OUTAGE

Chapter E - School Operations

Part 9.0 School Closures

Section 9.3 Out-of-Session Power Outage

Policy Statement:

Out-of-Session Power Outage

If an outage is discovered by the first person to enter the building in the morning, that staff member must immediately contact the power company to determine the expected duration of the outage. The Director or others must be contacted to determine if school will open on a late schedule or be cancelled.

If an outage occurs after school, the chain of events that must occur during the power outage are:

1. Staff members present in the building must secure the safety of students, staff children and visitors to the school, paying particular attention to restrooms.
2. After five minutes, a staff member must contact the power company.
3. After one-half hour, a staff member must decide if an event or activity should be cancelled or rescheduled, and the building secured.
4. A staff member must secure a ride for each person in the building needing assistance. No persons other than staff members are to remain in the building unsupervised.
5. Before leaving, the building must be secured manually by locking each door with a key.

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E-10.0 UNITY AND DIVERSITY

E-10.1 UNITY AND DIVERSITY STATEMENTS

Chapter E - School Operations

Part 10.0 Unity and Diversity

Section 10.1 Unity and Diversity Statements

Policy Statement:

Religious or Other 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. 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.

Equal Educational and Employment Opportunity

It is the policy of American Prep to provide equal educational and employment opportunity for all individuals. Therefore, American Prep prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. This policy extends to all aspects of American Prep educational programs, as well as to the use of all American Prep facilities, and participation in all school-sponsored activities.

Student Religious Expression

Students may initiate and conduct voluntary religious activities or otherwise exercise their religious freedom on school grounds during discretionary time. Individuals not currently enrolled as students in the school may neither conduct nor regularly attend the activities. School officials may neither conduct nor actively participate in the activities, but may be present as necessary to ensure proper observance of school rules and may limit or prohibit student activities which:

1. unreasonably interfere with the ability of school officials to maintain order and discipline;
2. threaten the well-being of persons or property; or
3. violate concepts of civility or propriety appropriate in a school setting.

It is our goal to support families in their religious pursuits - we have created the following policy and procedure to help accommodate our APA families of young children:

Parents are welcome to come to the school and check out their children each day to pray.

Older siblings cannot check out younger siblings and supervise them during prayer time.

1. Students must be supervised by an adult during the entire prayer time.
2. The school cannot provide an employee to supervise a religious activity during the day for parents who cannot come to the school and supervise their children during prayer time.
3. When parents arrive to check out their students, they can ask us if there is a room available for them to use and staff will make reasonable effort to accommodate that request.
4. An adult (parent) must be there to supervise the children from the time they are checked out until they are checked back into class.

Students are responsible for making up any missed work while they are out of the classroom.

Civil Rights Grievance Procedure

Complaints of discrimination should be filed with the individual's principal or supervisor and/or with the school Compliance Officer/EEC Coordinator according to the provisions of the School Civil Rights Grievance Procedure, copies of which are available at American Prep. If the complaint is against the principal or supervisor, the complaint may be filed directly with the Compliance Officer/EEC Coordinator. The Compliance Officer/EEC Coordinator, who has been designated to monitor and coordinate American Prep compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address and telephone number: 12894 S. Pony Express Road, Suite 600, Draper, UT 84020, 801-797-0089 ext. 1018.

Complaints of discrimination should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

Policy Cross-reference: [A-1.4 Unity Statements](#)

Office Forms: [OF E-10.1 Request for Waiver of Participation](#)

Legal References: [R277-105 - Recognizing Constitutional Freedoms in Schools](#)

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E-10.2 PLEDGE OF ALLEGIANCE

Chapter E - School Operations

Part 10.0 Unity and Diversity

Section 10.2 Pledge of Allegiance

Policy Statement:

Pledge of Allegiance

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

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E-10.3 CELEBRATIONS

E-10.3.1 RELIGIOUS HOLIDAYS

Chapter E - School Operations

Part 10.0 Unity and Diversity

Section 10.3 Celebrations

Paragraph 10.3.1 Religious Holidays

Policy Statement:

Holidays

As a public school, we do not celebrate religious holidays. We have students of many different religious faiths at American Prep and we respect and appreciate each one. We work hard to ensure that we don't promote religion, but we also work to ensure that school is a place where students feel comfortable and that they can freely express themselves and be appreciated for the unique contribution they make to our community.

The Core Knowledge Curriculum that we teach has many aspects that touch on religion. In 6th grade for example, students learn about Islam, Christianity and Judaism. Students in all grades learn about American folk music, and some songs have religious roots - such as American spirituals. Our Jr. High music curriculum includes classical music that also has religious roots.

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E-10.3.2 BIRTHDAYS

Chapter E - School Operations

Part 10.0 Unity and Diversity

Section 10.3 Celebrations

Paragraph 10.3.2 Birthdays

Policy Statement:

Birthdays

A. Invitations

Birthdays 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 the school directory to access the addresses of families and send the invitations to student homes. We appreciate your consideration of others and appreciate the modeling of respectful behavior.

B. Birthday Recognition

Teachers will generally mention a student's birthday during the school day closest to their birthday and have a special way of acknowledging that student. **Parents may bring a treat for class members at lunch time.** This is not something that needs to be done, or is even recommended, but if parents choose to that is acceptable. Parents, please do NOT bring balloon bouquets, flowers or other birthday items to school. We cannot have the distraction during the day and it also is difficult for students whose parents cannot or do not do similar things for them. The resulting emotions become an additional distraction.

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E-10.4 STUDENTS WITH DISABILITIES

Chapter E - School Operations

Part 10.0 Unity and Diversity

Section 10.4 Students with Disabilities

Policy Statement:

Individuals with Disabilities Act

If you feel your child may have a disability, you may contact the School Director or Special Education Director or the student's teacher and initiate a request for an initial evaluation to determine if the student is a student with a disability under Part B of the IDEA. American Prep provides all services outlined on a student's IEP (Individualized Education Plan).

Section 504: LEP/ESL

In compliance with Section 504 of the Rehabilitation Act ("504") and the Americans with Disabilities Act (ADA), American Prep provides reasonable accommodations to qualified individual with disabilities. Students, parents or employees needing accommodations should contact their school ADA/504 Coordinator, the School Director or the Special Education Director. In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is American Prep policy to provide alternative language services to Limited English Proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in American Prep educational programs. American Prep provides English as a Second Language (ESL) instruction and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact American Prep.

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E-10.4.1 SERVICE ANIMALS IN SCHOOLS

Chapter E - School Operations

Part 10.0 Unity and Diversity

Section 10.4 Students with Disabilities

Paragraph 10.4.1 Service Animals in Schools

Policy Statement:

1. The Board of Education is committed to providing equal access to all services, activities, and programs it offers. Students, employees or members of the public will not be denied access to services, programs, or activities due to their legitimate use of a service animal in accordance with federal and state law.
2. The Utah State Board of Education authorizes the Governing Board to develop administrative regulations consistent with this policy.

Definitions:

1. "Direct Threat": A significant risk to health and safety of others that cannot be eliminated by a modification to policies, practices, or procedures, or by the provision of auxiliary aids or services.
2. "Disability": means, with respect to an individual
 - a) a physical or mental impairment that substantially limits one or more major life activities of such individual;
 - b) a record of such an impairment; or
 - c) being regarded as having such an impairment (42 U.S.C. Section 12102 of the Americans with Disabilities Act).
3. "Service Animal": Any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition.

Administrative Regulation

1. Individuals with disabilities are permitted to be accompanied by their service animal or service animals in training in all areas of school facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go.
2. As provided for in Utah law, service animals in training shall be granted access to school facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go.

