



# APEX Family Handbook

## 2017-2018

[www.apexhomeschool.org](http://www.apexhomeschool.org)

# Table of Contents

- THE APEX PARTNERSHIP ..... 3**
  - The APEX Vision and Mission ..... 3
  - Enrichment Partnership ..... 3
  - Communication ..... 3
  - Monitoring Academic Progress..... 4
  - Class Ratings..... 4
  - Parent/Student Agreement for All Classes Rated 4 or 5 ..... 4
  - Colorado Homeschool Law ..... 5
- GENERAL INFORMATION ..... 5**
  - Site Locations and Addresses ..... 5
  - Contact Information ..... 5
  - Communication Pathways ..... 5
  - Weather Policy ..... 6
- DAILY PROCEDURES..... 6**
  - Attendance ..... 6
  - Health and Illness ..... 8
  - Student and Class Fees ..... 9
- STUDENT CONDUCT GUIDELINES ..... 9**
  - Behavior ..... 9
  - APEX Dress Code ..... 11
  - Cell Phones..... 12
  - Digital Citizenship ..... 12
  - Plagiarism ..... 12
  - Late Work Policy ..... 13
- CURRICULUM LIBRARY ..... 13**
- FIELD TRIPS ..... 14**
- SCHOOL DIRECTORY ..... 14**
- DISTRICT POLICY ..... 14**



## THE APEX PARTNERSHIP

### The APEX Vision and Mission

The APEX Program is a homeschool enrichment program that exists to supplement and complement the efforts of parents who have chosen to be their child's primary educators. At APEX, we believe the best people to make the best decision about the best education for a child are their parents. Our mission is to partner with parents and provide homeschooled students the best of both worlds, bringing together the dynamic experience of a public school classroom and the freedom of a homeschool education.

### Enrichment Partnership

APEX is an enrichment program and cannot provide for the full academic and educational needs of homeschooled students in one day per week. As a homeschool enrichment program, we view our role as co-teachers in our students' education. APEX expects that parents are actively involved in their students' education on a daily basis, providing the sequential educational program needed for their students at every grade level and every step of their educational journey.

### Communication

APEX uses **Yahoo groups** for communication such as school-wide announcements, event information, and teacher updates regarding classes and homework. Each day your site meets, APEX teachers send out an update/homework post. Site assistants will also post school-wide information such as pizza day and school spirit days. Parents are expected to be members of their site's Yahoo group and to check these posts within 48 hours to keep up to date on class and school information. Parents are also responsible for overseeing the completion of any assigned homework for the week. Parents of

middle and high school students are strongly encouraged to use these communication tools to help teach and reinforce time management and note-taking skills with their students. Please do not assume students get all the information they need in class and neglect to monitor Yahoo group communications.

## **Monitoring Academic Progress**

APEX uses *Infinite Campus (IC)* for grading and attendance. Parents are issued a portal activation code and are responsible for activating their accounts. Student academic progress, missing work, grades, and attendance can all be viewed at any time on IC for students in grades 3-12. Parents of students in K-2 can check attendance on IC, but will receive progress reports at parent/teacher conferences. Parents are encouraged to check their children's progress at least once a month and to communicate in a timely manner with teachers about any assignment or grade concerns. All parents of students in grades 3-12 should check grades and academic progress two weeks prior to the end of the semester. Missing work will not be accepted once the semester has ended.

## **Class Ratings**

The rating of a class indicates the amount of homework that the class will require. Please consider these ratings carefully as you select your student's schedule.

The ratings are as follows:

- 1= No outside homework
- 2= Some outside homework, not to exceed 1 hour per week
- 3= Approximately 2 hours homework per week
- 4= Approximately 3 hours homework and parent involvement per week
- 5= Approximately 4 hours homework and parent involvement per week

## **Parent/Student Agreement for All Classes Rated 4 or 5**

The teacher will present new material and practice for each week's assigned lesson(s) to ensure understanding in class. Students will be expected to complete assignments for the week at home. Parents are responsible for ensuring follow-up work is completed, reviewing lessons as necessary, grading daily homework, protecting answer keys, and proctoring home study tests. Parents are required to oversee the work of the student and not depend on the one hour of in-class instruction to achieve mastery. Consistency in completing the lessons is crucial. Students will be tested regularly at home and in the classroom. All tests will be graded by the teacher. Additionally, 4 and 5 rated classes may have some homework over the Winter Break in order to maintain continuity of instruction and to allow the class to finish all required material on time.

