



*Elite Preparatory Academy*

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# STUDENT HANDBOOK

## 2024-2025

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# *Elite Preparatory Academy*

## *K-12 School Handbook*

*2024-2025 School Year*

### *Authorization by the Florida Department of Education*

Elite Preparatory Academy is an authorized K-12<sup>th</sup> school and Legal entity in the State of Florida. We have the authorization of the Florida Department of Education to operate as a school in our state. School Code 4445

### *Admissions*

Upon a new admission, applicants of all grade levels, are evaluated using grade-appropriate standards, testing materials, and observations. All families interested in Elite Preparatory Academy's K-12<sup>th</sup> academic program are encouraged to meet with the Admissions Director to arrange a visit along with an assessment for their child(ren).

### *Academic Program*

The academic program covers the 42 weeks that your child is in attendance for the academic school year. The fiscal year will begin in August and end in May. The current academic annual agreement will take effect August 12, 2024 and remain effective through May 16, 2025. In the event you choose to withdraw your child for any reason, please notify the front office in writing, at least two weeks in advance and follow the withdrawal procedure.

### *Attendance*

Laws in the state of Florida mandate compulsory school attendance by all children between the ages of five and sixteen. The responsibility for compliance with this law rests with the parents/guardians. Elite Preparatory Academy is obligated to maintain an accurate record of daily attendance for each student.

- Students are required to be in class each day apart from being ill or have a legitimate excuse (ultimately determined at the administration's discretion). If your child is going to be absent, it is of high importance that the office be notified the morning of. In addition, a signed note of explanation is required upon the student's return to school. Regular attendance and being on time to school are two very important things that help children maintain a positive attitude towards school. Parents will be notified of attendance issues.
- **Excused absences** are absences when students have been seen by a doctor and received a note stating they are unable to attend school. Also, the death of a family member, family emergencies, and religious holidays are all excused absences. Any other matter is subject to the sole discretion of administration.
- **Unexcused absences** are any other type of absences where your child does not attend school. After five (5) unexcused absences, or a pattern of absences, either your child's teacher or administration will contact the parent/guardian via telephone, e-mail, personal contact, or mail. If your child has more than ten (10) unexcused absences per semester, the issue will be reported to our attendance advisor who then will evaluate and/or investigate the case, and direct matters to the Department of Children and Families.
- A student who is absent is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. It is the student's responsibility to obtain assignments upon returning to class immediately following an absence. Specific arrangements can be made with the student's teacher to complete and hand in make-up work for credit.

- Should it be necessary for your child to be out of school for more than two days, an *independent study agreement* should be arranged. Please contact your child’s teacher to arrange this.
- If a student is on a school-sponsored field trip and is in the care of a teacher, your child will not be considered absent.
- Teachers will take attendance after morning announcements and will notify parents through the class dojo app and report absences to the main office.
- **Tardiness/late arrival:** Homeroom begins promptly at 8:30AM. Students must arrive to school before 8:55 A.M. (first bell). Students will be considered tardy any time after 9:00 A.M when the second bell (tardy bell) rings. Upon entering late, students must report to the office to receive a tardy slip in which they will give to their teacher and the tardy will be documented. If a student is tardy three (3) times, they will receive an invoice of \$20 as an *Excessive Tardy* fee. If a student is tardy six (6) times per semester, an additional *Excessive Tardy* fee will be administered.

**Awards**

Award assemblies are held each year during which students are recognized for academic achievements and other positive progress. The award ceremony for the current year will be announced in May.

**Communication**

The Elite Preparatory Academy website ([www.elitepreparatoryacademy.net](http://www.elitepreparatoryacademy.net)) contains an overview of information concerning our school, including field trips and school events. Monthly memos and/or newsletters are the primary form of communication between the school and home. Parents are encouraged to check these items on a regular basis. *Class Dojo* is the primary source of communication between teacher and parents. Logins are provided by your child’s teacher and accounts can easily be setup.

**Conference**

Parent/teacher conferences are an effective way to discuss one-on-one your child’s needs, progress, or behavior and can be scheduled year-round. A parent/teacher conference must be scheduled ahead of time and can be arranged by contacting your child’s teacher.

