Arkansas Executive Prep Academy Student & Family Handbook

Arkansas Executive Prep Academy (AEPA) — Harrison Campus
Serving Grades K–8

Welcome to Arkansas Executive Prep Academy!

Welcome to the AEPA family! This handbook is designed to serve as your guide for our expectations, academic path, and the whole child development framework that guides our school community.

Who We Are and How We Operate

AEPA is an open-enrollment public charter school authorized by the Arkansas Department of Elementary and Secondary Education (DESE). As a public charter school, we operate under approved state waivers that grant us the flexibility to deviate from certain traditional regulatory constraints. This allows us to implement innovative scheduling, specialized staffing structures, and custom-tailored educational practices to best nurture our students. Please note that AEPA fully complies with all non-waived state statutes, federal educational guidelines, and federal civil rights laws.

Our Three Core Pillars

The institutional culture, curriculum framework, and community expectations of AEPA are built upon three foundational principles:

- **Faith:** We encourage a school environment that values spiritual growth, strong character, and moral integrity.
- **Family:** We believe parents and guardians are a child's first and most important teachers. We focus on building a strong, working partnership between your home and our school.
- **Freedom:** We celebrate patriotism, personal liberty, teaching kids to take responsibility for their actions and helping them understand the constitutional principles that guide our country.

Admissions and Enrollment

Admissions Policy

Admission and enrollment of students shall be open to persons who reside within the State of Arkansas and are eligible for admission based on lawful criteria identified in the

charter and in law. The total number of students enrolled shall not exceed the number of students approved in the charter or subsequent amendments.

Non-Discrimination

AEPA does not discriminate on the basis of race, religion, color, national origin, sexual orientation, gender or disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. When making admissions decisions, AEPA does not discriminate against students on the basis of sexual orientation, gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

For additional information on applications, admissions lottery, or admission from other school districts please refer to district policies. The district superintendent should be contacted regarding any questions surrounding this policy.

Submission of Applications and Admissions Lottery

AEPA requires applicants to submit a complete application form in order to be considered for admission. The application period begins in November and ends in April. Specific dates will be published on the school website. A public, randomized admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. If the total number is not reached by April 1, then AEPA will admit students on a first-come first-serve basis. Notification will be made automatically through the online application portal. Failure of an applicant to accept the offer and complete the enrollment process by the stated deadline will result in the forfeiture of his or her offer.

Once all enrollment spots have been filled by the lottery, the remaining applicants will be randomly placed on a waiting list. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be approved July 15, offered admission and then removed from the waiting list. If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely Applied. AEPA district office will conduct a single lottery for the entire district. Students must apply separately for each spot.

Admission of Students from Other School Districts

Any student admitted from a school accredited by the Department of Education to AEPA shall be placed into the same grade the student would have been in had the student remained at the former school.

Any student admitted from home school or a school that is not accredited by the Department of Education to AEPA shall be evaluated by District staff to determine the student's appropriate grade placement.

Students who are under current expulsion or expulsion proceedings at any other schools or districts may not enroll in AEPA unless approval is given by the School Board.

Lottery Process

Students who currently attend AEPA and intend to return the next school year are given priority in admission. An annual survey of attending students will be conducted to determine if any students do not intend to return the following year. Returning students are exempt from the lottery process. The enrollment and lottery process will be administered as follows:

1. Currently enrolled students will be enrolled without having to go through the lottery process.
2. Children of the charter school's founders, board members and full-time staff will be given 1st preference during the lottery process and will be given priority in admission, so long as the total number of students allowed may only constitute up to 10 percent of the school's total enrollment. These applicants will be offered enrollment prior to the lottery, if space is available. If a full-time staff member is hired after the lottery has been conducted, his/her child may be moved to the top of the waiting list.
3. Siblings of returning students currently enrolled students who apply by the published deadline and notify the district are given 2nd preference and offered enrollment, if space is available, after all children of Board members and staff. These applicants will also be offered enrollment, if space is available. Students who have previously withdrawn from AEPA can no longer benefit from the sibling enrollment policy for a three year period unless approved by the Superintendent or his/her designee.
4. All other applicants who apply by the published deadline will be included in a random grade-level lottery and offered the remaining available seats in the order they occur on the randomized lottery list. All applications received after the

published deadline are added to the bottom of the waiting list in the order the applications are received.

5. Siblings of newly enrolled students will be given a waitlist priority. They will be manually moved ahead of the general waiting list in order of enrollment date of the sibling for the desired grade. Enrollment is not guaranteed and will only be offered if space is available.

Student Information

Parents/guardians seeking enrollment of a child in AEPA shall provide the following:

- Certified copy of a birth certificate, visa/passport/military I.D. card/other documentation as provided by law (A.C.A 6-18-208).
- Proof of address within 30 days (See details below).
- Social Security number or request the district assign an alternate nine-digit number;
- Expulsion records if applicable; and
- The child's immunization record or exemption letter.
- Students entering must provide a kindergarten physical prior to admission (A.C.A. 6-15-202)

Residency Verification

Arkansas authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in AEPA, each student's parent/guardian must show proof of Arkansas residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, to include but not limited to:

- A recently paid rent receipt.
- A current lease agreement.
- The most recent tax receipt indicating home ownership.
- A current utility bill indicating the address and name of the residence occupiers.
- Interviews with persons with relevant information

Falsification of residence on an enrollment form is a criminal offense.

Withdrawal from School

Voluntary Withdrawal

A parent/guardian wishing to withdraw a student from school shall notify the school and complete the withdrawal form. The parent/guardian shall also provide the name of

the new school in which the student will be enrolled, and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.
Withdrawing students and parents/guardians are expected to:

- Return all textbooks and checked-out materials and equipment.
- Pay any unpaid balance for student fees, if any.

Involuntary Withdrawal
The school may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:

- The student has been absent ten consecutive school days; and
- Repeated efforts by the attendance secretary to locate the student have been unsuccessful or contacted family members refuse attendance by the student.
- A student will be withdrawn from AEPA if they are enrolled/admitted in an in-patient/residential mental health institution, where educational services are provided. Students applying to return to AEPA from a mental health institution will be given their original seat back without going through the lottery process if they return within 30 calendar days.

Attendance, Schedules, and Tardies

Core Academic Schedule (Monday through Thursday):

- 8:00 AM to 3:00 PM.
- **Arrival:** The campus opens early to allow students to prepare for the day. All students must be inside their designated cohort learning spaces, ready to begin instruction at 8:00 AM sharp.

Flexible Fridays

Fridays at AEPA offer a distinct format designed to support individual needs. Attending school on Friday is optional for on-track students.

- **No New Material:** Teaching teams will not introduce new core academic concepts or assign mandatory graded coursework on Fridays. Students who stay home will not fall behind or face academic penalties.
- **Targeted Assistance:** Fridays are intentionally utilized for small-group tutoring, intervention, and mastery-based recovery for students who need extra support to meet state standards.
- **Enrichment and Special Programs:** Students on campus on Fridays can participate in elective tracks, hands-on learning projects, community service, or

specialized programs (such as cooking, baking, or sewing classes).

Tardy Policy

Arriving on time reflects respect for the learning community, teachers, and a student's own responsibilities.

- **Definition:** A student is considered tardy if they are not in their assigned instructional space by 8:00 AM.
- **Grace and Correction:** We understand that occasional delays happen. However, chronic tardiness disrupts classroom instruction and erodes disciplined habits.
- **Progressive Consequences:**
  - **3 Unexcused Tardies:** A formal notification is sent to the parent/guardian.
  - **5 Unexcused Tardies:** A mandatory meeting with the instructional team to develop an attendance support plan.
  - **Continued Tardiness:** The issue will be escalated to administration as a breach of the parent-school partnership agreement.

Before and After School Programs

Structured extracurricular activities are available for families requiring extended scheduling support:

- **Morning Sessions:** 7:00 AM – 8:00 AM.
- **Afternoon Sessions:** 3:00 PM – 5:00 PM.

Student Transportation Policy

In accordance with AEPA's state-approved operational charter, daily school bus transportation is not provided by the academy. Families must confirm their ability to provide daily transportation to and from campus as part of the admissions and enrollment process.

- **Legal Exceptions:** In strict compliance with state and federal law, AEPA will arrange and provide specialized transportation services exclusively for students who qualify for transportation accommodations under an Individualized Education Program (IEP) or the McKinney-Vento Homeless Assistance Act.

Dismissal and Checkout Procedures

Core instruction concludes daily at 3:00 PM. To protect student safety and maintain precise campus accountability, the following dismissal rules apply:

- **Authorized Pick-Up Only:** Students will only be released to parents, legal guardians, or emergency contacts explicitly documented within the eSchool database/Home Access Center profile. Any changes to a student's daily

dismissal routine must be submitted in writing or via a direct call to the front office no later than 2:00 PM.
- **Early Checkout Protocol:** If a student must leave campus early for a verified appointment, the parent/guardian must physically enter the front office, present a valid state-issued photo ID, and sign the student out. Early checkouts are heavily discouraged during core cohort instruction blocks.

After-Hours Pickup Policy and Fees
Dismissal concludes promptly each afternoon. All students must be picked up by **5:00 PM** daily. If a student remains on campus past this time, emergency contacts will be notified, and late pickup fees will be automatically incurred according to the following progressive schedule:

- **First Occurrence:** A fee of $20.00 per hour (or any fraction thereof) will be assessed to the family's account.
- **Second Occurrence:** The late penalty doubles to $40.00 per hour (or any fraction thereof).
- **Third Occurrence:** The standard financial penalty will apply, and a mandatory administrative meeting with the executive leadership team will be required to review and determine the student's ongoing enrollment eligibility at AEPA.

Compulsory Attendance & Truancy Policy
In strict compliance with Ark. Code Ann. § 6-18-201, all children between the ages of five (5) and seventeen (17) must attend school regularly.

