

Academy for Precision Learning Student & Family Handbook

2023-2024 SCHOOL YEAR



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Mission Statement

Academy for Precision Learning's mission is to provide an innovative and transformational K-12 learning community that empowers neurodivergent students.

Our Vision

APL envisions a world that intentionally adapts to the needs of all people across schools and public spaces, consciously creating a sense of membership for everyone, where autism and neurodiversity are normalized and celebrated.

In this world, students connect and collaborate with their peers, classroom leaders, and colleagues. They see themselves and their needs represented in the work of public figures and learn how to advocate for themselves and others beyond classroom walls.

Core Values

- Inclusion: to celebrate diversity
- Innovation: to adapt and breakdown barriers
- Collaboration: to lift each other up
- Advocacy: within our school and community

Diversity Mission Statement

The Academy for Precision Learning is an educational community of diverse staff and families. We believe in fostering an environment where critical thinking is our greatest asset to engaging children, where all ideas are welcome, and where staff and students feel empowered to discuss concerns diversity, equity, Inclusion, and belonging (DEIB).

APL sees itself as an ally in the community. We are committed to engaging students, staff, and families in DEIB work. We encourage everyone to educate themselves, be present in uncomfortable conversations, and be courageous around the work of DEIB.

Student Policies

Arrival

University Heights Campus - Elementary and Middle School Program

Families drop off their students with APL staff at the South parking lot who walk them into the building using the West Entrance. See the map below for a visual of this procedure. APL staff will be outside to receive students from 8:50 – 9:10 am. If you arrive late, please call the Front Desk at (206) 427-0115 to have a staff member meet you outside.

APL asks that families and authorized transporters not leave the premises until they can confirm that the student has been received by an APL staff member. This is to protect your student, as APL is housed in a large public building with many different organizations operating simultaneously.

Roosevelt Campus – 4555 Roosevelt Way NE – High School Program

Our high school only occupies the downstairs level of 4555 Roosevelt Way NE. Students arriving by vehicle should be dropped off in the school zone on NE 47th street and enter the school on the corner of Roosevelt Way NE and NE 47th Street.

Staff will greet students at the sidewalk and escort them into the building. APL staff will be outside to receive students from 8:50 – 9:10 am. If you arrive late, please call the Front Desk at 206-427-0115 to have a staff member meet you outside.

APL acknowledges that students of a certain age and maturity level may be granted permission from their families to travel to and from school independently. We ask that families notify APL of any such permission.

Dismissal

APL staff will accompany Students to the South Parking Lot (Grades K-8) and NE 47th St (Grades 9-12) at the end of the school day for pickup. If you expect to be more than 10 minutes late, please notify APL as soon as possible. At 3:10 pm, Students still present at APL will be brought back inside where they will remain under the supervision of an APL staff member until an authorized transport arrives. Please call the Main Office once you arrive to have a staff member meet you outside.