**Curriculum**

The curriculum at Elite Preparatory Academy closely follows that outlined by the Florida Department of Education in the framework document and content standard manuals for each subject area. As our motto states, we believe that learning should exceed the outer limits, and have thus adjusted our curriculum accordingly. Our goal is to exceed the minimum standards of achievement provided by the state of Florida. Through field trips, hands on activities, guest speakers, projects and other enriching activities, the curriculum is greatly enhanced to offer exciting challenges to students. In addition to regular curriculum, students are provided instruction in foreign language, art, ballet, gymnastics, taekwondo, and physical education.

**Daily Schedule**

7:00 A.M. – 8:30 A.M.	A.M. Extended-Day Care
8:30 A.M.	Homeroom Begins (students may begin to arrive)
8:55 A.M.	First Morning Bell (students must be present in class)
9:00 A.M.	School Day Begins/Tardy Bell Rings
2:30 P.M.	K-6 School Day Ends
3:00 P.M.	7-12 School Day Ends/P.M. Extended Day Begins/Non-aftercare K-6 students must be picked up
3:15 P.M.	7-12 Non-aftercare students must be picked up

**Discipline Policy**

A major focus of the faculty and staff of Elite Preparatory Academy is to provide a safe and positive learning environment and experience for students. This learning environment extends from the classroom to the outside field and to all other areas of the facility.

- Learning appropriate behavior is an important element in establishing our environment at Elite Preparatory Academy. Teachers and instructors have the primary responsibility and authority in matters of discipline. Each teacher discusses their classroom rules at Open House prior to the school year beginning and reiterates regularly throughout the year.
- Each student is responsible for his or her own behavior. Teachers, parents, and all Elite Preparatory Academy staff are responsible for working as a team in teaching and supporting appropriate behavior and discouraging inappropriate behavior. Our team communicates school behavior (positive and negative) specifically and routinely. The goal is for each student to understand and respond to the intrinsic “consequences”. Furthermore, we are committed at EPA to help students see that behavior is a choice and that they have control with regard to how they react to a situation. Given this, students will be required to take responsibility for their actions.

**Behavior Management within the Classroom:** Teachers, teaching assistants, and educational leaders are responsible for handling individual behavior issues to the extent possible in the classroom in accordance to their individual classroom management plans.

- If a pattern of inappropriate behavior is observed, the student and parents will be informed and an appropriate intervention plan will be discussed and implemented.
- If the pattern continues, the student, teacher, and parents will meet to discuss the specific behaviors and agree on further interventions.

**Behavior Management Beyond the Classroom:** When inappropriate behavior is such that the teachers cannot manage it in the classroom, the student will be directed to the guidance counselor for further intervention. Being sent to the office for inappropriate behavior is a serious consequence and is considered to be the last step in a multi-step process of behavior management. Please see the Code of Conduct for more details. If necessary, the parents will be notified and appropriate consequences will be outlined. The Principal, on a case by case basis, can implement suspension or expulsion from school to manage behavior.

- If a student is sent to the Principal frequently or if behavior is considered harmful to themselves or others, the student will be suspended from school for at least one school day
- A second suspension will be for at least two school days
- A third suspension will be for at least five school days
- Students suspended more than three times will be recommended for expulsion from our K-12 school program. The Elite Preparatory Academy’s school board will review all expulsion recommendations

before any action is taken. Students facing expulsion will not be allowed to attend school until the school board makes their final decision.

Please see Code of Conduct for more details

### **Dress Policy**

The spirit of the Elite Preparatory Academy dress code suggests a certain level of formality during the academic day, at designated school functions, and outings. It attempts to balance individuality with consideration of the school and community expectations. While the intent of the dress code encourages individual freedom of expression, certain guidelines must be in place in order to promote an atmosphere that will further the mission of Elite Preparatory Academy. This will create an environment most conducive to learning.

Specifically, the dress code policy seeks to promote an atmosphere productive to work rather than leisure, cultivate a productive instructional environment, and advance a greater awareness of successful dress. The dress code encourages students to develop responsible attitudes towards their personal appearance and promotes a positive spirit at Elite Preparatory Academy. The school reserves the right to make decisions regarding the appropriateness of both dress and appearance. Recognizing that some decisions are necessarily subjective, the position of the school is final in each case.

Students who come to school with inappropriate dress will be asked to call home for a change of clothing.