- **Excused Absences:** Absences are only deemed excused when accompanied by a verified doctor’s note, official court documentation, or approved by administration for a verified family emergency.
- **Truancy Thresholds (Ark. Code Ann. § 6-18-222):** If a student accumulates **five (5) unexcused absences** in a single semester, a mandatory parent notification will be triggered. If a student reaches **ten (10) unexcused absences** in an academic year, AEPA is legally required to file a formal truancy report with the Arkansas Juvenile Probation Department and notify the prosecuting attorney.

Learning, Academics, and Integrity

The Next Education Workforce Model
Instead of isolating one teacher in a single room with a closed door, AEPA utilizes a team-based teaching model. Students are grouped into larger learning cohorts and instructed by a collaborative team of educators. This strategy allows us to leverage

individual teacher strengths and provide targeted, small-group instruction to meet your child's specific social and academic needs.

Media and Innovation Hub

AEPA replaces the traditional school library with a decentralized Media and Innovation Hub focused on future fluency, digital literacy, and project-based research.

- **Instructional Delivery:** AEPA does not employ a traditional full-time library media specialist. Instead, all Arkansas state library media, research, and media literacy standards are seamlessly embedded into daily English Language Arts (ELA) cohort instruction and delivered by certified classroom teachers.
- **Community Partnerships:** To ensure comprehensive access to literary and physical resources, AEPA maintains formal partnerships with local city and county public libraries, granting students access to expanded digital collections, interlibrary loans, and community learning events.

Curriculum & School Supplies

AEPA provides all core curriculum materials, instructional textbooks, and primary school supplies required for daily learning at no cost to families. Students are expected to handle all issued books and devices with care. Families will be held financially responsible for items that are lost, stolen, or damaged beyond normal wear.

All textbooks, technology, and curriculum materials remain the exclusive property of the academy.

- **Immediate Return:** If a student withdraws, transfers, or is dismissed, all school-issued property must be returned to the main office on or before their final day.
- **Accountability:** Failure to return materials will result in a replacement charge assessed to the family's account. In accordance with state guidelines, the academy reserves the right to withhold official transcripts, report cards, and transfer records until all school property is recovered or outstanding fees are paid.

Mastery-Based Grading

AEPA teachers grade based strictly on a student's demonstrated mastery of Arkansas academic standards.

- **Clear Evidence:** Report card grades reflect what a student knows and can do. Behavioral elements, compliance, and organization are tracked and communicated to parents separately so they do not artificially distort academic metrics.

- **Redemption & Reassessment:** If a student does not achieve proficiency on an initial assessment, our team provides targeted intervention, and the student is given opportunities to demonstrate mastery on a subsequent reassessment.
- **No Extra Credit:** To maintain structural integrity, we do not offer arbitrary extra credit assignments. Academic advancement is achieved only through mastering the actual standards.

Grading Scale Conversion

For official transcripts and Arkansas state reporting, our mastery levels convert to standard GPA points as follows:

Mastery Level	Percentage Range	Letter Grade	GPA Points
4 - Advanced Mastery	90% – 100%	A	4.0
3 -Proficient Mastery	80% – 89%	B	3.0
2 - Approaching Mastery	70% – 79%	C	2.0
1- Partial Mastery	60% – 69%	D	1.0
0 - Insufficient Evidence	Below 60%	F	0.0

General Promotion Criteria

Grade promotion at AEPA is based on student mastery of Arkansas Academic Standards, passing marks in core subjects, and meeting state attendance guidelines.

Arkansas LEARNS Act Third-Grade Reading Mandate

In compliance with the Arkansas LEARNS Act, strict promotional standards apply to third-grade literacy:

- **Proficiency Standard:** To be promoted to fourth grade, a third-grade student must demonstrate reading proficiency by scoring at a Level 2 or higher on the Grade 3 ATLAS English Language Arts (ELA) assessment.
- **Retake Opportunities:** Students scoring at Level 1 will be provided intensive summer intervention and a designated state retake testing window to meet the promotion standard.

- **Good Cause Exemptions:** A student who does not meet the score requirement may be promoted only if they qualify for an authorized state exemption (e.g., certain English Learners, students with specific IEP/504 plan accommodations, or those demonstrating mastery through an approved alternative portfolio).
- **Mandatory Retention Supports:** Students who do not meet the standard and do not qualify for an exemption will be retained in third grade. Retained students will receive an Individual Reading Plan (IRP) featuring a minimum of 90 minutes of daily core reading instruction and intensive tutoring.

Academic Intervention
For all grade levels, students falling behind will be placed on an Academic Improvement Plan (AIP). While parental input is valued during progress conferences, the final decision regarding grade retention or promotion rests entirely with the AEPA campus administration in accordance with state directives.

Instructions for Checking Grades via Home Access Center (HAC)

The State of Arkansas utilizes the online Home Access Center (HAC) portal (integrated with eSchoolPLUS) to grant parents, guardians, and students real-time web access to grades, classwork, schedules, and attendance data. Please contact Erica Ketchum for technical assistance or password reset procedures.

Please follow these step-by-step instructions to register and log in to monitor your child's academic progress:

Step 1: Navigating to the Portal

1. Open your web browser and navigate directly to the Arkansas statewide Home Access Center web portal: https://hac23.esp.k12.ar.us/homeaccess.
2. From the school district drop-down menu on the login screen, select your student's enrolled charter system/district.

Step 2: Account Registration (For First-Time Users)

If you have an existing account from the prior school year, your login credentials remain unchanged. If you are new to the system, follow these steps to register:

1. Click the link at the bottom of the login page that reads: "Click Here to Register for HAC".
2. Enter your First Name, Last Name, City, and Zip Code exactly as they appear on the official registration paperwork you provided to the school registrar. Click Register.

3. The system will automatically generate a confirmation email to the primary guardian email address on file in the eSchool database.
4. Open the email, click the "Register Here" link inside, and enter the unique Access Code provided along with your student's date of birth.
5. Create your customized username, password, and security challenge questions to finalize the account setup.

Step 3: Logging In & Navigating Your Dashboard

1. Enter your established username (typically formatted as firstname.lastname) and your case-sensitive password.
2. Use the top navigation tabs to view different areas of your child's profile:
    - Home / Week View: Displays a snapshot of the current week's schedule, homework assignments, and dynamic calendar events.
    - Classes / Classwork: Lists individual courses, assignment dates, due dates, test categories, maximum point values, and earned scores. Click on any bolded class average link to view a granular breakdown of your student's grades.
    - Attendance: Features a dynamic color-coded monthly calendar displaying tardies, excused absences, and unexcused absences. Hovering your mouse over any specific date will surface precise attendance codes.

Step 4: Setting Up Automatic Alerts

1. Hover over your profile name in the top right corner of the HAC screen banner and click on "My Alerts".
2. Check the subscription boxes to receive automated email notifications if your student's average drops below a specific percentage or if an absence is recorded.

No-Homework Policy

To support family time and community engagement outside of school hours, AEPA enforces a No-Homework Policy. All independent practice, reading requirements, and skill applications occur during the regular school day. When the school day ends, your family's time belongs to you.

Academic Cheating and Integrity

We believe that academic integrity is an outward reflection of inward character. Cheating, plagiarism, copying another student's work, or using unauthorized digital tools (including AI generators) to complete assignments compromises a student's moral and intellectual growth.

- **First Offense:** The assignment or assessment will be marked as "Insufficient Evidence" (0%). The student will meet with the teacher to discuss the breach of trust, parents will be contacted, and the student will be required to complete an alternate assessment during a designated intervention block to prove actual mastery of the standard.
- **Second Offense:** A formal Parent-Teacher-Administrator conference will be called. The student will receive a disciplinary infraction, complete a character-focused restorative project, and lose privileges (such as choosing flexible Friday enrichment tracks) for a specified period.

Food Services

All students in grades K–8 will participate in our school lunch program during their designated lunch period. The campus will be closed to visitors, and no parent or guest will be permitted to bring outside food or eat lunch with students. We are a closed campus that requires students to remain on campus during lunch to encourage socialization with peer groups. This policy ensures a safe, distraction-free environment for all learners and allows our staff to focus on student activities and supervision.

Special days each quarter will be announced and scheduled by grade level to provide time for family members to have lunch with their students.

If your child has special dietary needs, please contact the school office in advance so we can make arrangements.

Because our physical facility does not feature a traditional commercial kitchen, AEPA employs a specialized food service model to deliver nutrition compliant with state and federal guidelines.

Outside Vendor Meal Program

- **Catered Options:** We partner with approved, licensed external vendors to provide healthy, fresh, individually packaged breakfast and lunches to campus every core school day. *Students and families can make their food choices online for each week by Sunday at 4:00 pm for the following week.*
- **Breakfast:** Free for all students.
- **Lunches from Home:** Students are welcome to bring ready-to-eat lunches from home. Please note that because we operate without a traditional kitchen facility, students do not have access to campus microwaves or refrigerators.

Compliance Requirements
AEPA operates in strict alignment with the National School Lunch Program (NSLP) and the DESE Child Nutrition Unit:

- **Child Nutrition Director:** Christie Toland will be responsible for administering the district's federal child nutrition programs, including menu planning, nutrition, procurement, personnel and financial management, and ensuring compliance with state and federal regulation.
- **Free and Reduced-Price Meals:** Eligibility is determined via standard federal guidelines. Confidential applications are available at registration. Qualifying students receive meals at no cost, with their status kept strictly private.
- **Health and Safety:** Our meal staging and distribution environments are subject to scheduled inspections by the Arkansas Department of Health (ADH).
- **Dietary Specifications:** All vendor menus conform to USDA age-specific nutritional, caloric, and portion mandates.