## **Colorado Homeschool Law**

Colorado law (Colorado Revised Statutes 22-33-104.5) requires parents to provide 172 days of instruction averaging four hours a day. Testing is mandatory in grades 3,5,7,9 and 11. APEX provides optional PSAT, SAT and ITBS testing to offer parents a way to fulfill these requirements if desired. Parents are responsible for making sure they meet the full requirement of the Colorado Homeschool Law. APEX only provides six hours of instruction per week.

# **GENERAL INFORMATION**

## **Site Locations and Addresses**

Boulder APEX Site:  
Vineline Christian Church  
7845 Lookout Road, Boulder CO 80503

Frederick APEX Site:  
Rocky Mountain Christian Church  
5860 Majestic Street, Frederick, CO 80504

## **Contact Information**

APEX Website: [www.apexhomeschool.org](http://www.apexhomeschool.org)  
APEX School phone line: 720-442-2820  
APEX School email: [apex@svvsd.org](mailto:apex@svvsd.org)

## **Communication Pathways**

If an issue arises, please remember there are different perspectives in every situation. We are here to assist and support all members of our community in resolving an issue. We request parents contact an appropriate staff member to share any concern and seek more information. If the situation is not resolved, contact the program director, Kim Lancaster, at [lancaster\\_kim@svvsd.org](mailto:lancaster_kim@svvsd.org). If you need further assistance in resolving the issue, contact APEX Principal Sherri Schumann at [schumann\\_sherri@svvsd.org](mailto:schumann_sherri@svvsd.org).

## Weather Policy

If the St. Vrain Valley Schools are closed due to weather, APEX will be cancelled as well. Families are notified no later than 7:00 am by whatever method they have indicated in Infinite Campus. However, parents are encouraged to consider local weather and driving conditions when deciding to attend classes during inclement weather. Whenever possible, students will have outside recess when the temperature is above freezing. Parents should be sure students are appropriately dressed for the weather.

# DAILY PROCEDURES

## Attendance

Please let us know if your student is going to be absent, arrive late, or need to leave early. You can notify us in one of two ways:

- Go to [WWW.APEXHOMESCHOOL.ORG](http://WWW.APEXHOMESCHOOL.ORG) and click the “Attendance” button
- Call or text 720-442-2820

If you call or text, please be sure to include the following information:

- Student’s name
- Parent’s name
- Date
- Site you attend
- Reason for absence
- Phone number where we can reach you if there are questions

Absences may be reported the day of the absence or in advance. Whenever possible, please report absences through our website.

**Arrival:** Upon arrival, parents of students in kindergarten through fifth grade must sign their students in. Students in grades 6-12 may sign themselves in. With permission from the site coordinator and from a parent, students in grades 6-12 may also sign in younger siblings. Parents should take K/1 students directly to their teacher in their classrooms five minutes prior to the start of the school day.

Parents or students should check their family file, place family bins neatly along the designated wall, and wait in the assembly area to hear announcements. After announcements, students will be excused by an APEX staff member to go to class.

Students with instruments may drop off them off before announcements, but must return to the assembly area for opening announcements.

**Late Arrival:** Parents should contact the front desk if their student will be arriving late. Upon arrival, parents may check students in at the front desk. Students may not be permitted to join their 1<sup>st</sup> period class if they arrive more than 10 minutes late to minimize disruptions to the class. Parents may be asked to supervise their students while they wait.