Arrival
8:50 AM

Dismissal
3:00 PM

Parking

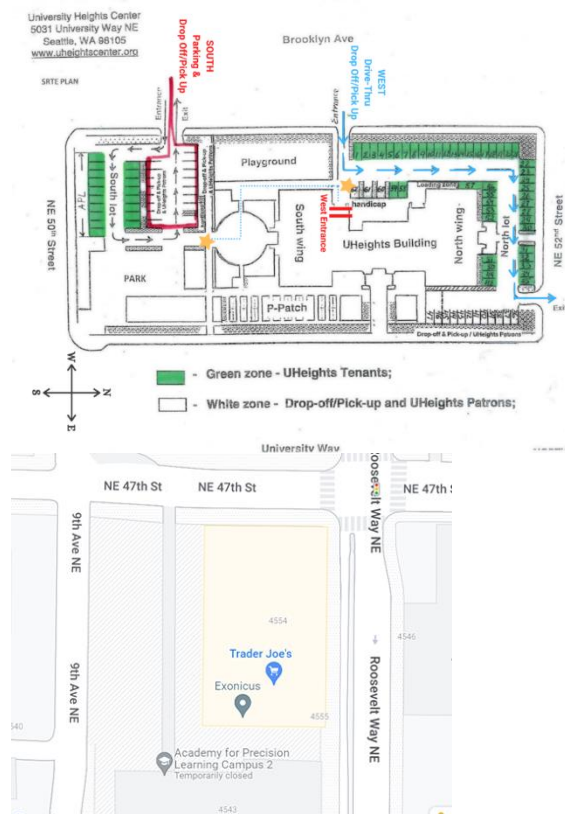
UHeights Campus

Families may park on the streets surrounding the University Heights building or in the parking lots of UHCC where free short-term (<1 hour) parking is available. Please read signs posted by UHCC for the most accurate parking information.

Roosevelt Campus

Parking at the South Campus is available in a paid hourly lot behind the building at the corner of 9th and 47th.

Parking Maps



Visitors and Observations

To schedule an observation by an outside provider, please reach out to the Head of School (headofschool@aplschool.org) or your child's Case Manager. They will work with you to coordinate with the outside provider for scheduling. New outside providers will need to be added to your student's Release of Information form and must sign HIPAA paperwork ahead of their visit.

Consent to Transport

No student can be released to a non-guardian without prior written permission from the student's family. A **Consent to Transport form** remains on file for each student, with the names and contact information of adults authorized to drop off and pick up the student throughout the year. Families may add additional adults to this form as the need arises by emailing the Family Manager (registrar@aplschool.org).

In the case of a *single* instance of an adult transporting a student, families **must give permissions in writing prior to the time of pick up**. In the case of an unplanned emergency, the guardian may speak to the Front Desk, Head of School, or Assistant Head of School to grant permission over the phone.

Photo ID will be required for unknown persons with permission to pick up a student.

Mid-Day Pick Up

Families who pick up students in the middle of the school day are asked to notify the Front Desk and their student's Case Manager the morning of, at the latest. Please include what time you expect to arrive (and subsequently drop the student back off, if applicable).

Please call the Front Desk (206-427-0115) and your child will be escorted to the car by a staff member.

Families must also sign the student in/out with the Front Desk over the phone or via email.

Attendance

APL students are expected to be in their classrooms and ready for instruction at 9:00 AM. Please note that arriving on time and receiving instruction with their classmates is an integral part of the students' day; APL asks that families honor this time.

Tardiness

Students arriving at school after 9:05 are considered tardy to school and will be checked in at the Front Desk. Students who arrive to class 5 minutes after the start are also considered tardy to class and will be marked as such by the classroom teacher.

Absences

Absences, (full or partial), should be reported as soon as possible. ***To report an absence, email your student's Case Manager and cc attendance@aplschool.org.*** If circumstances do not permit you to email the school, please call the Front Desk at (206) 427-0115.

Absences and tardiness are recorded daily and become part of the student's permanent APL school record. If APL determines that a student's excessive tardiness or absence has become detrimental to the student's academic/social success at APL, families will be notified and a mutually agreed-upon plan for improvement will be developed.

Students with active Insurance Addenda: If the student is absent from school for any reason resulting in more than ten (10) absences, APL will invoice families directly for each day over the ten-day limit. Families will be invoiced at a daily rate commensurate with the Supplemental Services fee structure provided in the student's Insurance Addendum. Families experiencing absence related to the COVID-19 pandemic will not be penalized.

Student Technology Policy

APL will have computer carts with laptops that are available for student use when technology is needed for class. In order to reduce distractions during the school day, APL now requires that personal technology (computers, tablets, gaming consoles) are left at home unless there is a plan established with the student's support team (SST). Students are allowed to bring their cell phones to school, but it will be the expectation that they are silenced and away during class time.