Campus Rules and Safety

Patriotic Observances and Religious Freedoms

Pledge of Allegiance
In accordance with Arkansas state law and campus traditional standards, the Pledge of Allegiance to the United States flag will be officially recited each school day during the first instructional period. It will also be recited at the commencement of school-sanctioned after-school assemblies and sporting events.

- **Participation Protocols:** Students choosing to participate shall do so by facing the flag with their right hand placed over their heart while reciting the Pledge.
- **Behavior Expectations:** No student shall be compelled to recite the Pledge. However, those choosing not to participate must remain entirely silent and respectful, and they must not disrupt students who are participating. Non-participating students who remain respectful will not be subject to any comments, retaliation, or administrative disciplinary action.

Daily Moment of Silence
Following the morning recitation of the Pledge of Allegiance, the campus will observe exactly one (1) minute of silence.

- **Participation Protocols:** During this designated minute, each student may individually, silently, and voluntarily reflect, pray, meditate, or engage in any other silent activity that does not interfere with or distract other students.

- **Behavior Expectations:** Students who remain quiet and non-disruptive during the moment of silence will be completely protected from administrative interference, commentary, or disciplinary action.

National Anthem
AEPA will broadcast or support the live performance of "The Star-Spangled Banner" at the commencement of school-sanctioned events.

- **Participation Protocols:** Students choosing to participate shall do so by facing the flag with their right hand placed over their heart while singing the National Anthem.
- **Behavior Expectations:** Students will not be compelled to actively participate in the performance or singing of the National Anthem. However, those who choose not to participate must remain quiet and non-disruptive to ensure a respectful environment for those who do.

Prayer and Religious Expression
In compliance with state and federal laws safeguarding religious liberties, AEPA fully recognizes and protects a student's constitutional right to religious expression.

- **Voluntary Private Prayer:** Students have the legal right to pray, read religious texts, or meditate privately during non-instructional times (such as lunch, recess, or between cohort rotations) when personal speech is permitted.
- **Organized Student Gatherings:** Students may voluntarily gather and pray with peers during non-instructional times. Student-led religious clubs may form and utilize school spaces under the same guidelines and scheduling rules as any other non-religious student organization.
- **Academic Work:** Students may express their religious beliefs or themes in homework, artwork, or presentations, provided the work directly fulfills the academic assignment and meets standard grading rubrics.
- **Non-Disruption:** All student-initiated prayer, gatherings, or literature distribution must remain completely voluntary and non-disruptive to the academy's educational environment. No student or staff member may compel or coerce another student to participate in any religious activity.

Student Uniform and Grooming

Our Philosophical Approach
At Arkansas Executive Prep Academy (AEPA), we believe that a consistent, professional appearance contributes to an optimal learning environment. Our uniform policy is designed to promote school pride, eliminate social friction, reduce daily distractions,

and ensure all students are safely and appropriately dressed for executive, academic, and experiential activities.

General Uniform Requirements
Students must arrive on campus fully dressed in the approved AEPA uniform daily. All components must be clean, neat, in good repair, and fit appropriately (no oversized, sagging, or excessively tight garments).

Approved school vendors will offer various apparel brands, price points, and configuration options to fit different household budgets. Complete vendor lists, ordering catalogs, and sample items will be made available to families directly during the formal enrollment process.

- **AEPA Logo Uniform Shirts:** All students are required to wear approved school uniform shirts featuring the official AEPA logo. Eligible shirt color options include red, white, black, gray, and navy.
- **Pants / Bottoms:** Tailored, solid-colored uniform pants, shorts, skirts, or skorts must be worn in black, khaki, or navy. All garments must be completely free of holes, rips, frays, or distressing.
- **Footwear Standard:** To maintain a professional environment while accommodating active movement across our instructional settings, students must wear solid black or solid white sneakers, or traditional dress shoes/loafers daily. Footwear must be fully enclosed with a secure back.
- **Prohibited Footwear:** Casual slides, sandals, flip-flops, open-toed shoes, and clog-style footwear are not permitted.

Friday Dress Standards
On Fridays, students must adhere to the following casual standard unless otherwise instructed by administration for a specific event:

- **Tops:** Students must wear an official AEPA school shirt or an approved AEPA activity/club t-shirt.
- **Bottoms:** Standard jeans or uniform bottoms are permitted. Jeans must fit securely at the waist and be completely free of excessive rips, tears, or distressing that exposes skin.
- **Footwear:** Casual sandals are permitted on Fridays.

Field Trips & Experiential Learning Dress Code

- **Mandatory Uniforms:** Students are strictly required to wear their official school uniform on all school-sponsored field trips and off-campus excursions to ensure clear campus identification and safety.
- **Footwear Adjustments:** Compliant sneakers or dress shoes must be worn on field trips unless parents receive instructions otherwise due to the specific nature of an outdoor venue (e.g., requesting durable muck boots for a fishing derby or outdoor nature park).

Personal Appearance & Grooming Standards
To maintain an executive atmosphere focused on excellence, the following grooming and accessory rules apply to all students:

- **Hair:** Hair must remain neat, clean, well-groomed, and styled out of the eyes at all times. Extreme hairstyles or unconventional cuts or colors that cause an operational distraction to the learning cohort are prohibited.
- **Jewelry Restrictions:** The wearing of jewelry must be kept to an absolute minimum to ensure physical safety in shared instructional spaces.
    - Pierced or clip-on jewelry may be worn. Large hoops, gauges, or dangling earrings are strictly prohibited.
    - No Spiked Items: Spiked jewelry of any type—including spiked/gauged earrings, spiked necklaces, or spiked bracelets—is strictly banned due to safety hazards.
- **Prohibited Items:** Hats, caps, bandanas, or hoods may not be worn inside the building. Sunglasses may not be worn inside campus facilities. No loose or oversized metal items should dangle from pockets or waistbands.

Dress Code Non-Compliance & Parent Responsibility
A student who violates the uniform or grooming code will not be permitted to enter the instructional cohort spaces until the infraction is resolved.

- **Immediate Rectification:** Parents or legal guardians will be contacted immediately and will be required to physically bring the appropriate uniform items—including compliant footwear or clothing modifications—directly to the school front office.
- **Academic Accountability:** The student will wait in a designated administrative supervision area until the compliant attire arrives. Any instructional time missed due to uniform non-compliance will be evaluated under the standard campus tardy or unexcused absence frameworks.

Water Bottle Policy

To ensure a clean, focused, and safe environment, students may bring personal water bottles to campus under the following conditions:

- **Clear Bottles Only:** Water bottles must be entirely clear (see-through). Opaque, colored, or metal insulated bottles are not permitted.
- **Water Only:** Bottles may only contain plain, clear water. No sodas, juices, energy drinks, or flavored mixes are allowed in instructional spaces.
- **Labeling:** Bottles must be clearly labeled with the student's name to ensure health and hygiene safety.

Campus Deliveries

To maintain campus security and prevent interruptions to the instructional day, personal deliveries for students are strictly prohibited.

- **Prohibited Items:** The front office will not accept deliveries of fast food, restaurant orders, delivery services (such as DoorDash or UberEats), flowers, balloons, or gifts for students.
- **Essential Exceptions:** Deliveries are limited strictly to essential medical items or emergency school materials dropped off directly by a parent or guardian.
- **Disposal:** Any unapproved third-party food or personal deliveries arriving at the campus will be turned away or discarded.

No Cell Phones or Smartwatches or Meta glasses

To support mental health, promote direct human fellowship, and preserve the sanctity of the learning environment, cell phones, smartwatches, Meta glasses, and personal headphones/earbuds are prohibited during school hours according to Arkansas law.

- Upon entering the building, all such devices must be powered down entirely and stored in school-designated inside Yonder pouches.
- Should an emergency arise, parents may contact the front office to reach their child immediately.

Search, Seizure, and Interrogations

To preserve campus safety, school administrators retain the legal authority to conduct searches of students, their personal belongings (including backpacks, purses, and vehicles parked on school grounds), and school-owned spaces (including desks and Yondr pouches) if there is reasonable suspicion that a violation of school policy or state law has occurred.

Law Enforcement Interrogations: In accordance with state guidelines, if law enforcement officers request to interview a student on campus, administration will

make every reasonable effort to notify the parent or guardian immediately prior to the interview, except in cases involving allegations of child abuse where the student is the alleged victim.

Anti-Bullying and Cyberbullying Policy

Pursuant to Ark. Code Ann. § 6-18-514, AEPA is committed to a safe, supportive learning environment free from bullying and cyberbullying.

- **Definition:** Bullying includes any intentional electronic, written, verbal, or physical act that a reasonable person should know will have the effect of physically or emotionally harming a student, damaging property, or disrupting the educational environment. This applies to activities on campus, on school transportation, or online.
- **Reporting:** Any student or parent who witnesses or suspects bullying must report it immediately to an AEPA administrator or teacher. Anonymous reporting forms are available in the front office and on our website.
- **Consequences & Investigation:** All reports will be investigated within two (2) instructional days. Confirmed bullying will result in severe progressive discipline, up to and including immediate Out-of-School Suspension (OSS), expulsion, and referral to law enforcement. Retaliation against anyone who reports bullying is strictly prohibited and subject to immediate expulsion.

Title IX & Civil Rights Compliance

Statement of Non-Discrimination

In compliance with Title IX of the Education Amendments of 1972 (34 C.F.R. Part 106), Arkansas Executive Prep Academy (AEPA) does not discriminate on the basis of sex, gender, or gender identity in its educational programs, graduation tracks, elective pathways, extracurricular activities, or campus operations. AEPA maintains a strict zero-tolerance policy for sexual discrimination, sexual harassment, and gender-based hostility. Any such conduct undermines the integrity of our instructional cohort model and will be met with immediate administrative intervention.

