



E Prep & Village Prep SCHOOLS

Scholar & Family Quick Reference Guide

Attendance Guidelines

School attendance has a major impact on a scholars' educational outcomes. Scholars who attend school regularly are more likely to achieve better results in school and more likely to graduate from high school and college. However, attendance is not just limited to coming to school. All scholars should strive to be in school on time, every day for the entire school day.

With the addition of House Bill 410, attendance is no longer limited to days missed, but hours missed. When your child is tardy or dismissed early this is calculated in your child's attendance and factored into overall student truancy.

For tardy arrivals and early dismissals to be excused, an accompanying doctor's note is needed upon arrival or when the child returns to school. Please note that early dismissals will be excused if your scholar was sent home by a Dean or the School nurse has requested you to pick up your scholar due to sudden illness.

In order to excuse whole day absences:

- You must submit a handwritten note to the Main Office that includes your child's name, your name, the date of the absence and a detailed reason for the absence.
- All dates must be written on separate notes.
- If your child has a doctor's appointment, you must submit discharge paperwork or a return slip signed by a physician. We cannot accept handwritten doctor appointment notes!
- Please note that we cannot excuse absences for:
 - Lack of transportation
 - Inclement weather and road conditions
 - Failure to comply with the school calendar (i.e. being unaware that there was school).
 - Family Vacations

Homework

Scholars will have homework every night from their classes which will be collected the following morning. We ask that families be involved and check for completion of homework each night by providing a signature.

Communication

Most of the correspondence that'll come from the main office will be sent through SchoolMessenger or Remind. These systems are a way to easily connect with families through texting, emailing or calling with any school or class announcements. Within our announcements, we will remind families of any assessments scholars take (NWEA MAP, Modules, AIR), conferences, PTO, school events, etc.

Parent Access

For access to your scholars' grades throughout the year, we will help connect you to your own parent PowerSchool access. For disciplinary inquiries, we will connect our parents with Kickboard.

For more and detailed information please refer to your Scholar and Family Handbook. Handbooks are available at the office for pick-up, and at orientation sessions.



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The Code of Conduct is the concise description of the eighteen (18) primary rules that govern scholar behavior at E Prep and Village Prep. All parents/guardians will review the Code of Conduct at the Mandatory Parent Orientation. Scholars will review it during new scholar orientation prior to the start of school. Signing the Family & School Contract indicates that each parent/guardian and scholar has read, understands and agrees to abide by the Code of Conduct.

At our school, all of our scholars need to live out this code:

Respect:

1. By treating fellow scholars, staff, and school property with respect.
2. By refusing to behave in any way that is disruptive to your learning or the learning of another.
3. By refusing to intimidate or threaten with their behavior or language.
4. By refusing to deface the property of their school.
5. By refusing to use profane or otherwise inappropriate language.
6. By refusing to engage in gang activity or have evidence of affiliation.
7. By using self discipline to avoid fighting or engaging in violence or behavior threatening violence.
8. By refusing to possess or sell any drugs, alcohol, tobacco, or illegal substance.

Responsibility:

1. By arriving at school in uniform every day.
2. By arriving on time for school every day. Absences are excused only for those listed in Chapter 2 of this handbook.
3. By completing homework every night and turning it in.
4. By always being where you are supposed to be during the school day having a pass anytime you leave the classroom. Additionally, by reporting promptly to detention, tutoring and Saturday School when assigned to do so.
5. By refusing to possess weapons (even toys).

Self Discipline:

1. By respecting the stated and expected voice level.
2. By refusing to chew gum, eat, or drink anything during class.
3. By meeting stated expectations for use of electronic devices and refusing to interrupt the learning environment. They must be off and stored away the entire school day (7:30-3:30). Scholars must receive permission to use a cell phone. The school assumes no responsibility for these devices.
4. By refusing to play-fight or touch another scholar. Keep your hands to yourself.
5. By refusing to plagiarize, cheat, or copy another’s work, falsify information (i.e. forge a signature), or lie to a staff member.

When scholars violate the Code of Conduct there are associated consequences which are outlined for escalating levels of offenses. Consequences are determined by the level of offense and number of recurring occurrences. Below you will find a summary of the progressive discipline structure. For more details please refer to the Scholar and Family Handbook.

Level	Village Prep (K-4)	E Prep (5-8)
First Level	In Class Next Steps	Demerits
Second Level	Referral to the Dean’s Office/Reduction in Privileges	A: Lunch Detention B: After School Detention
Third Level	Lunch Detention, After School Detention, or Loss of Privilege	Restorative Practice
Fourth Level	Suspension, not to exceed 10 days	Suspension (In School and Out of School)
Fifth Level	Expulsion	Expulsion