**Dismissal:** At the end of the day, parents should check the family file, sign their students out, and retrieve family bins. Parents of students in grades kindergarten through fifth grade must sign their students out. Students in grades 6-12 may sign themselves out. With permission from the site coordinator and from a parent, students in grades 6-12 may sign out younger siblings. Parents should pick up K/1 students directly from their teacher in their classrooms five minutes prior to the end of the school day.

Parents are requested to pick up their students no later than 15 minutes after the end of the last class of the day. If someone other than the parent or guardian will be picking the student up, please notify the front desk in advance to have this person added to the student's emergency pick-up list.

If parents need to bring a child late or pick a child up early, we request that parents do so at the break between classes whenever possible (see your site's class grid for class times). Because we have only one hour per week per class with our students, we request that families try to schedule vacations, appointments, or other activities on days outside of their family's scheduled day at APEX.

**Lunches:** We recognize that families can choose to send any type of food in their student's lunch. However, please keep in mind that some students have life-threatening nut allergies so we ask families to avoid nut products whenever possible. There will be a designated table in the lunchroom where no nut products are allowed. Any students seated at this table with peanut or nut products will be asked to move to another table. APEX staff encourages students to sit at this table if they have a nut-free lunch whether or not they have an allergy so all of our students can get to know each other.

**Birthdays:** We understand that birthdays are special to our families and students. We request that families not bring outside food or treats to APEX for birthday celebrations. APEX staff will recognize student birthdays each month during pizza day. If you have any questions, please contact the front desk.

**Volunteer Support:** We ask that each parent considers volunteering at APEX. If a parent is unable to attend a volunteer responsibility due to illness, family emergency, or other circumstance, we request that you call 720-442-2820 or email APEX at apex@svvvsd.org Please arrive promptly for scheduled shifts and plan to stay until they are over. Descriptions of available volunteer positions and the volunteer sign-up form can be found on the APEX website.

## Health and Illness

### **When to Keep a Student Home:**

For the health and safety of our student community, a student exhibiting any of the following symptoms should not attend APEX that day. If a student shows or develops any of these symptoms after arriving at school, the parent will be asked to come pick the student up as soon as possible.

1. Diarrhea within 24 hours of the start of school
2. Fever above 100 degrees (without fever reducing medication) within 24 hours of the start of school
3. Flu-like symptoms
4. Mild respiratory or cold symptoms
5. Rash accompanied by fever
6. Vomiting two or more times within 24 hours of the start of school
7. Any symptoms of head lice

**Medication:** APEX staff is not authorized to administer any type of medication (with the exception of rescue medications for students with an IHP in place). If a student needs medication during the school day, parents must contact APEX staff to arrange a time to come administer it themselves. For everyone's safety, students may not carry ANY medication on their person, in their lunch, or in their backpack at ANY time.

**Individual Health Plan (IHP):** If a student has a health condition that might require attention at APEX, please contact the APEX Health Clerk to put a specific health plan in place for emergency protocols.



## Student and Class Fees

Each student will be assessed a \$25 student activity fee each year. Some classes may have fees assigned to them as well (see course catalog for class fee information).

These fees will appear on the student's account through *Infinite Campus* and can be paid online using *RevTrack* or by cash or check at your APEX site. Please make checks payable to: St. Vrain Valley Schools (SVVSD). All fees are due by September 30<sup>th</sup>. Fee assistance is available for those who qualify for the free or reduced lunch program through the St. Vrain Schools. In addition, APEX can arrange a payment plan if additional time is needed to pay fees in full. Please see the program director for assistance.

# STUDENT CONDUCT GUIDELINES

## Behavior

APEX staff and administrators recognize that the families of the APEX program value and expect character traits such as integrity, courtesy, responsibility, self-control, honesty, compassion, and kindness to be displayed and practiced on a daily basis. The APEX standards of behavior are designed to partner with families in encouraging building the foundation of these character traits, as well as guide student behavior while attending APEX.