Service Animal Inquiries

1. In situations where it is not obvious that the dog is a service animal, administrative or school staff may only ask two questions: (1) is the dog a service animal required because of a disability; and (2) what work or task has the dog been trained to perform.
2. A service animal's owner may be required to provide documentation indicating that the service animal has been licensed in the jurisdiction(s) in which the owner resides.

Service Animal Removal

1. Removal of a service animal: A district or school administrator may request an individual with a disability remove a service animal from its facilities under the following circumstances:
 - a. The animal is out of control and the animal's handler does not take effective action to control it; or
 - b. The animal is not housebroken; or
 - c. The animal poses a direct threat.

Service Animal Responsibility

A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

American Preparatory Academy and its employees are not responsible for the care or supervision of a service animal, unless documentation exists specifically requiring such care and supervision by the district or its employees.

Legal References: [42 U.S. Code 12102 – Definition of Disability, Americans with Disabilities Act](#) [Service Animal Overview](#)
Supportive Research: [Canyons School District Policy – Service Animals in Schools](#)

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E-10.5 GENDER INCLUSION POLICIES

Chapter E - School Operations

Part 10.0 Unity and Diversity

Section 10.5 Gender Inclusion Policies

Awaiting Review & Approval 11/2020

E-11.0 STUDENT DRESS CODE

E-11.1 DRESS CODE PHILOSOPHY

Chapter E - School Operations

Part 11.0 Student Dress Code

Section 11.1 Dress Code Philosophy

Policy Statement:

Our dress code is based on our belief that uniforms:

1. Decrease distractions in the learning environment
2. Increase respect for learning (students, parents, staff)
3. Increase respect for students (staff, parents, public)
4. Simplify school readiness on a daily basis for parents and students

Our dress code was developed with these guidelines in mind:

1. Simplicity - as few pieces as necessary to achieve benefits listed above
2. Avoid individualization - few optional pieces to avoid class distinctions
3. Affordability
4. Durability
5. Ease of implementation by American Prep and by parents and student

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E-11.2 DRESS CODE POLICY

Chapter E - School Operations

Part 11.0 Student Dress Code

Section 11.2 Dress Code Policy

Policy Statement:

Policies

1. Students should be in school dress code any time they are on school grounds during the school day, with the exception of PE 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.
3. Nametags are supplied by American Preparatory Academy. Nametags are part of the required uniform and will be subject to APA uniform policies. Students are asked to leave their 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.

Dress Code Details

General

1. All clothing must be clean and in good repair (without holes).
2. Tattoos are discouraged and cannot be visible when wearing the school uniform.

Head and Neck

1. Hats should not be worn in the school building unless they are part of a special activity that requires hats.
2. Hair should be clean and well groomed and not covering the eyes or face. For boys, if the hair is below the collar it must be pulled back in a hair tie. Hair may be any length as long as it is not a distracting style or color. Hair that is an unnatural color is distracting.
3. Hair Accessories or extensions may be worn in girl's hair if they are appropriate in size and color.
4. Visible piercing shall be limited to girls with one piercing in ears only.
5. Jewelry should be limited to items that do not distract or present a safety hazard. Some items that distract: large earrings, multiple bracelets or large bangles, necklaces that are large and/or worn over the shirt/tie.

Upper Body

1. Undergarments (t-shirts, etc.) may be long or short sleeve and must be plain white (no lace or patterns). Undershirts may be navy blue if worn under navy blue polo shirts.
2. Oxford Blouse for Girls may be Peter Pan (rounded tip) or button-down collar, short or long sleeve, broadcloth or cotton fabric (no knits). Buttons must be clear or white from the bottom of the shirt to the top collar. Knit shirts do not qualify as a blouse.
3. Oxford Shirts for Boys must be broadcloth or cotton fabric (no knits) with button-down collar, short or long sleeve, white or clear buttons. Top button may be undone.
4. Oxford shirts must be tucked in when worn with pants. Girls may wear blouses un-tucked ONLY over skirts and if the shirt does not extend more than 4" below the sweater.
5. Sweater vests or sweaters should be worn over white shirts at all times unless permission is given by a teacher to remove a sweater. Cardigan or pullover style may be worn if the student prefers, but must comply with the dress code.
6. Logos other than American Preparatory Academy must not be visible on shirts or sweaters. American Preparatory Academy logo items are not required, but may be purchased through the school office.
7. Navy blazer with gold buttons may be worn by Junior High girls or boys in place of sweaters.
8. Sweatshirts, crew neck sweatshirts, hooded pull-over sweatshirt, and hooded zip-up sweatshirts may be worn on Fridays under the following conditions: plain navy or APA logo only, hoods only worn outside.

Lower Body

1. Belts may be braided but without decoration. Must be brown or black without decoration.
2. Khaki pants must fit the following description: Uniform slacks (no denim or corduroy). Belted, pleated or flat front, long enough to cover top of shoe, short enough to stay off floor when worn with shoes, worn no more than 2" below waist, no cargo pants or outside pockets (patch pockets), match color of Dockers or Lee khaki (not stone colored).
3. Black or navy blue, full-length leggings or pants may be worn under skirts.
4. Bicycle-type shorts are recommended under skirts for playground activities.
5. Plaid Culottes from Hall's Closet may be worn by Grades 4-6; Plaid Culottes from Hall's Closet or Khaki Culottes from Dennis may be worn by Junior High girls in place of skirts. They must come to the knee.

Feet

1. Socks must be solid in color (no visible patterns). **Refer to the Dress Code for APA Girls and APA Boys for acceptable colors and lengths.** Non-uniform socks are only allowed on Fridays and must still be solid in color with no visible patterns.
2. Shoes must abide by grade level descriptions in the APA Girls and Boys "Quick Reference" tables. Shoes must always be plain in color with no embellishments. No skater shoes or shoes with logos are allowed.

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

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E-11.3 GIRLS' DRESS CODE

Chapter E - School Operations

Part 11.0 Student Dress Code

Section 11.3 Girls' Dress Code

Policy Statement:

Girls' Photo Guide





Top 1

Top 2

Polo 1

Polo 2



Pant

Skirt 1

Skirt 2

Skirt 3

Skirt 4





Sweater 1 Sweater 2 Sweater 3 Tie 1 Tie 2

- Girl's Skirts 1 and 2, and Girl's Tie 1 are red/navy plaid
- Girl's Top 2 is light blue
- Girl's Top 3 (Polo shirt) is navy blue
- Girl's Sweaters 1 and 2 are navy blue
- Girl's Tie 2, and Skirt 3 are navy blue
- Girl's Skirt 4 and pants are khaki

Quick Reference (See "Dress Code Details" for additional requirements.)

APA Girls	Monday - Friday	Casual Dress Day
K-3 rd Grades	<p><u>Girl's Top</u>: 1 or Girl's Top: 4 (long or short sleeve)</p> <p><u>Girl's Sweater</u>: Not required. May wear Sweater 2 or navy pullover (Sweater 3) over jumper.</p> <p><u>Girl's Skirt</u>: 2 or 3</p> <p><u>Socks</u>: plain navy or white (short, knee-high, or tights)</p> <p><u>Shoes</u>: brown, black, tan, navy, or solid white with non-marking soles</p> <p><u>Boots</u>: may wear solid, brown or black boots (no flourishes); low heels; bring P.E. shoes ONLY when there is snow on the ground.</p>	<p>M-Fri Attire or:</p> <p><u>Girl's Top</u>: 3 with</p> <p><u>Girl's Skirt</u>: 4 or</p> <p><u>Girl's Pant</u></p> <p><u>Shoes</u>: solid color athletic shoes</p>
4-6 th Grades	<p><u>Girl's Top</u>: 1 (long or short sleeve)</p> <p><u>Girl's Tie</u>: 1</p> <p><u>Girl's Sweater</u>: 1 or 2 (2 required with Skirt 2) or navy pullover (Sweater 3)</p> <p><u>Girl's Skirt</u>: 1 or 2</p> <p><u>Socks</u>: plain navy or white (knee-high or tights)</p> <p><u>Shoes</u>: brown, black, tan, navy, or solid white dress shoes with non-marking soles</p> <p><u>Boots</u>: may wear solid, brown or black boots (no flourishes); low heels; bring P.E. shoes ONLY when there is snow on the ground.</p>	<p>M-Fri Attire or:</p> <p><u>Girl's Top</u>: 3 with</p> <p><u>Girl's Skirt</u>: 4 or</p> <p><u>Girl's Pant</u></p> <p><u>Shoes</u>: solid color athletic shoes</p>