### **General Elite Preparatory Academy Dress Expectations:**

School uniforms are a required part of our program. Students are expected to wear their uniforms each day as well for field trips and/or special events. A student's uniform should be clean and resemble the high standard our program upholds. The uniform requirement is as follows:

#### **Monday & Friday:**

Girls: *burgundy plaid jumper, white peter pan collar shirt, cross tie, burgundy knee-high socks, and black dress shoes*

Girls (alternative): *white peter pan embroidered shirt, cross tie, burgundy plaid skort, burgundy knee-high socks, and black dress shoes*

Boys: *white embroidered oxford shirt, burgundy plaid tie, burgundy sweater blazer\* (optional), khaki pants, black dress socks and black dress shoes*

#### **Tuesday & Thursday:**

Girls: *burgundy embroidered polo shirt, khaki or burgundy plaid skort, white socks and white sneakers*

Boys: *burgundy embroidered polo shirt, khaki shorts or pants, white socks and white sneakers*

#### **Wednesday:**

Girls: *EPA P.E. t-shirt, black athletic shorts, laced-up sneakers*

Boys: *EPA P.E. t-shirt, black athletic shorts, laced-up sneakers*

\* Sweater blazers are seasonal and are considered optional.

- All shirts must be embroidered with a school logo. **Shirts that are not embroidered are not acceptable.**
- It is expected that students will dress in a neat, clean and presentable manner at all times. Clothing should be clean, modest and in good repair (free of holes, tears or frayed hems). Jewelry should be kept to a minimum as outlined in this policy. **Shoes must be worn at all times.** Students are encouraged to wear flat, comfortable and age-appropriate shoes designed for active movement and a variety of activities. Shorts should be knee-length. All clothing must fit properly and be worn in the manner intended.
- Should a student choose to wear a hoodie on campus, he/she is permitted only to wear the burgundy zip-up including the embordered logo or a school sponsored hoodie (MMA team, cheer, etc.). During cold weather, students may wear non-uniform jackets when arriving and leaving from school however must remove them before entering class. The only permitted layering students are authorized to wear on campus are the burgundy zip-up hoodie with embordered logo or a school team hoodie.

### **Personal Hygiene and Grooming**

Students should come to school with a presentable appearance each day. This includes brushed teeth, washed face and combed hair. Daily bathing is encouraged. Male students are expected to maintain hair at no longer than shoulder length.

### **Make Up**

Students are expected to refrain from the use of make up, fingernail polish, and unnatural hair dye/color. Temporary tattoos are not to be visible and should be well hidden beneath clothing.

### **Hats and Sunglasses**

It is common courtesy that hats, caps, and sunglasses are not to be worn indoors; therefore, when students enter the building they are to remove them. These items may be worn inside the building as part of a designated dress up day as directed by the school. Students are encouraged to wear hats for sun protection on certain field trips and on special occasions as directed by the classroom teacher.

### **Jewelry**

Elite Preparatory Academy will not be responsible for the loss or theft of jewelry items. It is highly recommended that students not wear or bring any items of value on campus or on field trips. Girls may wear small hoop or studded earrings **only**. Boys should not wear earrings.

### **Examples of Inappropriate Dress**

There are certain styles of dress that are inappropriate and not beneficial to fostering an appropriate learning environment.

- Outlandish clothing, including, but not limited to, oversized clothing, is not acceptable. Wording, logos or advertisements on clothing which is offensive, degrading to any particular gender, ethnicity, religion or persons, or that advocates violence, illegal activity, or the use of illegal or inappropriate substances is all not acceptable. Bare mid-drifts, undergarments showing, visible tattoos, tight fitting or revealing clothes, such as spandex or biker shorts, clothing that has spaghetti straps, tank tops, halter or tube tops, backless dresses are also not acceptable.
- High-heeled shoes (higher than 2 inches) except those allowed for special events, backless and open toed sandals are not appropriate for school.

- Dangling earrings, necklaces, chains, or bracelets are not acceptable at school as they may be dangerous or distracting. Visible body piercing jewelry must be limited to the ears.

### **Field Trip Dress Policy**

Field trips are an integral part of the curriculum at Elite Preparatory Academy. The field trip dress policy is designed to facilitate a standard of behavior that is conducive to the orderly operation of the trip.

While participating on field trips, students are expected to wear clothing that is both appropriate to the nature of the trip and which reflects positively the image of Elite Preparatory Academy. Students will be expected to wear attire embroidered with the Elite Preparatory logo (t-shirt, polo shirt, uniform, etc.) on field trips. Since the nature of each field trip will be different and the type of trip will dictate the type of clothing to be worn, each teacher will outline the standards in pre-trip information. A variety of clothing items may be purchased with the Elite Preparatory logo through the school administration.