Gaming Policy

Every video game has been given an ESRB rating score. These ratings inform APL's decisions about helping students consume and participate in appropriate types of media at school.

https://www.esrb.org/ratings/ratings_guide.aspx

The APL school policy around gaming is as follows:

- Gaming is not permitted during class time and should be limited during student breaks/lunch.
- Any games rated E (Everyone) or E 10+ (Everyone aged 10 and up) are allowed at school in classrooms and common areas.
- Any games without an ESRB rating are not permitted at APL in classrooms or common areas.

Students are reminded that APL shares a public space with other schools, families, and neighbors, including very young children. If a game is offensive or frightening, we will ask that the game not be played while on school grounds.

Student Dress Code

APL does not enforce a school uniform policy. Clothing should be simple and appropriate for participation in all types of school activities (art, physical activity, science experiments, outdoor recess, etc.). Students should have warm, water repellent clothing during the fall and winter for recess and field trips.

We encourage our students to keep a seasonally appropriate change of clothes at school. Rain boots, raincoat, and cold-weather clothing should be labeled with the student's name.

If APL deems a student's clothing inappropriate based on appearance or practicality, the student and their families will be notified, and the student will be asked to refrain from wearing said clothing at school. Clothing may be deemed inappropriate due to words or graphics that may be offensive or in violation of or conflict with APL's policy of tolerance and inclusion. Additionally, if students do not wear adequate clothing for the elements, then families will be notified and asked to provide appropriate clothing.

APL students participate in weekly physical education. We ask that students wear comfortable clothes and tennis shoes on these days to best participate in the activities and use hygiene products as necessary, based on their maturity and physical need.

Personal Belongings

In order to prevent the loss of personal items, we ask that families label all student belongings with their name. This includes lunch boxes, water bottles, jackets/coats, headphones, etc. Please keep all toys and extra personal items at home unless permission is specifically granted by the classroom teacher.

Search and Seizure of Student's Personal Belongings

School administrators are authorized to perform searches and seize items that do not belong in school. At no time should staff, other than an administrator, search students, their backpacks, or their personal possessions and seize possessions. If a search takes place or any items are removed from a student's possession, families will be notified and will be required to pick up the item or be notified of its disposal.

Lost and Found

A Lost and Found box is located near the Front Desk at both campuses. Please notify the Front Desk Representative if your student has lost an item. Lost and found items not claimed by the end of the school year will be donated to charity.

Health Policies

Ill-Students

Staying home during illness helps keep APL a healthy, safe place to learn for everyone. If any symptom prevents a student from participating in their school day, their guardian(s) will be contacted and requested to pick them up.

A student must return or remain at home if they have:

- **EYES** – if there is drainage, vision change, and/or redness of the eyelid, itching, pain or sensitivity to light. This may be a sign of "pink eye" (conjunctivitis) and the student should be checked by a health care provider.
- **FEVER** – temperature of 100 degrees Fahrenheit (38 degrees C) or higher. Students need to be fever free for 24 hours before returning to school **WITHOUT** medications to reduce the fever.
- **LICE OR SCABIES** – students must not return to school until they are free of live lice. Students with scabies can be admitted after treatment.
- **EARACHE** (especially accompanied by fever) – before returning to school, students must receive treatment from a medical professional. Untreated ear infections can cause permanent hearing loss.
- **GREENISH NASAL DISCHARGE** – lasting more than one week.
- **DIARRHEA** – 2 or more watery stools in 24 hours, especially if the student acts or looks ill. Students should stay home for 24 hours after the last watery stool.
- **VOMITING** – vomiting 2 or more times in 24 hours. Students should stay home for 24 hours after the last time they vomited.
- **RASH** – bothersome body rash, especially with fever or itching. Some rashes may spread to others and should be checked by a health care provider.
- **INJURY/SURGERY** – if students are unable to concentrate due to pain or pain medication, they should stay home. Please have your health care provider contact APL to help your child safely return to school. Letting the school know in advance of any planned surgery will be helpful.