JH.HS Girls	<p><u>Girl's Top</u>: 1 or 2 (long or short sleeve)</p> <p><u>Girl's Tie</u>: 1 or 2 (plaid or navy)</p> <p><u>Girl's Sweater</u>: 1 or 2 (cardigan must be buttoned) or navy pullover (Sweater 3)</p> <p><u>Girl's Skirt</u>: 1 or 4 or</p> <p><u>Girl's Pant</u> (Khaki, not stone-colored. No cargo pants, denim or corduroy. See Details.)</p> <p><u>Socks</u>: plain navy or white (knee highs or footed tights/nylons)</p> <p><u>Shoes</u>: black polished (no suede) leather dress shoes (low to medium heel)</p> <p><u>Boots</u>: may wear solid, black boots (knee-high or half-high; no flourishes); low to medium heels ONLY when there is snow on the ground.</p>	<p>M-Fri Attire or:</p> <p><u>Girl's Top</u>: 3 with</p> <p><u>Skirt</u>: 4 or <u>Pant</u></p> <p><u>Socks w/ pants</u>: navy, white, or black socks.</p> <p><u>Socks w/ skirts</u>: knee-high socks or tights.</p> <p><u>Shoes</u>: solid color athletic shoes</p>
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*** Official APA Nametags must be worn on the right side EVERY DAY, including on Casual Dress Day.***

Free Dress Day	Modest clothing; Shirts with sleeves (no tanks); shorts and skirts within 3" of knees; no negative messaging including obscenity or profanity; no slippers or open-toed shoes. No pajamas.
Jeans Dress Day	M-Th or F approved uniform worn with full-length jeans (in good repair with no holes); no slippers or open-toed shoes.
JH.HS Gym	Red APA T-shirt and Navy blue gym shorts available through the school office; non-marking solid athletic shoes; white athletic socks.

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E-11.4 BOYS' DRESS CODE

Chapter E - School Operations

Part 11.0 Student Dress Code

Section 11.4 APA Boys' Dress Code

Policy Statement:

Boys' Photo Guide





Top 1

Top 2

Polo 1

Polo 2



Sweater 1

Sweater 2

Sweater 3



Pant

Tie

Belt

- Boy's Top 2 is light blue
- Boy's Top 3 (Polo shirt) is navy
- Boys' Pant is khaki
- Boy's Tie is red/navy striped

Quick Reference (See "Dress Code Details" for additional requirements.)

APA Boys	Monday - Friday	Casual Dress Day
K-3 rd Grades	<p><u>Boy's Top:</u> 1 or <u>Boy's Top:</u> 3 or 4 (long or short sleeve)</p> <p><u>Boy's Sweater:</u> 1, 2 or 3 (required only if Top is white)</p> <p><u>Boy's Pant (Khaki, not stone-colored. No cargo pants, denim or corduroy. See Details.)</u></p> <p><u>Socks:</u> plain brown, black, navy or white</p> <p><u>Shoes:</u> brown, black, tan or solid plain white with non-marking soles</p> <p>*No Boots</p>	<p>M-Fri Attire or:</p> <p><u>Boy's Top:</u> 3 or plain navy Sweatshirt with</p> <p><u>Boy's Pant</u></p> <p><u>Shoes:</u> solid color athletic shoes</p>

4-6 th Grades	<u>Boy's Top</u> : 1 (long or short sleeve) <u>Boy's Tie</u> <u>Boy's Sweater</u> : 1, 2 or 3 <u>Boy's Pant</u> (Khaki, not stone-colored. No cargo pants, denim or corduroy. See Details.) <u>Boy's Belt</u> : brown, black, or cordovan without decoration <u>Socks</u> : plain brown, black, navy or white <u>Shoes</u> : brown, black, tan, or cordovan dress shoes with non-marking soles *No Boots	M-Fri Attire or : <u>Boy's Top</u> : 3 or plain navy Sweatshirt with <u>Boy's Pant</u> and <u>Boy's Belt</u> <u>Shoes</u> : solid color athletic shoes
JH.HS Boys	<u>Boy's Top</u> : 1 or 2 (long or short sleeve and tucked in) <u>Boy's Tie</u> <u>Boy's Sweater</u> : 1, 2 or 3 <u>Boy's Pant</u> (Khaki, not stone-colored. No cargo pants, denim or corduroy. See Details.) <u>Boy's Belt</u> : brown, black, or cordovan without decoration <u>Socks</u> : plain brown, black, white, navy or tan <u>Shoes</u> : black or brown, polished (not suede) leather, closed-toed dress shoes *No Boots	M-Fri Attire or : <u>Boy's Top</u> : 3 or plain navy Sweatshirt with <u>Boy's Pant</u> <u>Boy's Belt</u> <u>Shoes</u> : solid color athletic shoes

*** Official APA Nametags must be worn on the right side EVERY DAY, including on Casual Dress Day.***

Free Dress Day	Modest clothing; shirts with sleeves (no tanks); shorts within 3" of knees; no negative messaging including obscenity or profanity; no slippers or open-toed shoes. No pajamas.
Jeans Dress Day	M-Th or F approved uniform worn with full-length jeans (in good repair with no holes); no slippers or open-toed shoes.
JH.HS Gym	Red APA T-shirt and Navy blue gym shorts available through the school office; non-marking solid athletic shoes; white athletic socks.

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E-11.5 EXEMPTIONS

Chapter E - School Operations

Part 11.0 Student Dress Code

Section 11.5 Exemptions

Policy Statement:

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.

E-12.0 PERSONAL BELONGINGS

E-12.1 ELECTRONIC GAMES OR CELL PHONES

Chapter E - Daily Operations

Part 12.0 Personal Belongings

Section 12.1 Electronic Games or Cell Phones

Policy Statement:

Electronic Games or Cell Phones

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 JH or HS office respectively. 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. Students should not group together to watch videos or play games on electronic devices while waiting in carpool. This is so that we can ensure cell phones are not used to access the internet after school, in an unsupervised setting, where inappropriate content may be accessed and shared with other students. Students who are using their cell phone outside of these places after school (the carpool curb or in the presence of a staff member) will be given reminders. Students who persist in using their phones after school outside the guideline may have their phone confiscated and a parent conference may be initiated. 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.

Policy Cross-Reference: [H-3.3.1 Electronic Games or Cell Phones](#)

E-12.2 BANNED ITEMS

Chapter E - Daily Operations

Part 12.0 Personal Belongings

Section 12.2 Banned Items

Policy Statement:

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:

- Narcotics, non-prescription drugs
- Controlled substances
- Tobacco, cigarettes
- Alcohol
- Weapons, including real weapons or look-alike weapons
- Toy Guns (Nerf, Rubberband Shooters, Airsoft, etc.)
- Any explosive, noxious, or flammable material
- 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 context.