Definition of Title IX Sexual Harassment

Under federal regulations, Title IX sexual harassment refers to unwelcome sex-based conduct occurring within an AEPA-sanctioned educational program, activity, or facility within the United States that meets one or more of the following criteria:

1. **Quid Pro Quo:** An AEPA faculty or staff member explicitly or implicitly conditioning an educational aid, benefit, or service on a student's participation in

unwelcome sexual conduct.

2. **Hostile Environment:** Unwelcome sex-based conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal, unhindered access to the academy's educational programs or campus environment.
3. **Statutory Offenses:** Any instance of sexual assault, dating violence, domestic violence, or stalking as defined by federal safety acts.

Reporting Sex Discrimination & Harassment

Any student, parent, guardian, or community observer may report sex discrimination or sexual harassment at any time, including during non-business hours. Reports can be made verbally, via email, or in writing directly to the school's compliance officer:

- **AEPA Title IX Coordinator:** Christie Toland
- **Mailing Address:** 501 N Main, Harrison, AR 72601
- **Direct Phone:** 501-215-3209
- **Direct Email:** ctoland@arkansasexecutiveprepacademy.org

Mandatory Staff Reporting: All AEPA faculty, staff, and instructional cohort leaders are classified as mandatory reporters. Any employee who witnesses, suspects, or receives an oral or written report of potential sexual harassment must formally notify the Title IX Coordinator within twenty-four (24) hours.

Grievance Process & Due Process Rights

Upon receiving a formal report or complaint of alleged sexual harassment, the Title IX Coordinator will immediately initiate a structured, federally mandated evaluation process:

- **Supportive Measures:** Before any disciplinary action or formal investigation begins, the school will promptly offer free, non-punitive supportive measures to both the complainant and the respondent. These may include instructional cohort adjustments, academic extensions, or localized campus safety escorts.
- **Impartial Investigation:** If a formal written complaint is executed, AEPA will assign trained, impartial personnel to investigate. Both parties retain equal rights to present evidence, review documentation, and utilize an advisor of their choice.
- **Presumption of Innocence:** The respondent is strictly presumed *not responsible* for the alleged conduct until a formal, written determination is officially issued by an independent decision-maker at the conclusion of the grievance process. No permanent disciplinary sanctions may be imposed under Title IX rules before this formal process is complete.

- **Right to Appeal:** Both the complainant and the respondent hold the legal right to submit a written appeal regarding an administrative dismissal of a complaint or a final determination. Appeals must be based on procedural irregularities, new evidence, or a conflict of interest/bias by the coordinator or investigator.

Protections for Pregnant and Parenting Students
In accordance with Title IX mandates, AEPA guarantees equal educational access to all students regardless of marital status, parental status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or medical recovery periods.

- **Academic Accommodations:** Pregnant and parenting students are entitled to temporary academic adjustments, instructional modifications, and nursing accommodations to ensure they are not forced to drop out or fall behind within their core learning cohorts.
- **Excused Absences:** Absences driven directly by pregnancy, childbirth, or related medical recovery will be classified as legally excused medical absences upon verification from a licensed healthcare provider. Students will be granted an equitable timeframe to achieve mastery on all missed cohort coursework without penalty.

Equity in Programs and Coursework
Title IX mandates comprehensive gender equity across all educational facets. Enrollment, participation, and advancement in Science, Technology, Engineering, Math (STEM) modules, executive business seminars, leadership pathways, and project-based cohorts are strictly non-discriminatory and open to all students regardless of sex. Any future athletic offerings, clubs, or extracurricular competitions managed by the academy will provide equitable equipment, facilities, staffing, and operational support to male and female participants alike.

Strict Retaliation Protections
AEPA strictly prohibits intimidation, threats, coercion, or discrimination against any individual who makes a report, files a formal complaint, testifies, assists, or participates in a Title IX investigation or proceeding. Reports of retaliation must be brought directly to the Title IX Coordinator and will be handled as an immediate, severe disciplinary infraction.

Right to External Referral
Inquiries regarding the application of Title IX regulations may be handled through AEPA's internal grievance track, referred externally to the federal government, or both. Parents and students retain the right to file a formal civil rights complaint directly with

the U.S. Department of Education, Office for Civil Rights (OCR).

Health and Safety Measures

In compliance with Ark. Code Ann. § 6-18-706, the AEPA campus health clinic is staffed and supervised by a licensed school nurse (RN or LPN). The school nurse manages student health records, oversees mandated screenings, and coordinates daily health requirements.

Infection Control

The academy strictly adheres to standard Universal Precautions for handling bodily fluids and bloodborne pathogens. All staff receive training on infection control, and sanitization protocols are maintained throughout our shared cohort spaces to prevent the cross-contamination of viruses and bacteria.

Immunization Requirements

In strict compliance with Ark. Code Ann. § 6-18-702, a child may not be admitted to or attend AEPA unless they have presented a valid, up-to-date immunization record or an official, current letter of exemption from the Arkansas Department of Health (ADH).

- **Submission Deadline:** Complete immunization records or official ADH waivers must be submitted to the school nurse within thirty (30) calendar days of enrollment. Failure to provide this documentation will result in the student being legally excluded from attending school until the records are produced.
- **Specific Vaccines:** Because state vaccine mandates are subject to change, AEPA incorporates by reference the official, current-year school immunization schedule published by the Arkansas Department of Health. Parents may review the specific requirements on the ADH website or request a current copy from the school nurse.

Communicable Diseases and Parasites Policy

AEPA follows strict guidelines established by the Arkansas Department of Health to prevent the spread of infectious conditions.

- **Communicable Illness Exclusions:** Students diagnosed with contagious conditions (including, but not limited to, chickenpox, pertussis, measles, strep throat, and conjunctivitis/pinkeye) will be excluded from school. They may only return with a medical release from a licensed healthcare provider or after completing a prescribed course of medication (e.g., 24 hours of antibiotics for strep throat).
- **Parasites (Head Lice / Scabies):** AEPA maintains a "no-live-lice" policy. If a

student is found to have active, live head lice or scabies during the school day, the parent/guardian will be contacted to pick up the student immediately.
- **Re-Admittance:** Before returning to the classroom cohort, the student must be examined by the school nurse and found to be entirely free of live lice. The presence of nits (eggs) alone after treatment will not necessarily exclude a student from class, but monitoring will continue.

Life-Threatening Emergencies and Injury Transport
In the event of a severe, life-threatening emergency, acute injury, or sudden critical illness on campus or during experiential travel, AEPA staff will immediately prioritize student safety:

1. **Emergency Medical Services (911):** First responders and EMS will be dispatched to the campus immediately.
2. **Parental Notification:** The administration or school nurse will make every immediate attempt to contact the parent or legal guardian using the emergency numbers listed on the student's Home Access Center profile.
3. **Emergency Transport:** If emergency medical personnel determine that a student requires immediate transport to a hospital or trauma center, **the school will yield to the authority of the medical professionals.** The student will be transported via ambulance to the nearest appropriate medical facility.
4. **Financial Liability:** Arkansas Executive Prep Academy does not assume financial responsibility for emergency medical transport (ambulance fees) or care rendered by third-party medical facilities. All costs associated with emergency transport and treatment remain the sole responsibility of the parent or legal guardian.

Illness Guidelines
Students running a fever of 100.4°F or higher, or exhibiting symptoms like vomiting, must stay home. Students must be symptom-free without the aid of fever-reducing medication for 24 hours prior to returning.

Inclement Weather
In the event of severe weather or hazardous road conditions, the safety of our students and staff is our top priority. Decisions regarding delayed openings, early dismissals, or full campus closures will be made by the administration as early as possible.

Where to Find Updates
When a schedule change is necessary, AEPA will immediately broadcast notifications

across the following channels: school website, Remind app, AEPA social media pages, and local news channels.

Parental Discretion
If campus remains open during inclement weather but a parent determines that local road conditions present an unsafe travel hazard for their child, the student's absence or tardiness will be classified as excused, provided the parent notifies the front office that morning.

Campus Security & Camera Monitoring

All visitors must register at the front office, submit a state-issued ID for verification, and display a visitor badge clearly while on school grounds.

To ensure the safety, security, and well-being of all students, staff, and visitors, Arkansas Executive Prep Academy (AEPA) utilizes video surveillance cameras to monitor campus activity.

- **Placement:** Cameras are positioned in public and common areas throughout the campus, including hallways, entryways, main instructional spaces, and outdoor perimeters. Video recording is strictly prohibited in private areas such as restrooms.
- **Purpose & Privacy:** Video footage is used exclusively for safety, asset protection, and behavioral monitoring. All recorded data is handled securely and can only be reviewed by authorized administrative or law enforcement personnel in accordance with student privacy laws.

Volunteers

Must be approved by administration and pass a background check before volunteering. Volunteers must fill out and sign the AEPA Parent Volunteer Interest & Availability Survey to be considered for participation.

Emergency Drills and Campus Safety Protocols

Arkansas Executive Prep Academy (AEPA) prioritizes the physical safety of every student, staff member, and visitor. In strict compliance with Arkansas state law and Arkansas Department of Elementary and Secondary Education (DESE) rules, the AEPA campus conducts regular, unannounced emergency preparedness drills. The purpose of these drills is to ensure that our team-taught cohorts can navigate the campus safely and efficiently during an actual crisis.

Types of Required Drills

AEPA routinely executes four primary categories of emergency drills throughout the academic year:

- **Fire and Evacuation Drills:** Conducted monthly in accordance with state fire codes. Students and staff must exit the building immediately via designated routes and assemble at their cohort's assigned exterior location for roll call.
- **Tornado and Severe Weather Drills:** Conducted at least four times per year, with a heavy emphasis during peak severe weather seasons. Students are transitioned to designated interior shelter areas, instructed to assume the protective "duck and cover" position, and shielded from exterior windows.
- **Active Threat / Lockdown Drills:** Conducted at least twice per year to prepare for potential campus security breaches. During these drills, classrooms are secured, lights are extinguished, and students are moved away from windows and doors. Communication during these periods is strictly limited to authorized administrative announcements.
- **Earthquake Drills:** Conducted annually to ensure students and staff know how to seek immediate shelter under desks, tables, or interior load-bearing doorways.