Sleeping at School

If students are falling asleep at school and are not able to attend classroom instruction, families will be notified, and it will be requested that the student is picked up.

Incident or Injury

In the event of a minor incident or injury:

- Basic First Aid will be administered as needed. APL maintains fully stocked First Aid kits according to the specifications recommended by the American Red Cross.
- Nitrile gloves will be used if any bodily fluids are present. Staff will refer to the student's emergency form and call families, emergency contacts, or healthcare providers as necessary.
- Staff will record the incident on an Incident Report form, which includes the date, time, place, and cause of the incident or injury (if known). If they have not already been contacted, the family will be notified, and a copy of the incident report will be available upon request. Additionally, a copy of the incident report will be placed in the student's file.

Medical Emergencies

In the event of a medical emergency:

- At least one staff member will stay with the student(s) while another staff member immediately calls 911.
- Certified staff will provide First Aid and/or CPR as needed. Nitrile gloves and appropriate precautions will be used if any bodily fluids are present.
- A staff member will contact the family or the child's alternate emergency contact.
- A staff member will stay with the injured/ill student—including during transport to the hospital, if necessary—until a guardian or emergency contact arrives.
- An Incident Report will be completed by the relevant staff member. The family will sign the report and retain one copy. An additional signed copy will be kept in the student's file.

Hospitals used for medical emergencies:

*University of Washington Medical Center
1959 N.E. Pacific
Seattle, WA 98195
206-598-3300*

*Children's Hospital
4800 Sandpoint Way NE
Seattle WA, 98115
206-987-2000*

When possible, APL will respect the hospital preferences selected by families in their school forms.

Medication

A family member may send medication to be administered at APL, provided that:

- An **Authorization for Medication to be Taken at School** form is completed and on file at APL
- The medication to be administered is prescribed by a licensed physician
- The medicine is in its original container, along with the prescribed label containing the student's name and dosage instructions
- Any medicine (including over the counter items like skin creams, eye drops, etc.) is turned over to the Front Desk by a guardian
- The family agrees that they will not use the student's lunch box, backpack, or other belongings to store drugs or other medication
- The student can cooperate with the APL staff member during the administration of the medicine

Asthma and Allergic Reactions

If a student suffers from any allergies, it is imperative that APL's administration and the student's Classroom Teacher (Lower School) or Advisory Teacher (Upper School) be notified in writing. Families must provide written notification of the allergy or condition, as well as copies of any subsequent treatment plans as soon as they become aware of it.

APL cannot be responsible for fully safeguarding a student against known or unknown allergens. However, staff can and will take the necessary precautions if given appropriate notification and protocols to follow.

In case of an emergency, an individual care plan and protocol will be followed.

Communicable Disease Reporting

Families must notify APL of any contagious disease or serious illness in the family. Similarly, APL shall email all family members in the case of their students' known exposure to any contagious disease. Many members of our community are immunocompromised, which makes reporting diseases pivotal. Examples of communicable diseases that need to be reported include, but are not limited to strep throat, MRSA, COVID-19, and the flu.

In the case of a student contracting a communicable disease, APL will notify every family in that student's class, while maintaining anonymity. We will follow DOH guidelines for cleaning classrooms and shared spaces as quickly as possible, and will keep families updated on any closures, required testing, or potential adjustments.

Immunizations

As required by law, all students must be immunized, request exemption, or file for Conditional Status in order to maintain enrollment at APL. Immunization, exemption, or Conditional Status forms must be turned in to APL or appropriately updated by the first day of school in order to attend.

Per Washington state law, Conditional Status, or a deferment in immunizations, can only be claimed if a Conditional Status form is submitted. Not completing a form and/or notifying APL without a completed form will not permit your child access to the school.

Disaster Preparedness & Emergency Closure Policies

APL follows the disaster preparedness policies set forth by both our UHeights and Roosevelt campuses.. A copy of these policies is displayed, along with evacuation plans and routes, in every classroom. If your student has daily or life-saving medication that is not already stored at school, please reach out to our Front Desk and arrange to store a 72-hour supply on-site for emergencies.