Policy Cross-reference: [H-3.3.2 Banned Items](#)

Legal References: [Utah Code Title 76, Chapter 10, Part 1](#)

[Utah Code 53G-8-602](#) (previously 53A-3-501 before 2018 public education recodification)

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E-12.3 LOST AND FOUND

Chapter E - Daily Operations

Part 12.0 Personal Belongings

Section 12.3 Lost and Found

Policy Statement:

Lost and Found

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 twice monthly for their student's missing items. Twice a year on the Friday before Winter break and on the last day of school, all items that remain in the lost and found will be donated to charity.

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E-13.0 SCHOOL FEES

E-13.1 SCHOOL FEES, FEE WAIVERS AND PROVISIONS IN LIEU OF FEE WAIVERS

Chapter E - School Operations

Part 13.0 School Fees

Section E-13.1 School Fees, Fee Waivers and Provisions in Lieu of Fee Waivers

I. PURPOSE

The UCA governing board adopts this policy to provide for the orderly establishment and management of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; and to prohibit practices that would exclude students unable to pay fees from participation in school-sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

II. POLICY

A. A school, school official, or employee may not charge or assess a fee or request or require something of monetary value as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school including for a co-curricular or extra-curricular activity, unless the fee has been approved by and included in the APA fee schedule.

B. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, APA and each school shall limit student expenditures for APA and school-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.

C. A school shall provide notice to a parent of each student attending the school of all current fee schedules and the opportunity for fee waivers prior to the student being registered for a course, activity, or program to enable the parent and student to make an informed decision prior to committing to the student's enrollment or participation.

D. A school shall provide an opportunity for a parent to apply to have one or more fees waived (or be provided alternatives to waivers) and shall grant requested fee waivers (or alternatives to waivers) to students who are eligible under the provisions of this policy.

E. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with APA policies and state law.

III. ESTABLISHING A FEE SCHEDULE

A. "Fee" means a charge, expense, deposit, rental, or payment:

1. regardless of how it is termed, described, requested, or required directly or indirectly;
2. in the form of money, goods, or services; and
3. that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by an LEA.

B. "Fee" includes:

1. money or something of monetary value raised by a student or the student's family through fundraising;
2. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
3. payments made to a third party that provides a part of a school activity, class, or program
4. charges or expenditures for classroom:
 - a. textbooks;
 - b. supplies; or
 - c. materials;
5. charges or expenditures for school activity clothing; and
6. a fine, other than a fine identified in the subsection below.

C. "Fee" does not include:

1. a student fine specifically approved by the Board for:
 - a. failing to return school property;
 - b. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Section 53G-8-212; or
 - c. improper use of school property, including a parking violation;
2. a payment for school breakfast or lunch;
3. a deposit that is:
 - a. a pledge securing the return of school property that is refunded upon the return of the school property; or
 - b. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program or
4. Charges associated with a student's participation in a non-curricular club.

D. Fee Setting Process

When determining a fee proposal for Board approval, staff may consider the following factors:

- a) the school's cost to provide the activity, class, or program;
- b) the school's student enrollment;
- c) the median income of families:
 - enrolled in the school;

- d) the number and monetary amount of fee waivers, designated by individual fees, annually granted within the prior three years;
- e) the historical participation and school interest in certain activities;
- f) the prior year fee schedule;
- g) the amount of revenue collected from each fee in the prior year;
- h) fund-raising capacity;
- i) prior year community donors; and
- j) other resources available, including through donations and fundraising.

E. Board Approval of Fee Schedules and Policies

1. The Board shall annually review the provisions of this policy.
2. Fee schedules and policies for APA shall be adopted by the Board on or before April 1st of each year in a regularly scheduled public meeting of the Board.
3. Adoption of APA fee schedule may not be delegated to a community council, staff member, or any other advisory committee or group.
4. Prior to adopting the annual fee schedule, the Board shall encourage public participation in the process and provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.
5. The Board shall provide notice of the meetings:
 - a) to the public in accordance with the Utah Open and Public Meetings Act; and
 - b) to parents and students using the same form of communication regularly used by APA to communicate with parents, including notice by e-mail, text, flyer, or phone call.
6. Minutes of the Board meeting during which the fee and fee policies are adopted together with copies of the approved policy and fee schedule shall be kept on file and made available upon request as required by UCA 52-4-203.
7. The Board may adopt amended fee schedules after the April 1st date following the same approval process used for the original fee schedule.

F. Fee Schedule Requirements

1. The Board's adopted fee schedule shall include:
 - a. a specific amount for each fee;
 - b. if a student is responsible for multiple fees related to one activity, class, or program, a clear and easy to understand delineation of each fee and the fee total for each activity, class, or program;
2. The amount of revenue raised by a student through voluntary individual fundraisers or required group fundraisers shall be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.
3. Beginning with the 2020-2021 school year, students and parents who do not qualify for fee waivers may not be required to pay an increased fee amount to make-up for or cover the costs of students and families who qualify for fee waivers.
 - a) In calculating the expense incurred by APA or school in relation to an individual student, the cost of providing fee waivers to fee waiver eligible students may not be considered.
 - b) Schools may notify students and families that they may voluntarily pay an increased fee amount or provide a donation to assist in covering the costs of other students and families.
4. Beginning with the 2021-2022 school year, a fee shall be equal to or less than the expense incurred by APA or school to provide for a student activity, course, or program.
 - a) An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
5. A fee listed on a school fee schedule is the maximum amount which may be charged per student for a class or school sponsored or supported activity including uniforms, travel, and clinics, regardless of whether the activity is labeled as curricular, co-curricular or extra-curricular. The actual amount charged may be less.

IV. FEES FOR CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY

A. Elementary Schools

1. No fee may be charged in kindergarten through grade six for any regular school day activity including assemblies and field trips or for any snacks, materials, textbooks, instructional or school supplies, or fundraising such as "dress down days" except as provided in Subsection 2 below.
2. An elementary school or teacher may provide to a student's parent or guardian a suggested list of student supplies, as defined in this

policy, for use during the regular school day so that a parent or guardian may furnish, on a voluntary basis, those supplies for student use. Such a list must include the following language:

"Notice: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school."

3. The school must provide any necessary school supplies not voluntarily furnished by a parent or guardian.

B. Secondary Schools

1. Fees may be charged in connection with an activity, class, or program provided, sponsored, or supported by a school for a student in a secondary school that takes place during the regular school day if the fee is on the Board approved fee schedule.

2. All fees are subject to the fee waiver provisions of this policy.

3. If a secondary class is established or approved, which requires payment of fees or purchase of items for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit or highest grades, the fees or costs for the class must be approved by and appear on the Board fee schedule and shall be subject to the fee waiver provisions of this policy.

4. A school may require a secondary student to provide student supplies as defined in this policy.

5. If a school requires special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint, the cost of the special shoes or items of clothing are considered a fee, and subject to fee waiver.

6. Beginning in the 2022-2023 school year schools may not charge a fee for:

a) a textbook. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.

(1) "Textbook" means instructional material necessary for participation in a course or program, regardless of the format of the material including:

(a) books, printed materials, and consumable workbooks;

(b) computer hardware, software, or digital content; and

(c) cost of maintenance and replacement as a result of normal use.

(2) "Textbook" does not include instructional equipment.

7. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the LEA's fee schedule and are subject to fee waivers. Additionally, beginning with the 2022-23 school year, any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and therefore shall be provided free of charge.

8. Schools may charge a fee for instructional equipment subject to fee waivers.

a) "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.

b) "Instructional equipment" includes course related tools or instruments.

9. APA may charge the cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.

V. PROJECT RELATED COURSES

A. In project related courses, projects required for course completion shall be free to all elementary school students and included in the approved course fee and be waivable for secondary students.

B. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to fee waiver.