### **Extended Day Program**

The extended day care program at Elite Preparatory Academy is designed to offer a fun and educational environment that features both indoor and outdoor activities. The extended day program is not included in the Elite Preparatory Academy tuition. There is a weekly fee for after school. There are no prorated rates for extended day.

The extended day program is open and available to all kindergarten through 12<sup>th</sup> grade students, Monday through Friday from 7:00 A.M. to 8:30 A.M. and from 3:00 P.M. to 6:00 P.M. Children in the extended day program will have a variety of choices daily. Some activities rotate on a weekly basis. For more specific information about the extended day program, please see the school administration.

### **Extra-Curricular Activities**

Extra-curricular activities include ballet/dance, art, foreign language, gymnastics, computer technology, etc. During the school year, your child is required to participate in the science fair and various other extra-curricular activities. Some events are mandatory and count for one fourth of your child's final grade. Additional fees may apply.

### **Fees and Payments**

Student fees at Elite Preparatory Academy include the following:

1. A non-refundable assessment fee paid prior to enrollment.
2. An annual non-refundable registration fee paid upon admission to the school and at the beginning of January of every year
3. An annual non-refundable book and supply fee paid in the summer of every fiscal school year before enrollment
4. Insufficient funds/bounced checks will be assessed a thirty-five-dollar (\$35) fee plus a twenty dollar (\$20) late fee
5. Tuition payments may be made with three different options. They are as follows:
  - A. Pay tuition in full at the beginning of each fiscal school year
  - B. Pay tuition for the month by the 1<sup>st</sup> Monday of the month
  - C. Pay tuition weekly by cash. Cash payments are due every Monday in the exact amount of the agreed upon tuition. Cash payments made after Monday will be assessed a twenty dollar (\$20) late fee



- D. Pay tuition weekly by credit card. Payments made by credit card will remain on file. Credit cards will be authorized every Monday. If the credit card declines, there will be a twenty dollar (\$20) late fee assessed in addition to the tuition amount
6. Fees for field trips and extra-curricular monthly activities are collected as activities are scheduled.

### **Late Tuition Fees**

A \$20.00 charge will be assessed for payments received after the tenth day of each month. If an outstanding balance still remains after 30 days, the school may take all necessary steps to guarantee payment and/or limit the student's attendance in class until payment is received. If the outstanding balance is not resolved within the 30-day notice, your child will no longer be able to continue attending Elite Preparatory Academy.

### **Late Pick-Up Fee Policy**

In order to provide quality care and exceptional program, Elite Preparatory Academy needs to close our facility on time each day. It is also important that we lock the doors on time in consideration of the safety of our students and staff. Accordingly, the following late fee will apply for any students remaining at the facility past 6:00 P.M. **There are no exceptions.** A late fee surcharge of \$10.00 will apply at 6:01 P.M. plus \$1.00 per each additional minute that your child remains at the facility. These late fees are to be paid in cash only.

### ***Field Trips***

Field trips at Elite Preparatory Academy are an important extension of the classroom learning experience. Although we would like field trips to be enjoyed by all, please note that teachers have the right to deny students the admittance to field trips based on behavior and academic performance. There will be a three (3) strike rule enforced a month before the field trip by your child's teacher. For further information regarding this policy, discuss this with your child's classroom teacher.

Parents are invited to assist in chaperoning and providing transportation for these trips. Parents who chaperone students are asked to abide by the standards set by the faculty who lead the trips. Parents will also need to complete a volunteer form and a local background check (Elite Preparatory Academy will not be held accountable for the background check fees).

Parents who volunteer to provide transportation in their private automobile assume a great responsibility. In order to be approved to drive, one must first submit proper proof indicating adequate insurance coverage (see below) and that they have been accident-free for a specific period of time. To insure the safety of students and staff, only those individuals who have submitted the proper forms and who meet the clearance criteria will be allowed to drive on the field trips. Parents who wish to only transport their own child will be exempt from these requirements.

The Director will review all driver information. Elite Preparatory Academy reserves the right to deny field trip driving duties to any driver deemed unsafe

- A. The individual's own automobile liability insurance will always be considered as primary coverage. The school's policy will provide coverage for excess damages over and above the individual's primary coverage.
- B. All travel by private car requires prior approval by the Director in order to establish that the activity is part of the school's program.
- C. Elite Prep does not provide collision, comprehensive, etc. insurance coverage to cover damage or loss to an employee or volunteer's vehicle.