The **Positive Behavior Support Plan (PBS)** is a schoolwide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Expectations are taught at the beginning and reinforced throughout the year. The core of PBS behavioral policies can be summed up in three standards: **Be Safe, Be Respectful, Be Responsible**. APEX asks that everyone (students, parents, and staff) work to be positive examples while participating in school activities. Partnering together in this way, we seek to develop a community characterized by caring for ourselves and others and will create a learning environment where healthy creativity and academic excellence will thrive.

APEX staff will determine whether a student behavior is disruptive and appreciates parental support in maintaining a high standard. Any behavior that is disruptive in any way will be brought to the parent's attention and dealt with promptly at school so that disruptions will be minimized and expectations clearly upheld. Students who violate these policies are subject to loss of participation privileges.

The following list should not be considered exhaustive. For a complete copy of the APEX discipline plan, please see the program coordinator:

- Possession of dangerous or inappropriate materials or weapons
- Theft, willful destruction, or defacing of property
- Possession of alcohol, drugs, or tobacco
- Defiance or insubordination
- Failure to comply with a reasonable request
- Disruption of classroom or school activity
- Threatening, harassing, or bullying behavior
- Physical or verbal abuse
- Inappropriate online behavior or cyberbullying
- Inappropriate public display of affection
- Inappropriate or immodest dress (see APEX dress code)
- Profanity
- Cheating or plagiarism
- Excessive tardiness

**The following course of action will be followed for disciplinary infractions:**

***Minor first offense:*** The problem will be addressed by the teacher and/or site assistant who will reteach the school-wide expectations. This reteaching is designed to make sure the student fully understands the expectations for acting in a Safe, Responsible, and Respectful way.

***Minor recurring offense:*** If a student continues to act in an inappropriate way, the student will be given the opportunity to refocus and change his/her behavior. If necessary, a staff member will contact the parent within 24 hours to inform them and discuss the behavioral concern.

***Minor ongoing offense:*** The student and parent will be asked to attend a conference with the program director and/or principal which may result in loss of participation, suspension, or expulsion.

***Major offense:*** The parent will be contacted and may be asked to pick up the student immediately. The student and parent will be asked to attend a conference with the program director and/or principal which may result in loss of participation, suspension or expulsion. Depending on the severity of the student's action, major behavior violations may result in immediate classroom removal.

## **APEX Dress Code**

APEX standards of student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. APEX recognizes that students have a right to express themselves through dress and personal appearance; however, students may not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

All clothing should have a neat, clean, and reasonably modest appearance. The APEX staff reserves the right to determine if any aspect of dress or appearance is inappropriate and/or distracting and must be changed during the school day. Parents will be notified if there are recurring problems with dress code adherence or if there is a situation that needs to be dealt with before the end of the school day. Students should also wear appropriate attire on school-related trips away from the APEX site.

Parents seeking exemptions to the dress code for reasons such as religious beliefs, medical necessity, or economic hardship should contact the program director.

### ***Guidelines:***

- No rips, holes, sagging, or sheer clothing which allow undergarments to be visible are permitted.
- No article of clothing that is designed to be worn as underclothing should be seen or worn as outer clothing.
- Shorts and skirts must reach to the tips of the fingers when arms are held hanging at sides.
- Leggings may only be worn under an appropriate length of skirt, shorts, or top.
- Shirts must completely cover the midsection. No bare stomachs or backs.
- Necklines on any shirt or top cannot fall below a flat hand placed horizontally at the collarbone. Students, not staff, will perform this “test” on themselves, if asked to do so by APEX staff.
- No spaghetti straps or strapless tops may be worn.
- Shirts may not convey inappropriate language, messages or graphics.
- Appropriate, safe shoes must be worn at all times. No bare feet.
- No sunglasses may be worn indoors.
- No hats that cover the eyes may be worn.
- Teachers may ask a student to remove any item they feel is detrimental to participation at APEX.