C. A school shall avoid allowing high cost additional projects, particularly if authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

D. A school or teacher may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.

VI. SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

A. Fees may be charged in connection with any school-sponsored program or activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if:

1. participation in the activity is voluntary;

2. the fee is on the Board approved fee schedule;

3. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;

4. the fee revenue is collected in compliance with APA financial policies and consistent with state law;
5. fee revenue is expended in compliance with the spend plan;
6. the fee is subject to the fee waiver requirements; and
7. for elementary schools, the student's participation in the activity does not affect a student's grade or ability to participate fully in any course taught during the regular school day.

B. Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.

VII. NOTICE TO PARENTS

A. Each school shall annually publish the Board's approved fee schedule, including fee maximums, and fee waiver policies on the school's website in an easily accessible location.

B. The parent of each student shall be provided a copy of the fee schedule, fee waiver policies, and the school fee documents required by Utah Administrative Code R277-407-6 annually in the school's registration materials and upon registration to the parent of a student who enrolls after the initial registration period.

C. Upon request, the school shall provide printed copies of school fee schedules, waiver policies, and documents to a parent or guardian who is unable or chooses not to access them through APA or school website.

D. If more than 20% of the student or parent population of APA uses a single language other than English as their first language, APA will publish the fee schedule and fee waiver policies in the language of those families.

E. The administrator of a school shall make arrangements for a school or APA representative to meet personally with each student's parent or family and make available an interpreter for the parent to understand the fee schedule and waiver policies when the student or parent's first language is a language other than English and APA has not published the information in the parent's first language.

VIII. FEE WAIVERS

A. General Fee Waiver Provisions

1. "Waiver" or "fee waiver" means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.
2. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or UAC R277-407.
3. A school is not required to waive a non-waivable charge.
4. To ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee, each school will provide for adequate waivers or other provisions in lieu of fee waivers.
5. The process for obtaining a fee waiver, pursuing an alternative to fee waiver, or appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
6. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.
7. Any requirement that a student pay a fee is suspended during any period in which the student's eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.

B. Fee Waiver Eligible Charges

Fees for the following are waivable regardless of whether they are held during the regular school day, during the regular school year, outside of the regular school day, outside of the regular school year, or during the summer:

1. An activity, class, or program that is:
 - a) primarily intended to serve school-age children; and
 - b) taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.
2. An activity, class, or program that is explicitly or implicitly required:
 - a) as a condition to receive a higher grade, or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit; or
 - b) as a condition to participate in a school activity, class, program, or team, including a requirement for a student to participate in a summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team.
3. An activity or program that is promoted by a school employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in the employee's

official capacity.

4. Admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by APA or a school including:

- a) athletic competitions;
- b) music or theater program performances; and
- c) parent teacher organization activities.

5. An activity or program where full participation in the activity or program includes:

- a) travel for state or national educational experiences or competitions;
- b) debate camps or competitions; or
- c) music camps or competitions.

6. A concurrent enrollment, CTE, or AP course.

7. Activity clothing required to be worn by a student when participating as a club, school group, or team such as matching jackets, hoodies, t-shirts or other like clothing.

8. Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.

C. Non-waivable Charges

Nonwaivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.

1. Non-waivable charges include a personal discretionary charge or purchase for:

- a) insurance, unless the insurance is required for a student to participate in an activity, class, or program;
- b) college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and
- c) a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.

2. Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:

- a) tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
- b) a charge for an activity, class, program, that meets the criteria of a noncurricular club as described in Utah Code Title 53G, Chapter 7, Part 7, Student Clubs;
- c) a charge for a school breakfast or lunch;
- d) a fine for improper use of school property, including a parking violation; or
- e) a fine for replacement of damaged or lost school property in accordance with Utah Code Ann. §53G-8-212.

(1) If the student and the student's parent are unable to pay for damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.

(2) No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.

D. Fee Waiver Administrator

1. The Administrative Director in each school shall designate at least one person at the appropriate administrative level to act as the "Fee Waiver Administrator." The designated individual shall:

- a) be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
- b) work in an appropriate setting to facilitate confidential conversations and documents.

2. The Fee Waiver Administrator shall be responsible to:

- a) review fee waiver applications and verification documents;
- b) grant or deny fee waiver requests;
- c) compile all logs and maintain fee waiver documents in compliance with the Family Educational Rights and Privacy Act (FERPA); and

d) report fee waiver information.

3. The Fee Waiver Administrator's contact information will be available on the school's website with other school fee information and in student registration materials.

4. A student may not assist in the fee waiver approval process.

E. Fee Waiver Application Process

1. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.

2. The application for fee waiver shall be included on each school's website.

3. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.

4. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator.

a) A family having more than one student enrolled in an APA school may submit one application which will determine eligibility for fee waivers for all students in the family. The application for fee waiver must be submitted to the school at which the oldest student is enrolled and clearly identify the names, grade levels, and schools of attendance of the other students in the family.

F. Fee Waiver Eligibility Verification

1. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:

a) The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:

(1) these levels are set to correspond to the income levels for the federal free lunch program and may be found at schools.utah.gov/schoolfees on the fee waiver application form;

(2) all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.

b) The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.

c) The student's family receives Temporary Assistance for Needy Families (TANF) and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.

d) The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

2. A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.

a) A Fee Waiver Administrator may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee.

b) An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for fee waiver.

c) Verification may be collected as appropriate for the situation.

G. Notification of Eligibility

1. After reviewing the documentation provided by the student and the student's parent, the Fee Waiver Administrator will approve or deny the fee waiver request.

2. The Fee Waiver Administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:

a) That the student's eligibility was verified;

b) The name and position of the person who reviewed the verification documents;

c) The date it was verified; and

d) The type of documentation used to verify eligibility.

3. The Fee Waiver Administrator shall maintain documentation of the following:

- a) The school year the request was submitted;
 - b) The type and amount of fees requested to be waived;
 - c) Whether the request was approved or denied;
 - d) If approved, the type and amount of fees which were waived.
4. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized state board fee waiver decision and appeal form.
5. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.

H. Appeal of Fee Waiver Denial

- A. A student or the student's parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to the Administrative Director within 10 school days of receiving notice of denial.
- B. The school shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the principal to discuss the parent's concerns.
- C. If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial, to the Executive Director.

IX. ALTERNATIVES TO WAIVERS (Service in Lieu of Waivers)

- A. APA may offer Service in Lieu of Waivers. The student may choose to perform service in lieu of a fee waiver but a school district cannot require a student to perform service in lieu of a fee waiver. If your student chooses to perform service, there are options from which to choose to complete the service. Service is conducted primarily at the school, such as tutorial assistance to other students, or service outside of regular school hours as a student aide to school staff. In some circumstances, service in lieu of waivers can include service in the community; or when special needs require, service in the home.

X. COLLECTION OF SCHOOL FEES

- A. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.
- B. A student may not collect or receive student fees from other students or parents.
- C. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
- 1. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or APA during the regular school day;
 - 2. refuse to issue a course grade; or
 - 3. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.
- D. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.
- E. A school may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.
- F. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with 53G-8-212(2)(a).
- G. Notwithstanding Subsection D, a school may not withhold any records required for student enrollment or placement in a subsequent K-12 school.

XI. FUNDRAISING

- A. Any fundraising activity must be approved and conducted in accordance with APA Fund Raising Policy.
- 1. A school may not authorize, establish, or allow for required individual fundraising.
 - 2. A school may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.
 - 3. A school may allow for group fundraisers.
- B. A school shall not deny a student membership in or participation on a team or group or in an activity based on the student's non-participation in a fundraiser.
- C. Schools seeking to use alternative methods of raising revenue must comply with APA Fundraising Policy and UAC R277-113.

XII. DONATIONS IN LIEU OF FEES.

- A. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the school or APA and receipt of the donation will not affect participation by an individual student.
- B. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.
- C. APA level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.
- D. APA may raise money to offset the cost to APA attributed to fee waivers granted to students through the APEF foundation.
- E. APA shall direct donations provided to APA through the APEF in accordance with policies governing APEF.
- F. APA or a school may not accept a donation that would create a significant inequity among the schools within APA.