**In order to transport students in a private vehicle, all drivers must submit the following:**

1. A photocopy of the complete automobile insurance policy, showing all coverage limits
2. A photocopy of a valid driver's license

**Drivers must certify the following:**

1. They have automobile insurance coverage which includes the minimum state requirements for bodily injury and property damage
2. That their vehicle is equipped with the proper safety seat belts for all occupants and that all passengers will be required to properly fasten them
3. Their automobile is regularly maintained and kept in good operating order
4. That they have not had more than one accident in the last five years

**Field Trip Refund Policy**

Field trips are an essential part of the Elite Preparatory Academy curriculum and are designed to enrich the academic and social experiences of students.

Field Trips are planned well in advance and a deposit is usually required to reserve a spot. To secure the best possible price, we often use discounted rates based on a minimum number of students and are therefore bound by the timelines and policies of the contracting organization. The per person trip price is typically calculated proportionally to the number of students participating. Once a cost has been established, any deviation from that number of participants increases the price of the trip for all participants. For these reasons all fees are due upon request and once paid are non-refundable.

**Food Service**

Elite Preparatory Academy strives to provide a healthy, balanced environment for children. This part of our mission extends to mealtimes as well. We encourage children to eat a well-balanced meal and to drink milk or water along with their meals.

Students may purchase lunch from Elite Preparatory Academy for \$2.00 per day, which also includes an afternoon snack. If your child is not purchasing a school lunch, they will need to bring a packed lunch and afternoon snack from home that does not require refrigeration or cooking. In order to keep cold items cold, ice packs are recommended for your child's lunch box. We will reheat meals for a maximum of 30 seconds in the microwave. Please do not send items such as Cup O' Noodles, Ramen, frozen dinners of any kind, Easy Mac, etc. with your child as they are generally lengthy to prepare. We discourage the consumption of soda and "junk food" at meal times and snacks.

**Getting the Most from an Elite Preparatory Education**

1. Ensure that your child arrives to school on time
2. Notify the school administration if your child will be absent
3. Keep your child home when he/she is ill
4. Sign your child in and out each day
5. Inform the administration in writing if anyone other than you will be picking up your child. Ensure the individual picking up your child has proper identification
6. Make time to assist your child with his/her homework to extend the learning process at home

**Grading**

Grades are reported four times each year. The assigned grades describe progress towards the educational goals and objectives that are based on the school's course of study. Teachers include comments to help guide improvement areas for parents and students.

Students are assessed in each subject area using the following percentage grading system. Grade percentage equivalents are as follows:

A = 91 – 100 %      C = 71 – 80 %      F = 0 – 60 %  
B = 81 – 90 %      D = 61 – 70 %

Grades reflect class work completed, attitude, and initiative, as well as mastery of objectives and/or test scores. A progress report will be sent home to parents in between report card periods.

Advancement between grades during the same academic year is not generally recommended; however, through assessments and teacher observation, the classroom teacher can make a recommendation to administration for grade advancement. Advancement between grades is not solely based on parental request.

### *Health and Safety*

#### **Medication**

Elite Preparatory Academy does not under any circumstances administer over the counter medication. There are exceptions for prescription medication. The following rules apply:

1. Medication is in the original container with the child's name printed on the label from the pharmacy
2. An attached note from the doctor's office is provided
3. All medication is to be logged at the front office
4. All medication must be stored with administration staff during the school day. This includes cough drops, Tylenol, and Advil
5. Medication is not to be left in your child's lunch box or back packs
6. Students may not administer medication to themselves or others

#### **Contagious Infections/Diseases**

The control of contagious diseases as well as head lice infestations depends in large part on the cooperation of our parents. It is important that children be kept home when they are ill or are contagious so that they do not expose others. Please notify the school immediately if your child has contracted head lice or any of the numerous contagious diseases.

#### **Physical Examinations and Immunizations**

Physical Examinations are due and expected for children entering kindergarten. Florida law requires a physical examination, gold form, for all grade school students.

The Florida Department of Health has specific immunization requirements for every child attending Florida schools. It is required that a record of a child's immunization, blue form, be kept for the school files.

#### **Emergency Drills**

Emergency drills are held once a month to instruct children the proper procedures for the safest and quickest exit route from the school buildings. Whenever a class leaves a room for an emergency, the children stay with their teachers until they hear the signal to return to class. A fire escape map, containing the primary and alternate routes, is posted in each room of the school.