In case of emergency or disaster, families will be updated as soon as possible via emergency notification messaging. Follow-up calls will be made on an individual basis.

Emergency Closures

Student and staff safety is APL's first priority. We will adhere to the closure/delay announcements for the Seattle Public School District and will additionally follow the safety recommendations of the University Heights Community Center. Please refer to your local news station, the Seattle Public Schools website (seattleschools.org), and the Seattle Public Schools twitter (twitter.com/seapubschools), for decisions regarding school delays and closures. **APL reserves the right to add February 2, June 22, June 24, and June 25 into the school year as needed to ensure a full school year of 180 days.**

Because APL students travel from a wide geographical area, families may wish to adhere to their local area weather warnings/school closures if Seattle Public School District and APL remain open. In such a case, please email your student's Classroom Teacher or Advisory Teacher AND the Attendance Email (attendance@aplschool.org) in order to notify us that your student will be staying home.

We will make every effort to disseminate information regarding closures and delays in a timely manner. Information will be delivered via email to the family email address(es) and phone numbers on record in Alma SIS.

Academic Policies

Grade Scales

The Lower School will observe a mastery-based grading system populated in the Alma gradebook. Middle School and High School students will follow the APL grade scale below:

Class Grade	Letter Grade	Standard G.P.A. Conversion
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
66-69	D+	1.3
60-65	D	1.0
59 and below	F	0

The Alma grade book is an official record of student progress for the year. Please be sure to frequently (weekly) update records. Gradebooks should include the following:

- grades kept by activity/assessment
- Standards associated with each assessment/activity/assignment
- an identifying label and date for each graded entry

a minimum of nine grades per subject per marking period

Incomplete Grades

Students who have incomplete grades at the end of the semester will be given “INC” on the report card. This grade will be changed by the Registrar in Alma after a grade is received from the teacher. Incomplete grades require prior administrative approval.

Grade Category/Weights

Grade book categories and weights should be standard across the school. However, it is recognized that differences exist among teachers what is expected of students to demonstrate content mastery. The following are considered guidelines for teacher grade books:

1. Each [upper school] teacher should have a minimum of nine assignments per grading period.
2. Each teacher should have at least two summative assessments for each grading period.
3. Summative assessments should cover multiple levels of Bloom’s Taxonomy.
4. Grade weights per marking periods
 - Summative assessments: at least 30%; but no more than 60% of the grade
 - Summative assessments: include: exams, essays, tests, projects, long-term assignments
 - Formative assessments: no more than 30% of the grade

- Formative assessments include: class activities, exit tickets, quizzes, short-term assignments
 - Homework: no more than 10% of the grade
 - Class Participation: no more than 10% of the grade (if used)
5. Final grade calculation will be cumulative across the semester with progress reports issued at the end of the 1st and 3rd quarters.

Mastery Based Grading

Mastery grading is an approach to student assessment in which student work is graded directly on whether it demonstrates mastery of a clear list of objectives/skills or standards. Rather than using points or partial credit, final grades are based on the degree of mastery each student has demonstrated of the objectives by the end of the course. Students typically have (or can earn) multiple opportunities to demonstrate mastery of each objective. Mastery grading puts emphasis on learning, provides clarity for students, and encourages perseverance and growth mindset.

APL teachers are encouraged to use the mastery-based grading system within Alma gradebooks and design their classes, syllabi, and curriculum to support student mastery and differentiation

Differentiation

Differentiation is fundamental in providing students at APL with opportunities for success. At its most basic level, differentiation consists of the efforts of teachers to respond to variance among students in the classroom. Whenever a teacher reaches out to an individual or small group to vary their teaching in order to create the best learning experience possible, that teacher is differentiating instruction. Teachers can differentiate at least four classroom elements based on student readiness, interest, or learning profile:

- Content – what the student needs to learn or how the student will get access to the information;
- Process – activities in which the student engages in order to make sense of or master the content;
- Products – culminating projects that ask the student to rehearse, apply, and extend what they have learned in a unit; and

Learning environment – the way the classroom works and feels.