XIII. SCHOOL REPORTING REQUIREMENTS

1. Each school principal and APA Board Chair shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy.
2. The Executive Director shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy and submit the following forms:
 - a. Student Fee Schedule with Spend Plan
 - b. School Fee Policy
 - c. School Fee Waiver Policy
 - d. Notice of Fee Waiver Criteria provided by the LEA to student's parents
3. Each school shall maintain records and submit documentation to the APA School Fee Contact annually of:
 - a. number of students enrolled as of October 1
 - b. number of students granted fee waivers
 - c. dollar amount of fees waived
 - d. number of students who worked in lieu of fee waivers
 - e. dollar amount of fees collected from students
 - f. dollar amount of fees collected from students for curricular activities
 - g. dollar amount of fees collected from students for co-curricular activities
 - h. dollar amount of fees collected from students for extra-curricular activities

XIV. TRAINING

APA shall provide for annual training of APA school employees on fee related policies enacted by the Board specific to each employee's job function.

XV. DEFINITIONS

Definitions applicable to this policy are intended to be consistent with UAC R277-407. In the case of a discrepancy, the administrative code shall prevail.

- A. "Co-curricular activity" means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum.
- B. "Curricular activity" means an activity, a course, or a program that is:
1. provided, sponsored, or supported by an LEA; and
 2. conducted only during school hours.
- C. "Extra-curricular activity" means an activity or program for students, outside of the regular school day, that:
1. is sponsored, recognized, or sanctioned by an LEA; and
 2. supplements or compliments, but is not part of, the LEA's required program or regular curriculum.
- D. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:

1. provide financial support to a school or any of the school's classes, groups, teams, or programs; or
 2. benefit a particular charity or for other charitable purposes.
- E. "Fundraiser," "fundraising," or "fundraising activity" may include:
1. the sale of goods or services;
 2. the solicitation of monetary contributions from individuals or businesses; or
 3. other lawful means or methods that use students to generate funds.
- F. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- G. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.
- H. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- I. "Noncurricular club" has the same meaning as that term is defined in Section 53G-7-701.
- J. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
1. is authorized by an LEA or school, according to local education board policy; or
 2. satisfies at least one of the following conditions:
 - a) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by an LEA or school, or an LEA or school employee;
 - b) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the LEA or school's facilities, equipment, or other school resources; or
 - c) the activity, class, program, fund-raising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.
- K. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.
- L. "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.
- M. "Provision in lieu of fee waiver" does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.
- N. "Regular school day" has the same meaning as the term "school day" described in Section R277-419-2.
- O. "Requested or required by an LEA as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
1. fully participate in school or in a school activity, class, or program;
 2. successfully complete a school class for the highest grade; or
 3. avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
 - a) peer pressure, shaming, stigmatizing, bullying, or the like; or
 - b) withholding or curtailing any privilege that is otherwise provided to any other student.
- P. "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services.
- Q. "Something of monetary value" includes:
1. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
 2. payments made to a third party that provide a part of a school activity, class, or program;
 3. classroom supplies or materials; and
 4. a fine, except for a student fine specifically approved by an LEA for:
 - a) failing to return school property;
 - b) losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or
 - c) improper use of school property, including a parking violation.

R. "Student supplies" means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities.

S. "Student supplies" include:

1. pencils;
2. paper;
3. notebooks;
4. crayons;
5. scissors;
6. basic clothing for healthy lifestyle classes; and
7. similar personal or consumable items over which a student retains ownership.

T. "Student supplies" does not include items listed above if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint in order to create a uniform appearance not related to basic function.

REFERENCES

Utah Code Ann. §53G-6-402(5) – Open enrollment options – processing fee.

Utah Code Ann. §53G-6-604 – Requirement of school record for transfer of student.

Utah Code Ann. §53G-8-212 – Defacing or damaging school property – Student's liability – Work program alternative. Utah Code Ann. Title 53G, Chapter 7, Part 5 – Student Fees

Utah Code Ann. Title 53G, Chapter 7, Part 6 – Textbook Fees Utah Code Ann. Title 53G, Chapter 7, Part 7 – Student Clubs Utah Code Ann. Title 53G, Chapter 7, Part 8 – School Uniforms

Utah Administrative Code R277-113 – LEA Fiscal and Auditing Policies Part 7 – School Sponsored Activities Utah Administrative Code R277-407 – School Fees

Utah Administrative Code R277-713 – Concurrent Enrollment of High School Students in College Courses. Permanent Injunction Civil No. 920903376

FORMS AVAILABLE FROM USBE

[SY 2020-21 School Fees Notice Grades 7-12](#)

[SY 2020-21 School Fee Waiver Application](#)

[SY 2020-21 School Fee Decision/Appeal Form](#)

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E-13.2 REPLACEMENT NAME TAGS

Chapter E - School Operations

Part 13.0 School Fees

Section 13.2 Replacement Name Tags

Policy Statement:

Replacement Name Tags

Name tags are a part of the required school uniform. Name tags are provided by the school for all staff and students. Students are encouraged to leave their name tags at school at the end of each day so that they are not misplaced. Misplaced name tags may be replaced for \$5.00. If only the magnetic back is lost, this may be replaced for \$1.00.

E-13.4 FEE SCHEDULE

Chapter E - School Operations

Part 13.0 School Fees

Section 13.4 Fee Schedule

2019-2020 School Year



Draper 3 School ...chedule (1).pdf



Salem School Fee...chedule (1).pdf



WW2 School Fee S...chedule (1).pdf

E-13.5 LOST OR DAMAGED SCHOOL PROPERTY

Chapter E - School Operations

Part 13.0 School Fees

Section 13.5 Lost or Damaged School Property

Policy Statement:

School property that is temporarily issued to students is expected to be returned in the same condition with consideration for normal “wear and tear” no later than the last school day of each school year. American Prep staff carefully records and inspects issued items, including digital equipment, calculators, textbooks, library books, musical instruments, and other materials. When a student is issued an item during the school year, it is the family’s responsibility to report any damage that may have escaped the school’s notice within 2 school days. Failure to do so will result in the assumption that any damage found occurred while under the current student’s care. Parents will be required to pay for all materials that are not returned, lost, or returned with damage.

Fines associated with unreturned, lost, or damaged items are NOT subject to fee waivers. APA will NOT accept replacement materials provided by parents. APA will work with families to provide options to help with the reduction of and payment of fines, including payment plans or the school may provide for a program of work the student may complete in lieu of the payment. American Prep may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for willful damage or loss until the fine has been resolved (53G-8-212(2)(a)). American Prep also reserves the right to seek payment through a collections agency if a fine has not been paid or resolved within 60 days of issuance for continuing students or immediately for unenrolled students.

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E-SUPPLEMENTAL MATERIALS

E-HANDOUTS

APA AND THE COMMON CORE STANDARDS*



APA and the Com...e Standards.pdf

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OPTING-OUT OF STATE TESTING*



Opting-out of state testing.pdf

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E-OFFICE FORMS

OF E-1.4 WITHDRAWAL/EXIT INTERVIEW*



Exit Interview For...-17 - District.pdf

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OF E-5.2.1 SCHEDULED ABSENCE REQUEST FORM*



OF.E.5.2.1.pdf

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OF E-7.4 VOLUNTEER AGREEMENT

Volunteer Agreement

The talents and services of volunteers are important to American Preparatory Academy (the school) in accomplishing its Mission. The purpose of this document is to:

1. Establish standards and guidelines for volunteer services so that both the volunteer and the school understand the parameters of the volunteer relationship.
2. Reduce the risk of unwanted legal exposure of volunteers and the school.
3. Promote safety for volunteers, students, and employees.