Student Expectations During Drills

Emergency drills are treated with the utmost seriousness. Students are expected to maintain absolute silence and follow the precise instructions of any available teacher or staff member.

- **Cell Phone Ban:** To keep communication lines open for emergency personnel and administration, students are strictly prohibited from using personal cell phones or school-issued digital devices during any drill or active emergency.
- **Misconduct:** Any horseplay, deliberate delay, or failure to follow staff directions during a drill will result in immediate disciplinary action under our campus accountability standards.

Parent and Guardian Protocols

During an active emergency or an official campus-wide drill, the school building will be temporarily locked down to secure the perimeter.

- **Delayed Access:** Parents who arrive on campus while a drill is actively underway will not be permitted to enter the building or check out students until the drill has officially concluded.
- **Communication:** In a real emergency, AEPA administration will communicate instructions, reunification locations, and updates directly to families via our synchronized emergency notification system (Remind app). Please ensure your contact information remains updated in the main office.

Campus Technology Policy

Philosophy: Screen-Aware, Human-Centered Learning

At AEPA, we believe that true "power skills for life" are built through human collaboration, critical thinking, and physical, experiential learning. Therefore, most day-to-day instruction at AEPA is not conducted on computers.

We deliberately emphasize face-to-face communication, tactile materials, and peer-to-peer collaboration over prolonged daily screen time. Technology is viewed as a supportive tool rather than the driver of the classroom experience.

Teacher Discretion and Device Availability

While our curriculum is heavily non-digital, laptops and tablets are available on campus to ensure students are digitally literate and future-fluent.

- **Teacher Discretion Rule:** Computers, tablets, and other school-owned devices are accessible strictly at the discretion and direction of the classroom teacher.
- **Purpose-Driven Use:** Devices are only deployed when a specific learning milestone requires digital research, data analysis, typing, or technical creation.
- **No "Passive" Screen Time:** Devices will not be used for passive time-filling, unassigned browsing, or non-educational entertainment.

Acceptable Use and Digital Responsibility

When a teacher authorizes the use of a campus computer, students must sign the school's technology contract and adhere to the following standards:

- **Academic Alignment:** Students may only access software, websites, and platforms explicitly approved by the instructor for the active lesson.
- **Network Security:** Students are prohibited from bypassing school internet filters, downloading unauthorized files, or altering device settings.
- **Care of Property:** School-owned technology must be handled with care. Families may be held financially responsible for damage resulting from negligence or deliberate misuse of a device.

Monitoring Use

To maintain a safe, appropriate, and focused digital learning environment, Arkansas Executive Prep Academy (AEPA) actively monitors all student computer and network activity.

- **No Expectation of Privacy:** Students have no expectation of privacy when using school-issued devices, school networks, or school-hosted accounts (including emails, shared documents, and search engines).
- **Active Monitoring:** The academy utilizes specialized monitoring software to track, filter, and review internet history, keystrokes, communications, and accessed content in real time, both on and off campus.
- **Prohibited Digital Behavior:** Any attempt to bypass school filters, use virtual private networks (VPNs), access restricted or inappropriate websites, or use school technology for non-educational purposes will result in immediate loss of technology privileges and disciplinary action.
- **Flagged Content:** The system automatically flags and alerts administration to any content related to cyberbullying, self-harm, threats, inappropriate language, or academic dishonesty.

Code of Conduct & Behavior Expectations

Arkansas Executive Prep Academy (AEPA) is dedicated to maintaining a safe, purposeful, and orderly learning environment. To achieve this, the academy explicitly outlines expectations for positive student conduct as well as prohibited behaviors.

Appropriate & Expected Behaviors

All AEPA students are expected to take ownership of their education and display behaviors that respect the learning environment and the rights of others. Students must:

- **Demonstrate Academic Engagement:** Arrive to all classes and scheduled cohort rotations on time, prepared with required learning materials, and ready to actively participate.
- **Show Respect for Others:** Treat classmates, faculty, staff, and campus visitors with courtesy and respect at all times. This includes using appropriate language, maintaining a respectful tone, and honoring diverse viewpoints.
- **Maintain Classroom Order:** Follow all verbal and written instructions provided by teachers and staff promptly and without disruption.
- **Respect School and Personal Property:** Handle academy equipment, digital devices, furniture, and facilities with care. Respect the personal property of peers and staff members.
- **Adhere to Campus Policies:** Maintain full compliance with the daily uniform code, behavior expectations, and health and safety procedures while on campus.
- **Practice Safe Campus Mobility:** Walk quietly and orderly through hallways and

common spaces, keeping pathways clear for others.

Prohibited Behaviors

Engaging in any of the following behaviors disrupts the educational environment, compromises safety, and will result in behavioral interventions and disciplinary action:

- **Academic Dishonesty:** Cheating, plagiarism, copying another student's work, or using unauthorized digital aids and AI tools on assignments or assessments.
- **Defiance and Insubordination:** Refusing to comply with reasonable directives from teachers, administrators, or school staff, or displaying open disrespect toward personnel.
- **Classroom and Campus Disruption:** Any behavior that interrupts the instructional process, including excessive talking, horseplay, shouting, or unexcused classroom departures.
- **Inappropriate Use of Technology:** Violating the technology acceptable use policy, including using personal cell phones or school-issued devices for non-academic purposes, gaming, or accessing restricted sites during instructional hours.
- **Bullying, Harassment, and Cyberbullying:** Engaging in intimidation, teasing, spreading rumors, or using digital platforms to target, humiliate, or harass any student or staff member.
- **Profanity and Obscenity:** Using vulgar, offensive, or inappropriate language, gestures, or possessing obscene materials on campus or during digital sessions.
- **Physical Aggression or Altercations:** Pushing, shoving, fighting, or engaging in any form of physical violence or threats of violence against others.
- **Vandalism and Littering:** Defacing, damaging, or destroying school property, or failing to clean up after oneself in common or dining areas.
- **Possession of Prohibited Items:** Bringing weapons of any kind (including knives, firearms, swords, and toys or replicas of weapons), tobacco products, e-cigarettes/vapes, alcohol, or illicit substances onto school grounds.

Jurisdiction and Enforcement

These behavioral expectations apply to all students while on school grounds, while traveling on school-sanctioned transit, and while participating in or attending any school-sponsored event or off-campus activity. Non-compliance will be handled progressively through the appropriate disciplinary framework depending on the severity of the infraction.

Discipline Framework

AEPA has a Dean of Students and utilizes a Multi-Tiered System of Supports (MTSS) and a Restorative Discipline Framework designed to address misbehavior by holding students accountable, encouraging self-reflection, and actively repairing any damage done to the community.

Please note: AEPA does not utilize traditional In-School Suspension (ISS). Instead, for students requiring intensive, individualized behavioral support, an Alternative Student Action Plan will be developed collaboratively by the school counselor, teachers, and administration to provide targeted intervention within the regular school week.

Progressive Discipline Matrix
Administration retains the right to bypass preliminary steps or escalate consequences depending upon the severity, frequency, or intent behind the behavior.

Behavior Level	Examples	Restorative & Disciplinary Action
Level 1: Minor Infractions	Talking out of turn, hallway running, minor uniform non-compliance, other minor infractions.	**Staff Redirection:** Immediate verbal course correction, brief reflection time, and immediate self-correction.
Level 2: Chronic or Defiant Issues	Persistent non-compliance, disrespectful speech, 1st unauthorized phone visibility, 1st or a first cheating infraction, etc.	**Restorative Process & Parent Call:** Student engages in a reflective discussion to acknowledge the impact of their choice. Parents are contacted directly (parents must pick up cell phones). Consequences and/and/or campus service restitution tasks are assigned.
Level 3: Severe Disruptions	Physical altercations, bullying, direct insubordination, vandalism, or repeated academic dishonesty, etc.	**Restorative Agreement & Action:** Mandatory administrator -parent-student conference to execute a binding Restorative Agreement. Student will fulfill required campus service/restitution. Out-of-School Suspension (OSS) or expulsion may be applied to ensure

		campus safety.
Level 4: Safety & Legal Violations	Possession of weapons, prohibited substances, or severe physical violence, threats, etc.	**Immediate OSS and expulsion hearing with AEPA Board.** The student is placed on immediate Out-of-School Suspension (OSS). In compliance with Arkansas law, a formal hearing is scheduled with the Board of Directors to evaluate long-term suspension or expulsion. Law enforcement will be notified as required by statute.

Students' Rights

In alignment with Arkansas law, AEPA guarantees basic statutory and constitutional rights to protect every student's educational opportunities, safety, and expression.

1. Safe Learning Environment

Students have the right to a clean, safe campus free from weapons, violence, and illegal substances.

2. Freedom from Bullying and Harassment

Arkansas law guarantees students the right to be free from intimidation, harassment, or harm. Bullying based on race, religion, national origin, disability, gender, physical appearance, or any other characteristic is strictly prohibited. All reports will be promptly investigated without fear of retaliation.

3. Expression and Privacy

- **Speech:** Students retain the right to express personal, political, or religious viewpoints, provided it is non-coercive and does not disrupt the instructional environment.
- **Privacy of Beliefs:** School-administered surveys or tests may not probe into personal family values or religious/political beliefs without explicit parental consent.

4. Due Process

Students have the right to fair, non-discriminatory rule enforcement. Before any

suspension, the student must be informed of the alleged infraction and given the opportunity to present their side of the story to an administrator.