#### **Emergency Preparedness**

Detailed procedures for taking action in specific emergency situations are outlined in the School Emergency Preparedness Manual. Each teacher has a copy of this publication for use in emergency situations.

## School Closures/Early Dismissal

### Homework

Homework is an essential part of the academic program at Elite Preparatory Academy and is assigned to support classroom instruction, develop responsibility and create opportunities for students and parents to work together. The amount of time spent on homework will vary with each child depending on his/her abilities. If you have any specific questions regarding homework, please feel free to contact your child's teacher to discuss these matters.

### Library

Elite Preparatory Academy maintains a library that contains works of fiction, non-fiction, periodicals, textbooks, and other items for in-school use by teachers and students.

### Lost and Found

Lost and found articles can be located in the front office. To avoid loss of clothing, it is recommended that clothing be labeled with the child's name. The last Friday of each month the Lost and Found items that are not recovered will be donated to a charitable organization.

### Mission Statement

The mission statement of Elite Preparatory Academy school program is to provide a sound academic foundation to elementary school students in a safe, caring, and nurturing environment. We strive to provide students with a challenging curriculum and a healthy environment, which promotes exploration and development. This encourages the qualities of responsibility and curiosity in our student body that are essential to fostering academic success and personal growth.

We believe that children learn best in a supportive environment where parents and educator alike strive to develop a mutual respect with students. Elite Preparatory Academy works cooperatively to develop a value system which reflects awareness and sensitivity to their surroundings. We also strive for students to develop an appreciation of the creative and aesthetic qualities of the arts and sciences.

A promotion of an understanding among all individuals sets the foundation of Elite Preparatory Academy. Our school is committed to cultural diversity that seeks to enroll students of all races, creeds, and religion. Although, academic success is important to our school, we also hope to provide an understanding that respect, independence, and service to others are equally important. We know that learning exceeds the outer limit.

### Optional After School Enrichment Programs

As part of Elite Preparatory Academy's after school program, special instruction is offered to aid students in their academics. If you have further questions please feel free to speak with administration.

### Optional Monthly Activity Fees

Every month you will receive a list of optional monthly activity fees. These are activities that will occur during the month listed. You may choose which activities that you wish for your child to participate in. All fees are to be paid with CASH only in full by the first day of every month. **Any forms turned in after the due date or without full payment will not be accepted by any circumstances.** Please ensure the completed form is signed and returned with full payment to the office administration. Without your signature, we are unable to allow your child to participate nor can we post their pictures.

### Parents/Teacher Association

The PTA is made of parents and teachers of Elite Preparatory Academy. It is a volunteer organization whose purpose is to support the school's educational and extended day programs. Its goal is to maintain open communication with all members of the Elite Preparatory Academy. Active participation in this organization is on a volunteer basis. Participation is strongly encouraged to support committees and fundraisers sponsored by the PTA.

### Playground Rules

Playground rules are established to insure the safety of children while on the playground and to promote a spirit of fair play. Rules are reviewed regularly with students both on the playground and in the classroom. Please see the orientation packet for the full details of the playground rules.

### Scholarships

Scholarships are available for students that qualify. If your child is receiving a scholarship, you must fulfill your obligations of the scholarship terms. If you do not fulfill your obligations, you will be responsible to repay any of the remaining scholarship amounts.

### Standardized Testing

In April of each year, students in grades third through eighth are given a state approved standardized test to assess their general academic progress. This testing is only one component of the academic assessment at Elite Preparatory Academy, and shows general trends about students' progress. Standardized test results should be viewed as representative of a student's general academic progress.

### Visitors

Prior to the last tardy bell, all parents are required to leave the classrooms unless they have been authorized by the office administrators. Visitors must check in with the school administration before proceeding to any classroom. Teachers are not able to confer with visitors during instruction time. In order to discuss issues that you may have, please schedule a parent/teacher conference. Visits for the purpose of admissions should also be scheduled by appointment.

### Withdrawal Procedure

In the event you choose to withdraw your child for any reason, please notify administration in writing two weeks prior to your child's last day. A withdrawal form can be obtained from our front office or on our website. If you withdraw your child without giving notice, your security deposit will be applied. Please be aware that once your child is withdrawn, we cannot guarantee that space will be available should you choose to return to Elite Preparatory Academy.

Revised: 8/12/2024