Non-Disclosure Agreement

Volunteering activities may require access to information that is confidential or otherwise considered by the federal government, state government, school, community, parents, guardians or students to be privileged and confidential. Such information is identified by the school and must be determined to be confidential within the definitions of the law. If these criteria are met, such information may be received and maintained by staff or volunteers under a promise of confidentiality for a prescribed period of time to perform a specific task.

Maintaining the confidentiality of such information is primarily the responsibility of school administration. However, faculty, staff and volunteers with access to confidential information undertake this responsibility as part of their employment or volunteering activities.

This Agreement shall govern the conditions of disclosure by the school of certain "Confidential Information" including but not limited to student information, school records, staff information, staff records, financial information, data, trade secrets and intellectual property relating to the school and its staff and student body. With regard to the Confidential Information, I agree:

1. To safeguard the information against disclosure to others with the same degree of care as I would exercise with my own information of a similar nature.
2. Not to disclose the information to others, without the express written permission of the American Preparatory Academy of Draper.
3. That the secrecy obligations with respect to the confidential information shall continue indefinitely.

Acknowledgements and Work Product Agreement

1. I release the school and its officers, employees, representatives and contracted affiliates from any responsibility or liability for personal injury, including death, and damage to or loss of property that I may incur while volunteering at the school or in connection with school activities or events.
2. I acknowledge that I neither gain nor retain ownership rights to the work product of the material provided to me, used, or created by me in conjunction with any school project. I understand that the school has sole ownership of the work product and may use the results of my efforts in any manner appropriate including licensing such work product to others. I agree to return school materials provided to me in connection with volunteering activities.
3. The school accepts the lawful service of all volunteers with the understanding that such service is at the sole discretion of the school. I understand that the school may at any time, for whatever reason, revoke volunteering privileges.
4. As a volunteer, I understand that I may not speak or make statements on behalf of the school, indebted the school, nor may I speak to the media or make public statements about the school or its facility, operations, staff, students, visitors or volunteers.
5. I understand that while volunteering, I must follow the policies and procedures of the school under the direction of school staff. I understand that I will not be compensated for my services.

Safe School Environment and Code of Conduct Acknowledgement

The school strives to provide a safe and nurturing learning environment for students and staff. With regard to providing a safe school environment:

1. I understand that I am expected to maintain a high ethical and professional standard in their interaction with both adults and minors.
2. I understand that I am prohibited from using physical discipline (including corporal punishment) in any way for the behavior management of students. I understand that clear professional boundaries must exist between minors and adults.
3. I agree that I shall not engage in any form of unlawful, unacceptable or offensive behavior with students, parents/legal guardians, staff or visitors to the school which may include, but is not limited to (a) verbal harassment, such as derogatory comments, jokes, or slurs; (b) visual harassment, such as derogatory or sexually explicit printed material, books, magazines, posters, cards, calendars, cartoons, graffiti, drawings, notes, or gestures; (c) sexual advances or other physical conduct or contact of a sexual nature; (d) physical harassment, such as inappropriate touching, hitting, kicking, grabbing or any other form of aggressive, abrasive or harassing physical contact; (e) other behavior deemed offensive or inappropriate by school administration.
4. I agree to promptly report any activity to school administration that I observe that places a student in distress or danger, and I agree to take appropriate steps to immediately intervene and to provide a safe environment for the student.
5. I understand that unless the school has a parent or legal guardian's knowledge and consent in the form of a written permission slip, I am never to drive students in my vehicle, before, during or after school unless there is a medical emergency requiring immediate medical care. When authorized to do so, I will operate my vehicle in accordance with the law.
6. I understand that school programs, extra-curricular activities or special instruction sessions shall not be conducted by only one adult without additional adult presence and/or must be conducted at times and locations that promote accountability, in an open room or hallway setting without closed doors, and only if readily observable by others who may be in the room or hallway, and meet accepted standards of propriety.
7. I understand that I may not be alone in locker rooms or other dressing rooms with a single or small group of students without another adult present. I understand that I am prohibited from these areas while students are changing.

As a volunteer at the school, I acknowledge receipt of the Volunteer Agreement. I understand the policies and procedures contained in these documents. I agree, as a condition of service at the American Preparatory Academy to abide by these policies and procedures. I understand that the school reserves the right to withdraw my volunteering privileges at any time with or without cause, with or without notice.

This agreement is made this _____ day of _____, 20____, by and between

American Preparatory Academy (the school) and Parent/Guardian Volunteers:

IN WITNESS WHEREOF the Parties have hereunto executed this Agreement as of the day and year first written above.

American Preparatory Academy:

By: _____

(signature)

(name and title)

and Parent/Guardian Volunteers:

By: _____
(signature) (name and relationship to student)

By: _____
(signature) (name and relationship to student)

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OF E-10.1 REQUEST FOR WAIVER OF PARTICIPATION*



Request for Waive...Participation.pdf

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OF E-13.1.1 WAIVER DECISION AND APPEAL*



Fee Waiver Decis...n and Appeal.pdf

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OF E-13.1.2 COMMUNITY SERVICE ASSIGNMENT AND NOTICE OF APPEAL RIGHTS*



Community Servic...ce of Appeal.pdf

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OF E-13.1 APA FEE WAIVER APPLICATION



Fee Waiver Application (1).pdf

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OF E-13.1 APA OFFICIAL FEE NOTICE

For Grades 7-12



APA Fee Notice 2017-18.pdf

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REGISTRATION PACKET

NEW STUDENT FORMS

AUTHORIZATION TO RELEASE SCHOOL RECORDS D1

School last attended: _____

Fax: _____

Please send the cumulative records and special education for:

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Please send:

Please send records to:

Transcripts

American Preparatory Academy-D1

Cumulative records

12892 South Pony Express Road

Standardized Tests

Draper, UT 84020

Health Records

Phone: 801-553-8500

Special Ed Records

Fax: 801-576-9300

Grades

IEP/504/Speech

Behavior/Discipline

As a custodial parent/guardian of the above student(s) I give my consent to furnish American Preparatory Academy with the above information:

Signature of Parent/Guardian:	Date:
----------------------------------	-------

Note: In accordance with Federal Law 99.30 allows for education records to be sent to the other educational agencies without the parental signature requirement.

Office Use Only			
Date of requested:	Date of requested:	Date Received:	
Date of requested:	Date of requested:	Special Ed. Records	YES NO N/A

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AUTHORIZATION TO RELEASE SCHOOL RECORDS D2

School last attended: _____

Fax: _____

Please send the cumulative records and special education for:

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Please send:

Please send records to:

Transcripts

American Preparatory Academy-D2

Cumulative records

11938 Lone Peak Parkway

Standardized Tests
Health Records
Special Ed Records
Grades
IEP/504/Speech
Behavior/Discipline

Draper, UT 84020
Phone: 801-810-3590
Fax: 801-810-3589

As a custodial parent/guardian of the above student(s) I give my consent to furnish American Preparatory Academy with the above information:

Signature of Parent/Guardian:	Date:
----------------------------------	-------

Note: In accordance with Federal Law 99.30 allows for education records to be sent to the other educational agencies without the parental signature requirement.

Office Use Only					
Date of requested:	Date of requested:	Date Received:			
Date of requested:	Date of requested:	Special Ed. Records	YES	NO	N/A

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AUTHORIZATION TO RELEASE SCHOOL RECORDS LIBERTY

School last attended: _____

Fax: _____

Please send the cumulative records and special education for:

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Please send:

Please send records to:

Transcripts

American Preparatory Academy-Liberty Campus

Cumulative records

1195 S. Elk Ridge Dr.

Standardized Tests

Salem, UT 84653

Health Records

801-465-4434

Special Ed Records

Grades

IEP/504/Speech

Behavior/Discipline

As a custodial parent/guardian of the above student(s) I give my consent to furnish American Preparatory Academy with the above information:

Signature of Parent/Guardian:	Date:
----------------------------------	-------

Note: In accordance with Federal Law 99.30 allows for education records to be sent to the other educational agencies without the parental signature requirement.