Student & Parent Grievance Policy

Arkansas Executive Prep Academy (AEPA) encourages open, honest communication to resolve conflicts. In accordance with DESE and federal due process guidelines, this multi-level process ensures all parent and student concerns are addressed equitably without fear of reprisal or academic penalty. See Title IX section for more information about the grievance process for those violations.

Level I: Informal Resolution

- **Scope:** Classroom-specific concerns (grading, minor peer conflicts, daily behavior).
- **Procedure:** The parent/guardian must first schedule a meeting with the specific teaching team or instructional cohort leader.
- **Timeline:** The cohort team will investigate and provide a resolution within **three (3) school days**.

Note: Parents are strictly prohibited from directly confronting other students on campus.

Level II: Formal Administrative Review

- **Scope:** Unresolved Level I issues, school-wide policies, severe discipline/suspension appeals, or structural complaints.
- **Procedure:** The parent/guardian must submit a written formal grievance directly to the AEPA Superintendent. The submission must detail the incident, school staff involved, the policy violated, and the requested remedy.
- **Timeline:** The superintendent will investigate and issue a formal written decision within ten (10) school days.

Level III: Board of Directors Appeal

- **Scope:** Appeals regarding an unsatisfactory Level II decision.
- **Procedure:** The parent must submit a written Notice of Board Appeal to theBoard Secretary within five (5) school days of receiving the Level II decision.
- **Timeline:** The Board of Directors will review the case record at its next scheduled meeting and issue a final, legally binding written determination within thirty (30) business days.

Inappropriate Communication and Social Media Guidelines

While the academy respects the rights of parents to personal expression, public digital platforms are not the appropriate venue for resolving school-related grievances or interpersonal conflicts.

- **Prohibition of Social Media Grievances:** Parents, guardians, and students must refrain from posting school-related grievances, complaints, personal attacks against staff, or confidential student issues on personal or public social media platforms (such as Facebook, community groups, Instagram, or local forums).
- **Impact on the Community:** Airing grievances publicly online bypasses the academy's ability to investigate or rectify an issue, spreads misinformation, breaches privacy, and directly harms the collaborative educational culture of the academy.
- **Administrative Actions:** If a parent or guardian utilizes social media to harass staff, damage the reputation of the academy, or disrupt the learning environment instead of using the proper administrative channels, AEPA administration reserves the right to restrict campus access or require a mandatory conference to re-evaluate the family's partnership and ongoing enrollment alignment with the academy.

State Assessments

ATLAS State Testing

In compliance with the Arkansas Department of Elementary and Secondary Education (DESE), AEPA participates fully in the **Arkansas Teaching & Learning Assessment System (ATLAS)**. While our charter status grants us operational and instructional flexibility through approved state waivers, **charter schools are not exempt from state testing requirements.** All public charter school students must participate in the statewide assessment program.

- **Purpose:** ATLAS is designed to measure student mastery of the Arkansas Academic Standards, providing educators and parents with actionable data to support student growth.
- **Testing Windows:** Assessments are administered dynamically throughout the school year, culminating in end-of-year summative exams.
- **Subject Areas:**
    - **K-2:** Screeners and assessments in English Language Arts (ELA) and Mathematics
    - **Grades 3–8:** Students are assessed in English Language Arts (ELA), Mathematics, and Science.
    - **End-of-Course (EOC):** Students taking high school courses will take

specific ATLAS EOC exams upon completion of those courses.

- **Attendance During Testing:** Because these are mandatory state-mandated exams, attendance during designated testing weeks is critical. We ask that parents avoid scheduling appointments or optional absences during these windows.
- **Friday Testing Policy:** While regular Friday attendance is optional under our flexible schedule, **mandatory state testing or required make-up testing windows may occasionally be scheduled on a Friday.** Families will be notified well in advance if a student is required to be on campus for testing during a Flexible Friday.

Student Support Services

Special Education Services (IDEA)

AEPA is dedicated to providing a free appropriate public education (FAPE) to all students with disabilities in the least restrictive environment. Our innovative, team-based *Next Education Workforce Model* allows us to naturally differentiate instruction and provide robust support to students with diverse learning needs.

- **Child Find:** In accordance with federal law (IDEA) and Arkansas state statutes, AEPA actively participates in "Child Find" activities to locate, identify, and evaluate any student suspected of having a disability.
- **Individualized Education Programs (IEPs):** If a student qualifies for special education services, an IEP team—comprising the parent/guardian, special education teachers, general education cohort teachers, and administration—will develop a legally binding plan tailored to the student's unique academic, behavioral, and social skill growth goals.
- **Service Delivery:** Accommodation plans, co-teaching, specialized instruction, and related services (such as speech or occupational therapy) are fully integrated into our cohort learning environments and can also be intensively targeted during our **Flexible Fridays**.
- **Procedural Safeguards:** Parents of students with disabilities receive a copy of their Procedural Safeguards annually, outlining their legal rights and avenues for dispute resolution under state and federal law.

Section 504 Accommodation Plans

For students who have a documented physical or mental impairment that substantially limits one or more major life activities, but who do not require the specialized instruction of an IEP, a Section 504 Plan will be utilized.

- **Equal Access:** Section 504 is a federal civil rights statute designed to eliminate discrimination on the basis of disability. It ensures qualified students receive the accommodations necessary to access our educational programs seamlessly alongside their peers.
- **Accommodations:** These may include, but are not limited to, preferential seating within a cohort space, extended time on assessments (including ATLAS state testing, if eligible), frequent breaks, or assistive technology.
- **Review Process:** Section 504 plans are reviewed periodically by a team of knowledgeable school staff and the child's parents to ensure the implemented accommodations remain effective and relevant to the student's current academic environment.

English Learner (EL) Services

AEPA provides comprehensive support to students whose primary language at home is not English.

- **Identification:** A Home Language Usage Survey is completed upon enrollment. If indicated, students are assessed using the state-approved language proficiency screener.
- **Language Proficiency Assessment:** Identified English Learners will participate annually in the **ELPA21** (English Language Proficiency Assessment for the 21st Century) to measure progress in reading, writing, listening, and speaking English.
- **Support:** Language instruction educational programs are embedded within our daily learning cohorts to help students achieve English proficiency while mastering core academic standards.

Student Health & Wellness

The welfare and holistic development of our students are at the absolute center of the Arkansas Executive Prep Academy (AEPA) mission. Unlike traditional structures, AEPA integrates physical health, mental well-being, and academic mastery directly into the student experience through our unique partnerships and community-centric model. Any questions regarding the health services or wellness programming detailed below should be directed to the AEPA Administrative Office.

Comprehensive Health and Wellness Services

To support our students' journey toward reaching their full potential, AEPA offers a suite of integrated services designed to ensure all learners are healthy, supported, and ready for life:

1. **Behavioral and Mental Health Support:** Students who are identified by a team

instructor or administrator will be referred for targeted support from licensed social workers or mental health professionals.

2. **Integrated Guidance Services:** Regular, proactive future-readiness and personal guidance are embedded into our learning environments for all enrolled students.
3. **Inclusive Special Education & Intervention:** Programs for exceptional students are fully integrated. In line with the AEPA model, special academic and developmental services are provided collaboratively within the collective learning space rather than pulling students out of their peer cohorts.
4. **Nutritional Security:** Free and reduced-price meal programs are provided for all students who qualify based on state and federal income eligibility criteria.
5. **ARKids First & Family Support Access:** AEPA serves as an information and enrollment support clearinghouse for ARKids First (the Arkansas health insurance program providing comprehensive care under Type A Medicaid or Type B non-Medicaid family plans). Families can access information through our office or coordinate with the local Department of Health and Human Services.

On-Site Private Therapy and Counseling Policy Statement

We want to ensure all students have an uninterrupted learning environment. Because of limited school space, privacy concerns, and the potential emotional impact on students during the school day, outside counselors and therapists may not conduct private sessions inside the school building.

Outside Provider Appointment Timing Suggestions

To prevent students from missing core instructional time, we highly suggest scheduling outside appointments during elective periods between 2:30 PM and 5:00 PM.

Attendance and Documentation

Parents may check students out for these appointments which will be excused with a note from the clinic. For regularly scheduled or recurring appointments, you only need to submit one clinic note to the front office to excuse all related absences for the school year or treatment period.

Mandated Screenings and Physical Examinations

AEPA conducts targeted, non-emergency health screenings throughout the school year to detect conditions that could adversely affect a student's academic development, in strict compliance with the Arkansas Department of Health (ADH) and DESE guidelines.

- **Vision and Hearing Screenings:** Pursuant to **A.C.A. § 6-18-1501**, required screenings will be administered to all students in **Kindergarten, 1st, 2nd, 4th, 6th, and 8th grades**, as well as any students newly transferring into the district.
- **Scoliosis (Postural Screening):** In accordance with state law, postural screenings for scoliosis are provided to **female students in the 6th and 8th grades**, and **male students in the 8th grade**. Parents will receive written notification prior to the screening and hold the right to exempt their child by submitting a written request and proof of a private physician's exam.
- **BMI Growth Assessments:** In compliance with Act 1220 of 2003, Body Mass Index (BMI) for age percentiles will be calculated for students in **grades K, 2, 4, 6, and 8**. Parents may request their child's results in writing, and individual records are kept strictly confidential. Parents may opt out of BMI tracking via a written request to the school nurse.
- **Extracurricular and Athletic Physicals:** Certified physical examinations are strictly required annually before any student may try out for or participate in competitive, strenuous school-sponsored athletics or physical extracurricular clubs.