Homework Policy

As APL serves a diverse population of individuals, we acknowledge that homework is not appropriate for every student. However, if deemed appropriate for the student, APL teachers may assign homework throughout the school year, in order to foster an extension of skills learned in the classroom, as well as to cultivate a personal sense of responsibility and independence. Additionally, classroom learning activities that are not completed in the allotted class time may be taken home and treated as homework and submitted the following day. The learning, time-management, and organizational skills necessary for successful completion of any homework assignment will be taught and practiced in class prior to the

assignment, and completion of homework assignments will be coordinated between teachers, families, and the student. Families should coordinate with the Classroom Teacher or Advisory Teacher about homework questions or concerns.

Student Records and Transcripts

A file for each student is maintained in a locked cabinet at APL, in addition to digital records maintained on the school server. As students graduate or transfer, staff prepare a transfer packet for each student. A copy is given to families and will also be provided to the student's new school on receipt of a records request.

Official High School transcripts can be obtained either by a records request from a student's new school, or by contacting the Registrar (registrar@aplschool.org).

The Roots Clinic at APL manages student clinical records in accordance with HIPAA regulations. More information about HIPAA can be found at <http://www.hhs.gov/hipaa>.

Progress Reports / Family Conferences

Full academic progress reports will be provided at the end of each quarter for all APL students, and Upper School students receive final grades in Semester 1 and Semester 2. Fall and spring conferences are generally 20 minutes in length and will be scheduled between the families and APL Classroom Teachers. Families will receive information on how to sign up as conference dates approach. Families may also request a conference with APL Classroom Teachers anytime throughout the school year. Families wishing to have a longer conference meeting that includes the clinical team are invited to schedule separately with their student's team.

Field Trips

APL's staff strive to provide educational enrichment activities throughout the year to enhance the learning experience for all students. APL staff and students will typically participate in an off-campus field trip approximately once per month. Announcements about field trips will be made by classroom staff.

As needed, the classroom Head Teacher will coordinate student/staff transportation with specific families and designate additional chaperones when appropriate.

While APL keeps a blanket field trip permission slip on file, some trips require additional permissions and waivers. Students who have not returned forms by the day of the trip will not be permitted to attend.

Student Discipline Policies

Collaborative Problem Solving and Restorative Justice

APL strives to teach agency and respectful communication within a given student's individual language and communication ability. Teachers and staff work to collaboratively solve problem with students and provide immediate assistance for students who may be having a difficult time. All students and staff are expected to treat each other with respect and tolerance, both physically and verbally.

APL's response to community harm is situated within the restorative justice framework. When student actions create harm in the APL community, we strive to bring them in, as opposed to pushing them out, to address and repair the harm caused. If warranted, guardians will be asked to join harm reduction and re-entry meetings.

Disciplinary Procedures

APL's formal disciplinary procedures may be observed as a result of the following behaviors:

- Destruction of building property
- Destruction of APL property
- Self-harm
- Bullying
- Aggression towards staff
- Aggression towards other students
- Verbal abuse, i.e. language described as swearing, threatening, and/or culturally disrespectful

Disciplinary procedures are not to be confused with individual behavior plans that may be in place for certain students, as well as crisis prevention, de-escalation, and management strategies that may occur as part of supportive interventions for students engaging in challenging behaviors as a presentation of a disability.

Disciplinary procedures occur specifically in situations where students have engaged in the above behaviors as a direct violation of school rules. Disciplinary procedures may include removal from the classroom and/or peer environment and a meeting with the Assistant Head of School and Head of School. Guardians will be notified, and a family meeting may occur if additional resolution and follow-up steps are needed.