Office Use Only					
Date of requested:	Date of requested:	Date Received:			
Date of requested:	Date of requested:	Special Ed. Records	YES	NO	N/A

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AUTHORIZATION TO RELEASE SCHOOL RECORDS WV1

School last attended: _____

Fax: _____

Please send the cumulative records and special education for:

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Please send:

Please send records to:

Transcripts
 Cumulative records
 Standardized Tests
 Health Records
 Special Ed Records
 Grades
 IEP/504/Speech
 Behavior/Discipline

American Preparatory Academy-WV1

1255 West Crystal Avenue
 West Valley City, UT 84119
 Phone: 801-839-36-13
 Fax: 801-830-3626

As a custodial parent/guardian of the above student(s) I give my consent to furnish American Preparatory Academy with the above information:

Signature of Parent/Guardian:	Date:
----------------------------------	-------

Note: In accordance with Federal Law 99.30 allows for education records to be sent to the other educational agencies without the parental signature requirement.

Office Use Only					
Date of requested:	Date of requested:	Date Received:			
Date of requested:	Date of requested:	Special Ed. Records	YES	NO	N/A

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AUTHORIZATION TO RELEASE SCHOOL RECORDS WV2

School last attended: _____

Fax: _____

Please send the cumulative records and special education for:

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Full Name: _____ Previous Grade: _____ Birthdate: _____

Please send:

Please send records to:

Transcripts

American Preparatory Academy-WV2

Cumulative records

3636 West 3100 South

Standardized Tests

West Valley City, UT 84120

Health Records

Phone: 385-351-3090

Special Ed Records

Fax: 385-351-3089

Grades

IEP/504/Speech

Behavior/Discipline

As a custodial parent/guardian of the above student(s) I give my consent to furnish American Preparatory Academy with the above information:

Signature of Parent/Guardian:	Date:
----------------------------------	-------

Note: In accordance with Federal Law 99.30 allows for education records to be sent to the other educational agencies without the parental signature requirement.

Office Use Only					
Date of requested:	Date of requested:	Date Received:			
Date of requested:	Date of requested:	Special Ed. Records	YES	NO	N/A

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BOX TOPS*



KINDERGARTEN IMMUNIZATION REQUIREMENTS*



KindergartenImm...014_English.pdf

UNIFIED HEALTH APPRAISAL FORM KINDERGARTEN ENTRY

TO PHYSICIANS: This Unified Health Appraisal form may be used for reporting any or all of the following: (1) Physical Examination (2) Activity Restrictions (3) Medications to be taken at school (4) Recommended remedial or follow-up services (5) Athletic camp or other examinations.

TO THE SCHOOL: This Unified Health Appraisal form and Immunization record should become a permanent part of each student's cumulative record folder. A copy should be made and sent to the new school whenever a student transfers.

Name _____ Date of Birth _____ Sex F M

Parent(s) or Guardian _____

Address _____

Phone _____ Emergency Phone _____

Visual Acuity: Right 20/___ Left 20/___ With Correction ___ Without Correction ___

The above name patient was examined on (Date) _____ and found to

? Be free of illness or conditions, which would interfere with Scholastic performance.

? Be free of illness or conditions, which would interfere with Athletic participation.

? Have the following Medical Conditions:

1. _____ 2. _____

The following Restrictions should be placed on Activity: None See Below

1. _____ 2. _____

Restrictions are to be enforced until (Date) _____

Please complete the separate Medication Administration Form for medications to be taken at school.

Other recommendations: None See Below

1. _____ 2. _____

Physician's Name _____ Phone _____

Address _____

Physician's Signature _____ Date _____

Utah Department of Health

Utah Immunization Program &
Utah Statewide Immunization Information System

Permission to share Immunization Information

Student Name _____

Student DOB _____ Student ID # _____

Utah 53A-11-301 requires documentation of immunizations for school attendance.

The Utah Department of Health maintains a voluntary, confidential record system to assist parents/guardians, health care providers, and schools in documenting your child's immunizations. This record system is called the Utah Statewide Immunization Information System (USIIS). Allowing your child's school to share your child's immunization history with USIIS will aid you, your child's health care provider, and the school to determine which immunizations your child has received and which may still be needed. Parents for your assurance, authorized members must follow strict guidelines and all data transferred electronically is safeguarded.

I **give** my permission for the school to share my child's/legal dependent's immunization information with USIIS.

I **do not give** permission for the school to share my child's/legal dependent's immunization information with USIIS.

Print Name of Parent or Guardian

Signature of Parent or Guardian

Date

Approved by the
Utah Department of Health

Modifications are not permitted.

USIS
Form 7 10/2006

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RETURN PACKET

1ST PAGE WELCOME LETTER

Welcome American Prep Families,

It is time to enroll at American Preparatory Academy for the 2014-2015 school year! Find the category that applies to you and follow the directions to enroll or re-enroll your student(s). Return the completed packet **IN PERSON** to the front office by **FRIDAY, MARCH 21, 2014**. If we have not received your packet by the deadline, the enrollment spot will be forfeited and we will fill the vacancy with another student.

ONLY COMPLETE PACKETS WILL BE ACCEPTED.

New Student Enrollment

Current Student Re-Enrollment

<input type="radio"/> Registration Card - (light green) Fill out all information carefully. If any of the information is left blank, your registration will be considered incomplete. One per Family	<input type="radio"/> Registration Card - (light green) Fill out all information carefully. If any of the information is left blank, your registration will be considered incomplete. One per Family
<input type="radio"/> Annual Acceptance Of Policy - (yellow) One per Family	<input type="radio"/> Annual Acceptance Of Policy - (yellow) One per Family
<input type="radio"/> Volunteer Agreement Form - (yellow) One per Family	<input type="radio"/> Volunteer Agreement Form - (yellow) One per Family
<input type="radio"/> FERPA Classroom - (light green) One per Family	<input type="radio"/> FERPA Classroom - (light green) One per Family
<input type="radio"/> Acknowledgement of Head Injury Policy and School Information Network Acceptable Policy - (light green) One per Family	<input type="radio"/> Acknowledgement of Head Injury Policy and School Information Network Acceptable Policy - (light green) One per Family
<input type="radio"/> Library Checkout Policy (pink) One per Family	<input type="radio"/> Library Checkout Policy (pink) One per Family
<input type="radio"/> Health Alert Form - (blue) One per student	<input type="radio"/> Health Alert Form - (blue) One per student
<input type="radio"/> Walking Pass - (purple) If needed One per Family	<input type="radio"/> Walking Pass - (purple) If needed One per Family
<input type="radio"/> Records Release Form One per student	<input type="radio"/> Updated Immunization Record (Only for students entering 7th grade)

<input type="checkbox"/> Permission to Share Immunization Information One per Student	<input type="checkbox"/> Elective Offering (7 th -12 th grade) One per Student
<input type="checkbox"/> Complete Immunization Record <input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Parent/Student Compacts One per Family
<input type="checkbox"/> Unified Health Appraisal Form-Kindergarten Entry Kindergarten Only	
<input type="checkbox"/> Elective Offering (7 th -12 th grade) One per Student	
<input type="checkbox"/> Parent/Student Compacts One per Family	
<input type="checkbox"/> Official Transcript(s) from previous schools (10 th -12 th grade)	
<input type="checkbox"/> USIIS One per Student	

**** Completing this packet is not a guarantee of enrollment or promotion to the next grade****