## **Cell Phones**

Students may be permitted to use cell phones for class-related purposes at the discretion of the teacher. Otherwise, students are NOT permitted to use cell phones at any time during the day at APEX (except during the lunch period for middle and high school students). Students may carry a cell phone, but must keep it silenced and put away at all times. If a student is seen using a cell phone without teacher permission during class, or if his/her cell phone rings, the phone will be handed over to the teacher and kept with the site coordinator until the end of the day. Students may pick up confiscated cell phones at the end of the day. Students refusing to hand over their cell phones will be sent to the site assistant. If the student persists in resisting, the parent will be called to pick the student up for the day. PARENTS – PLEASE DO NOT CALL OR TEXT STUDENTS DURING THE SCHOOL DAY. If a student must be contacted during the school day, please call the front desk so a staff member can provide assistance.

## **Digital Citizenship**

With digital privileges come digital responsibilities. APEX staff will require students to use technology in a safe, responsible, and appropriately educational way to promote positive online interactions:

- Students will respect themselves and others online.
- Students will protect private information for themselves and others.
- Students will communicate respectfully and kindly.
- Students will make wise decisions online.
- Students will alert teachers if any of these protocols are being violated.
- Students will use district issued school email for all school related communications and purposes.

## **Plagiarism**

If a student turns in work that is or is suspected of being plagiarized, the teacher will contact the parent to discuss the situation. Depending on the grade level of the student and the degree of severity of the plagiarism, the teacher will either deduct points or return the paper in question to the student. The student will then be given one week to rewrite the paper in his/her own words and resubmit it for a reduced grade. If the student chooses not to rewrite the paper, it will be given a grade of F.

## Late Work Policy

In an effort to provide a consistent and fair grading policy, the following standards will be applied to all late work turned in for APEX classes:

**Late Work:** Assignments turned in after their due date for any reason other than excused sickness/absence will be graded accordingly:

- 1 day/week late - 10% off grade
- 2 days/weeks late - 20% off grade
- 3 days/weeks late - 30% off grade
- 4 days/weeks late - 40% off grade

Work completed and submitted later than 4 weeks after the assigned due date will be given a grade of 50% for the completed assignment. Teachers may make exceptions to the above policy under extenuating circumstances. Parents are strongly encouraged to check Infinite Campus regularly for missing assignments.

**Absent Work:** When students have an excused absence, they are expected to check the Yahoo group post or contact their teacher by email, stay current on their homework, and be prepared to turn in any assignments due on the day they return to class. Work turned in after this grace period will fall under the Late Work Policy.

## CURRICULUM LIBRARY

APEX offers a library of homeschool curriculum to enrolled families to check out for home use during the school year. Parents can view available curriculum, place an order, return unneeded curriculum and pick up new curriculum orders throughout the year on designated days at our Curriculum Library. Fees for consumables must be paid at the time the order is placed.

Students in classes with required texts will receive their books directly from their teachers during class. Families do not need to place a book order for classroom texts.

Curriculum and other borrowed items should be returned promptly, with normal wear and tear permitted, at the end of the year. Curriculum that has been checked out, but is no longer being used, or has been deemed to not be a good fit for a family, should be

returned promptly to the curriculum library so it can be made available for other families. All curriculum must be returned upon withdrawal from the program.

## **FIELD TRIPS**

APEX parents coordinate educational and exciting field trips for our families. Field trips offered on the APEX website are not sponsored or endorsed by APEX or St. Vrain Valley Schools in any way. Parents are responsible for determining the field trip's appropriateness for their family, providing transportation to and from the field trip, and for attending and supervising their child while on the field trip. Field trips are available on a first come/first serve basis. Parents can see available field trips and sign up to attend on the APEX website.

## **SCHOOL DIRECTORY**

APEX creates a student directory each year in the fall. The APEX student directory is for school related communications only and may not be used for solicitation or any other personal purpose. The staff directory can be found on the APEX website. Please remember that teacher emails are provided for APEX school business only. Please do not contact teachers with personal invitations that are unrelated to school, solicitations, mass emails, cute little forwarded thoughts of the day, etc.

## **DISTRICT POLICY**

As a part of the St. Vrain Valley School District, APEX supports and upholds all district board policies and district student behavior guidelines. Board policy can be found at <http://www.svvsd.org/leadership/board-of-education/policies>