Documentation of the incident will be available and stored in APL records. Depending on the severity and repetition of school rule violations, dismissal from the school day, short-term suspension, and expulsion may be considered as a consequence. These types of procedures would only occur after there

has been at least one meeting with the family and other measures to address the repeated or sustained behavior have already been tried and documented with unsuccessful results.

Please note that APL has a zero-tolerance policy for illegal behavior of any kind. Absolutely no weapons, sexually explicit materials, or controlled substances of any kind are allowed on school grounds (with the exception of properly prescribed medications, which are to remain in the administration office at all times in accordance with the medication administration policy).

Harassment, Intimidation, Bullying (HIB) Policy

Our school provides a safe and secure learning environment that is free from **harassment, intimidation or bullying (HIB)**. Students who have been the targets of HIB may need special protection to ensure their emotional and physical safety is secure during investigations and/or after sanctions have been imposed on aggressor students. In such a case, a **Student Safety Plan** will be created and implemented by APL administration and staff to support the targeted student.

“Harassment, intimidation, or bullying” means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property, or
- Has the effect of substantially interfering with a student’s education, or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or
- Has the effect of substantially disrupting the orderly operation of the school.

Within that definition:

Bullying – Negative actions which are intentional, targeted, repeated, negative, show a lack of empathy, and/or a power imbalance.

Reporting – Students who believe they have experienced discrimination, harassment, intimidation, or bullying, may file a complaint directly with any school staff member. If the reporter does not wish to identify themselves, complaints may be filed anonymously. An anonymous drop off box is located in front of the Counseling Offices.

Sexual Harassment Policy

Sexual Assault is any unwanted, non-consensual sexual contact against any individual by force, (against a person's will), or when a person cannot give consent, (under the age of consent, intoxicated, developmentally disabled, mentally/physically unable to consent, etc.).

Sexual Harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment

This conduct may take many forms, including:

- Making unwelcome, offensive, or inappropriate sexually suggestive comments
- Gestures or jokes
- Standing too close
- Inappropriate touching
- Cornering, or stalking a person
- Displaying offensive or inappropriate sexual media on school property

Sexual assault and harassment will not be tolerated among students, employees, or between employees and students. APL treats any incidence of sexual assault and sexual harassment very seriously and any incident may result in suspension, expulsion, or a requirement for professional assessment.

Investigations and Consequences for Prohibited Behaviors

APL is a nondiscriminatory environment and will provide remedies when instances of discrimination occur. If a student, staff, or school visitor is accused of engaging in prohibited behavior or retaliation, APL Administration investigate. If a violation is found, disciplinary action will be administered in accordance with APL student discipline policies.

Family Policies

APL Communication With Families

Case Managers are the main point of contact for your child at APL. Each student is assigned a Case Manager who is either one of their classroom co-teachers, a Special Education teacher, or a school counselor; depending on age and grade. Case Managers will reach out to each family to coordinate three quarterly conferences with their student's support team (SST) as well as be a main contact for other staff at APL and a liaison to the family. The Case Manager will work to build a relationship with your family and your child to best support them over the course of the school year. Additionally, families should expect to receive regular updates from their child's teachers and any clinicians who support them at APL.

APL uses Alma SIS to send out weekly school-wide announcements to families and our leadership team will send quarterly and monthly newsletters as well.

Field Trip Chaperones

Chaperones are an extension of the APL staff and are responsible for upholding all rules and responsibilities entrusted to them. Chaperones must be aware and alert, as well as professional and appropriate, always throughout the field trip or event. APL administrators reserve the right to request the help of only those volunteers who abide by the above rules and guidelines.

Fundraising and Volunteering Tasks

The school community benefits immensely from fundraising and volunteer tasks throughout the year, coordinated by the Operations Director, Fundraising Manager, the guardians of all students, the Head of School, Assistant Head of School, and the Clinic Director.