Medication Administration and Health Compliance

- **Prescription & OTC Administration:** All medications (both prescription and over-the-counter) must be delivered directly to the School Nurse by a parent or guardian. Medications must be in their original, unaltered pharmacy or manufacturer container, bearing a legible prescription label with the student's name, dosage, and clear directions. A signed parental consent form must be executed prior to any dose administration.
- **Prohibited Medications:** School health staff are legally prohibited from administering medications containing narcotics, or any non-FDA-approved substances, including herbal preparations, holistic remedies, or dietary supplements.
- **Self-Carry Allowances (Alex's Law / Act 1694):** Students with diagnosed, life-threatening chronic conditions are legally permitted to self-carry and self-administer **prescribed rescue inhalers, epinephrine auto-injectors, and diabetic/insulin medications**. To authorize self-carry privileges, a completed provider medical authorization plan signed by both the private physician and parent must be on file with the school nurse.
- **Exclusionary Illness Conditions:** To safeguard our cohorts, students exhibiting a fever of **100.0°F or higher**, active vomiting, diarrhea, or

symptoms of an undiagnosed contagious rash/infection will be immediately excluded from the classroom. Students must remain home and be entirely symptom-free for **a full 24 hours without the assistance of fever-reducing medication** before returning to campus.

Comprehensive Medication & Medical Care Policies

Medication Administration Policy

AEPA emphasizes that medications should be administered at home whenever possible. When a student must receive medication during school hours to maintain campus attendance, the following strict regulations apply in compliance with Arkansas Department of Education and Arkansas State Board of Nursing guidelines:

- **Delivery of Medication:** All medications—including prescription and over-the-counter (OTC) brands—**must be hand-delivered directly to the school nurse by a parent, legal guardian, or authorized adult.** Students are strictly prohibited from carrying, transporting, or possessing any medication on campus, on school transportation, or during school-sponsored events unless explicitly cleared for self-carry accommodations.
- **Container Requirements:** All medications must be surrendered in their original, unexpired container. Prescription bottles must feature an official pharmacy label clearly detailing the student's legal name, provider name, drug name, precise dosage, route, administration times, and current fill date.
- **The 24-Hour Observation Rule:** To guarantee student safety, the initial dose of any brand-new prescription medication must be administered by the parent/guardian at home. A minimum 24-hour observation period must pass before the school nurse can administer subsequent doses on campus, ensuring the student does not suffer an unmonitored adverse reaction.
- **End-of-Year Disposal:** The school cannot store medications past the final day of the school year. Parents will receive advance notice to retrieve unused medications. Any medical supplies or medications remaining on campus one (1) day following the conclusion of student attendance will be permanently and safely destroyed by the school nurse.

Schedule II Controlled Substances Protocol

Due to the strict legal classification and high potential for diversion associated with Schedule II controlled substances (e.g., Ritalin, Adderall, Concerta, Dexedrine), AEPA enforces a rigorous chain-of-custody tracking framework:

- **Mandatory Pill Counts:** Upon delivery by a parent or guardian, the school nurse will conduct a physical count and visual verification of the Schedule II medication in the direct presence of the surrendering adult. Both the school nurse and the parent must co-sign a binding log confirming the exact quantity received.
- **Secure Storage:** All Schedule II medications are permanently housed inside a heavily secured, double-locked medication cabinet located exclusively within the restricted-access health clinic.
- **Disposal and Wastage:** Any partial doses, spilled medication, or abandoned Schedule II substances require two licensed individuals (or an approved witness) to physically document the destruction, noting the exact amount wasted, date, time, and dual signatures.

Specialized Care Plans (Diabetes, Seizures, Adrenal Insufficiency)
Students experiencing chronic, complex, or potentially unstable medical conditions must have an Individualized Healthcare Plan (IHP) and an Emergency Action Plan (EAP) formally established on file before their first day of classroom attendance. These plans are developed collaboratively by the school nurse, the parent/guardian, and the student's primary prescribing physician.

- **Diabetic Care Plans:** Detailed protocols outlining blood glucose monitoring parameters, continuous glucose monitor (CGM) alarms, insulin pump settings, carbohydrate counting ratios, and specific administration metrics for fast-acting glucose or emergency Glucagon injections must be detailed in the IHP.
- **Seizure Action Plans:** Every student with a diagnosed seizure disorder must have a detailed action plan specifying accurate seizure descriptions, emergency timing thresholds, clear positioning/safety protocols, and precise trigger instructions for the administration of prescribed rescue medications.
- **Adrenal Insufficiency Protocols:** In compliance with state safety initiatives, students diagnosed with adrenal insufficiency must have clear IHP directives allowing trained staff to immediately locate and inject prescribed stress doses of hydrocortisone or Solu-Cortef in the event of an acute adrenal crisis.
- **Self-Carry Rights:** Students who demonstrate appropriate developmental maturity and clinical competency may be permitted to self-carry and self-administer rapid-acting rescue inhalers, epinephrine auto-injectors, or specialized diabetic gear. This accommodation requires annual, signed written authorizations from the prescribing medical provider, the parent, and the school nurse. Sharing or diverting any self-carry medication will result in an immediate revocation of privileges and disciplinary review.

Staff Training, Emergency Readiness, & Response Teams

To maintain an environment of absolute safety within our instructional cohorts, AEPA enforces rigorous, state-mandated emergency readiness training for all campus faculty and staff.

- **Cardiac Emergency Response Team (CERT):** In strict compliance with Arkansas Act 352, AEPA operates a dedicated, campus-wide Cardiac Emergency Response Plan. The campus maintains a highly trained Cardiac Emergency Response Team (CERT) composed of certified staff members equipped to handle sudden cardiac arrest crises. Automated External Defibrillators (AEDs) are kept in clearly marked, unlocked, and centrally accessible campus locations. Appropriate personnel undergo routine, hands-on Cardiopulmonary Resuscitation (CPR) and AED training, and the campus conducts annual cardiac response practice drills.
- **Seizure Safe School Compliance:** Pursuant to the Arkansas Seizure Safe Schools Act (A.C.A. § 6-18-720), all teachers, administrators, and instructional cohort leaders complete certified training every two (2) years in seizure recognition and immediate first-aid response. Additionally, the academy maintains a minimum of two (2) certified staff members fully trained to administer prescribed emergency seizure rescue medications or operate vagus nerve stimulation (VNS) magnet devices.
- **Acute Choking & Airway Management:** As part of standard campus health protocols, key instructional personnel and all cafeteria supervisors receive certified training in recognizing acute airway obstructions and executing basic life support interventions (such as the abdominal thrust/Heimlich maneuver) to clear a choking emergency immediately.
- **Staff Emergency Protocols:** In addition to health-specific crises, all faculty members complete standardized professional development on the school's overarching Emergency Operations Plan (EOP). This includes coordinated administrative actions for lockdowns, weather sheltering, and rapid tactical evacuations.

Field Trips & Experiential Travel

Purpose and Academic Integration

Experiential learning is a core pillar of the AEPA experience. Rather than being simple rewards or isolated events, off-campus excursions and field trips serve as the essential, real-world culmination of instructional units. These trips embed core academic content into diverse, real-world settings to build cultural awareness and life skills.

Authorization, Safety, and Consent

- **Written Consent:** No student will be allowed to leave campus for an off-campus excursion without a fully executed parental/guardian permission form submitted by the designated deadline.
- **Special Risk Acknowledgments:** Any experiential learning trip that takes place near water, wilderness areas, or involves specialized physical activities requires an explicit, conditional authorization form signed by a parent or legal guardian detailing safety protocols.
- **Medical Readiness:** Chaperones and trip leaders will carry copies of student emergency medical authorizations, essential contact directories, and necessary emergency protocols at all times during off-campus travel.

Rules Governing Overnight and Extended Travel

For extended or overnight educational travel, AEPA strictly adheres to Arkansas public school safety expectations to ensure a secure, respectful environment:

- **Sleeping Arrangements:** Students are strictly prohibited from sharing sleeping quarters (hotel rooms, cabins, etc.) with individuals of the opposite biological sex, unless explicitly authorized in writing by a parent or legal guardian for specific family arrangements prior to departure.
- **Chaperone Qualifications:** Overnight or out-of-state trips are supervised by certified academy staff and approved adult chaperones who are at least 21 years of age. All chaperones must pass required background clearances and are strictly forbidden from consuming alcohol or controlled substances at any point during the trip's duration.

Student Conduct on Field Trips

While participating in off-campus learning experiences, students represent Arkansas Executive Prep Academy and remain fully under the jurisdiction of the Student Code of Conduct.

- **Behavior Expectations:** Students are expected to display high character, engagement, and adaptability. Bags, purses, and personal belongings are subject to inspection by school personnel. Bags, purses, and personal belongings are subject to inspection by school personnel.
- **Disciplinary Action:** Any major behavioral violation will result in immediate disciplinary consequences, which may include the student being returned home immediately at the family's expense and forfeiture of future travel privileges.

Financial Equity Guarantee

Because experiential learning is integrated directly into the academic curriculum, AEPA

is dedicated to eliminating financial barriers to student participation. No student will ever be excluded from an essential, curriculum-required domestic field trip due to an inability to pay fees or travel costs. The academy actively coordinates alternate funding mechanisms and community resources to ensure total equity of access for every enrolled learner.

Campus Fundraising Activities

Authorization and Compliance

To safeguard the academic environment, protect families from unsolicited financial burdens, and maintain rigorous fiscal transparency under Arkansas law and DESE guidelines, AEPA enforces a strict fundraising policy.

> **The Fundraising Rule:** Only fundraising activities that have been explicitly approved in writing by the AEPA Administration are permitted. Unapproved, independent, or rogue fundraising initiatives on school grounds or using the AEPA name are strictly prohibited.

Student and Family Participation Standards

- **No Door-to-Door Sales:** For student safety, AEPA does not sponsor or permit door-to-door sales by students.
- **Voluntary Participation:** Participation in any approved school fundraiser is completely voluntary. No student will ever be penalized academically, ostracized, or excluded from an educational activity due to non-participation in a fundraiser.
- **Handling of Funds:** All monies collected during an approved fundraising drive must be turned in daily to the administration office for secure handling, recording, and depositing into the school's activity fund in accordance with state legislative auditing standards.