As per the enrollment contract, families acknowledge that they are requested to contribute, to the best of their ability, to the Annual Fund and to participate in school fundraising activities throughout the school year. Families should refer to the enrollment contract for specific requirements regarding fundraising responsibilities.

Family Vacations

While APL recognizes that families may have children attending multiple schools with different breaks, missing school may have a detrimental effect on a student's academic and/or social success at APL. We strongly request that families schedule trips during school breaks. The APL classroom curriculum is rigorous and interconnected and extended or repeated absences are likely to put the student at a disadvantage upon their return.

Student Lunch

APL asks that families provide a snack and a lunch for their child(ren) daily. Please be sure to send perishable food with an appropriate icepack/lunchbox/insulated bag. We also ask that families **provide necessary eating utensils for their child(ren)**.

We additionally ask that families provide their child(ren) with a reusable water bottle for regular hydration.

APL has partnered with Lovely Lunches, a local provider of hot lunches to students at independent schools. If you would like to order lunches for your child through Lovely Lunches:

1. **Go To:** [HTTPS://TOOTASTY.BOONLI.COM](https://tootasty.boonli.com) - please bookmark this page
2. **Click on Register: Password is: APL43** add account, profile(s) information
3. **Sign In** with your username & password
4. **To begin ordering click on the calendar date**

If your child arrives to school without a lunch, APL will first reach out to guardians to bring a lunch for the student. If this cannot be arranged, APL will provide a lunch for the student and seek reimbursement from the family. **Please ensure that any food allergies are on record with the office.**

Family Conduct

APL reserves the right to ask a family to leave the program if:

- A parent/guardian demands special services that are not provided to other children's families and that cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program).
- A parent/guardian is physically or verbally abusive to staff, children, or anyone else at the program, including any communications they may have been posted on any social media sites.

Birthdays, Religious and Cultural Celebrations

Birthdays are celebrated regularly at APL. For home parties, we ask that families do their best to consider hurt feelings. In keeping with the APL mission of inclusion, we strongly suggest that families try to include as many students as possible when arranging parties.

APL observes a policy of addressing religions or personal belief systems in a neutral manner. While the curriculum may address various religions in a cultural context, APL does not advocate any one belief system or religion. In accordance with our mission statement of providing an inclusive environment, APL strives to help students appreciate the beliefs of others, while simultaneously allowing them to hold to their own important traditions.

Tuition and Enrollment

At APL, we believe our tuition and fees are an investment in your child's education. Regular payment of parental financial obligations, and timely completion of re-enrollment contracts, are crucial to maintaining operations. Tuition and fees are approved annually by our Board of Trustees. The following policies are in effect for tuition and fees:

Enrollment Contracts

Enrollment contracts for the following school year are sent out each January. Families must return the signed contracts within the timeline provided to ensure placement at APL for the next school year. Families must also submit a non-refundable deposit, (varying based on student's grade), with their contract.

Placement at APL is contingent on returning enrollment contracts and fees by the deadline established by APL staff, unless alternative arrangements are made with the Head of School in writing.

Payment of Tuition and Fees

Tuition and supplemental services fees are due by the end of the business day on the first of the month from August-May in the monthly amounts listed in each student's contract. Tuition can be paid via direct withdrawal, or via check. An ACH form authorizing direct withdrawals, or a check payment, must be submitted to the Finance Director by the first day of school.

If you wish to set up an alternative pay schedule or sign up for ACH, contact APL's Finance Director.

Additional fees, including insurance payments (deductible, co-pays, and co-insurance), are invoiced for families as the fees occur. Fees are due upon receipt of the invoice, unless alternative arrangements are made in writing with the Finance Director.

Thanks & Welcome

Thank you to all our families taking the time to read the handbook. We're so excited to have you here, and we're looking forward to the new school year! We hope this guide has answered some of your questions and been a resource in helping you plan your school year. If you have any questions about the handbook, please feel free to reach out to the Assistant Head of School or Head of School. We are always excited to talk about APL!