Family & Community Engagement

Parents at the Center Program

At Arkansas Executive Prep Academy (AEPA), we believe that a student's educational journey is most successful when families and educators work in tandem. To facilitate this deep collaboration, AEPA features our signature Parents at the Center program.

- **Leadership:** The Parents at the Center program is developed, coordinated, and led by the school counselor.
- **Core Mission:** This initiative serves as a bridge between the home and the academy, providing parents and guardians with the resources, strategies, and

community network needed to support their student's academic mastery and personal well-being.
- **Program Elements:** Under the guidance of the school counselor, the program hosts regular interactive workshops, family roundtable discussions, and feedback sessions focused on adolescent development, future-readiness, and navigating the unique opportunities of the AEPA curriculum.

School-Parent Compact and Collaboration

In alignment with Arkansas Department of Elementary and Secondary Education (DESE) guidelines and Title I regulations where applicable, AEPA establishes a joint School-Parent Compact annually.

- **Shared Responsibility:** This compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.
- **Open Communication:** AEPA guarantees frequent, meaningful two-way communication through progress reports, digital portfolios, and parent-teacher conferences. Parents are encouraged to utilize the School Counselor's office as an initial point of contact for integrating into the **Parents at the Center** network.
- **Volunteer Opportunities:** Parents are invited to participate in campus life, serve on advisory committees, and assist with experiential travel, provided they meet the standard background and safety clearances outlined by academy policy.

Parent and Family Engagement Plan

In accordance with Arkansas law (A.C.A. § 6-15-1701 et seq.), AEPA maintains a comprehensive, written Parent and Family Engagement Plan.

Note to Families: The complete, state-aligned Parent and Family Engagement Plan is updated annually and made available on the academy's website by August 1st. Physical copies are also distributed during our annual orientation and are always available through the School Counselor's office.

This plan ensures that the academy:

1. **Fosters Welcoming Environments:** Employs strategies to make the collective learning space inviting to all parents and guardians.
2. **Incorporates Parent Input:** Actively involves parents in the annual evaluation of the school's academic programming and engagement strategies.
3. **Builds Capacity:** Uses the **Parents at the Center** program to provide materials and training to help parents work with their children to improve achievement,

such as literacy training and using technology effectively.

Your Involvement as a Parent/Guardian

To ensure a successful educational experience, expectations in this partnership include:

Academic & Personal Support

- **Prioritize Education:** Encourage your student to prioritize their education daily and make the most of the opportunities provided by the academy.
- **Monitor Progress:** Regularly check your child's grades, behavior, and assignments on the online tracking systems. Discuss report cards and progress directly with your student.
- **Support Learning:** Encourage and support students in completing all homework assignments and advocate for daily reading for all children in your home.
- **Technology & Media:** Monitor your student's online usage and digital habits outside of school hours.

School Operations & Compliance

- **Attendance & Dress:** Ensure full compliance with school attendance requirements. Promptly report and explain absences/tardies, and assist your student in being properly attired daily.
- **School Apps:** Install and use the required school information (Remind) app daily for arrival and dismissal logistics and other pertinent school event information.
- **Contact Information:** Maintain up-to-date home, work, and emergency email addresses and telephone numbers with the main office.
- **Prompt Responsiveness:** Respond immediately when notified by the campus to pick up a student due to medical issues, disciplinary matters, or emergency campus closures.

Community Conduct & Safety

- **Model Respect:** Serve as a positive role model by showing respect for yourself, students, teachers, other parents, and school staff.
- **Address Administration Only:** All concerns regarding students who are *not* your child must be directed exclusively to local administration. You must refrain from addressing another student directly.
- **Smoke-Free Campus:** Cooperate with school administrators to maintain a quality, healthy environment by following the Arkansas Clean Indoor Air Act of 2006 (A.C.A. § 20-27-1801), which prohibits smoking and vaping on campus grounds.

Student Surveys, Protected Information, & "Opting Out"
In compliance with federal and state privacy laws, students will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

1. Political affiliations or beliefs of the student or parent(s).
2. Mental or psychological problems of the student or the student's family.
3. Sexual behavior or attitudes.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of individuals with whom the student has a close family relationship.
6. Relationships privileged under law (e.g., lawyers, physicians, ministers).
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income (except when required by law to determine eligibility for a special program or financial assistance).

Parental Rights & Inspection
Parents have the right to inspect any survey instrument and instructional materials used in connection with these topics before they are administered.

Right to Deny Permission ("Opt-Out")
Parents have a right to receive advance notice of, and deny permission for, their child's participation in:

- Any survey concerning the private information listed above, regardless of how it is funded.
- School activities involving the collection, disclosure, or use of personal information gathered for marketing or sales purposes.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, scheduled in advance, and not necessary to protect immediate health and safety. *(Exceptions include standard hearing, vision, or scoliosis screenings required under Arkansas state law).*

Methods of Communication
To build a successful partnership, parents are responsible for keeping communication lines open and updating the school immediately regarding any changes to address, phone numbers, or email addresses. Parents may contact school staff using the following standard methods:

- **Phone Messages:** Call the front office to leave a message for a teacher during school hours. To protect instructional time, teachers will return calls and

messages during non-instructional opportunities or planning periods.

- **Email Correspondence:** Send an email directly to teachers. All teacher email addresses are available to view on the school website and the student's eSchool account (Home Access Center).
- **Remind App:** Download and sign up for school and classroom Remind messages. Administration and teachers can send announcements and messages directly to parents through this system to communicate classroom and school information.
- **HAC Online Portal:** Check your student's daily progress, attendance, and conduct online at any time by logging into the academy's online tracking system.

Parent-Teacher (P/T) Conferences

Communication between teachers and families is vital. AEPA schedules formal Parent-Teacher Conferences twice per school year (once in the Fall semester and once in the Spring semester).

- **Mandatory Participation:** Because parents are central to our educational model, attendance at these conferences is required for all families.
- **Focus of Conferences:** These meetings go beyond just reviewing grades. We discuss your child's character growth, emotional development, social interactions, and academic mastery progress.
- **Ongoing Collaboration:** Parents do not need to wait for formal conference windows to communicate. If you have concerns regarding your child's progress, you are encouraged to contact your teaching cohort team to schedule an individual meeting.

Remind App Instructions

AEPA uses **Remind** as our primary platform for real-time school announcements, weather alerts, and direct teacher-to-parent communication. This free, secure app allows you to receive important updates instantly via text message, push notifications, or email.

How to Join AEPA on Remind

You can connect with your child’s classes and the main school feed using one of the following simple methods:

Method 1: Join via Text Message (Fastest)

1. Text the unique AEPA school code, @6ka37k, and any additional class codes (provided by your child's teacher or the front office) to the number **81010**.

2. For example, if the class code is @aepaclass, you would text @aepaclass to **81010**.
3. Follow the text prompts to reply with your full name so our staff can identify you.

Method 2: Join via the Remind App

1. Download the free **Remind: School Communication** app from the Google Play Store or Apple App Store.
2. Create an account using your mobile phone number or email address.
3. Tap **Join a Class** and enter the specific class or school code provided.

Method 3: Join via Email

1. Go to **remind.com/join** on any internet browser.
2. Enter the class code and your email address to receive updates directly to your inbox.

Communication Guidelines & App Best Practices

To ensure a professional and efficient communication environment for everyone, please keep the following guidelines in mind:

- **Two-Way Messaging:** Remind allows you to send direct, private messages to your child's teachers. This is the best tool for quick updates, such as notifying a teacher of an unexpected morning tardy or a minor schedule change.
- **Observe Quiet Hours:** Our teachers check and respond to Remind messages during normal contract hours. Messages sent in the late evening, early morning, or over weekends will be read and addressed during the next available instructional or planning period.
- **Keep Notifications Active:** We highly recommend leaving notifications turned **ON** for the Remind app, as this is how the academy pushes out time-sensitive emergency updates, early dismissal notifications, and campus closure announcements.

Campus Media & Event Photography

Celebrating Student Achievement

At AEPA, we take great pride in celebrating our students' academic milestones, school spirit, and extracurricular achievements. Photos and video highlights from school-wide events, field trips, cohort projects, and daily campus life are regularly shared on our official school website, newsletters, and social media platforms.

To foster an inclusive community and ensure every child has the opportunity to be

recognized alongside their peers, all students are automatically included in campus media and event photography.

Exclusion Process (Opt-Out)
We strongly encourage full participation so your student can be celebrated within our school community. However, if you wish to restrict your child's image from being published on school media platforms, you must complete a formal exclusion process:

- **Written Request Required:** Participation cannot be revoked verbally or via standard email. To opt out, a parent or guardian must submit a formal, signed letter to the campus principal or request a physical *Media Exclusion Form* from the front office.
- **Impact of Opting Out:** Out of respect for your privacy preference, a filed exclusion means your child will be intentionally bypassed during candid group photos, award recognitions, and digital event highlights.
- **Logistical Notice:** Please note that to enforce this restriction effectively during school-wide activities and celebrations, your student may be asked by staff to temporarily step aside during group photo opportunities.

Note: Formal exclusion requests must be renewed at the beginning of each academic year.

Acknowledge & Return
Please review this handbook as a family and sign the Student Behavior Contract and AEPA Student Technology Contract. By enrolling at Arkansas Executive Prep Academy, students and parents agree that enrollment is a privilege. Students and families agree to respect the learning model, partner with our instructional teams, and adhere to our technology, academic, and campus safety guidelines.

APPENDICES

Appendix A

Student Behavior Contract

Appendix B

AEPA Student Technology Contract

Appendix C

Student Health Card Form

Appendix D

AEPA Family Engagement Plan

Appendix E

AEPA Parent Volunteer Survey

Appendix F

Kindergarten Form

Appendix G

AEPA Comprehensive School Counseling Plan