



Leadership • Scholarship • Service

2020-2021 eLearning Parent/Student Resource Guide

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Our Vision

Leadership Preparatory Academy opened its doors in August 2010, with the vision of becoming the highest performing charter school in the nation that produces well-rounded leaders for the 21st century.

Our Mission

Leadership Preparatory Academy will develop scholars through a rigorous academic program that engages all stakeholders to maximize our students' potential to lead in the 21st century

Our Creed

I am a proud believer and achiever of Leadership Preparatory Academy. I will follow the rules, respect others, and myself. I will obey my teacher, parents, and administration. I will strive for excellence and I will be the leader of today and tomorrow.

Our Core Values

Courage

Excellence

Integrity

Respect

Responsibility

Attendance Policy

Absences

Students are expected to log into their homeroom teacher's Google Classroom at the scheduled time to begin the instructional day. Students are required to be in attendance on Mondays, Tuesdays, Thursdays and Fridays of each week. Students who are absent from eLearning should submit an email or a scanned note from a healthcare professional, on the day of their return explaining why he/she was absent from school. The note and/or email should be submitted to the homeroom teacher. The homeroom teacher will submit the written note to the designated administrator of attendance.

All absences without a note will be coded as an unexcused absence. Irregular school attendance hinders the student's progress and decreases the satisfaction of full participation in school experiences. This policy will be strictly enforced as we follow state guidelines for truancy. Excessive truancy and absences will constitute withdrawal.

If absent for up to 3 days, a doctor's notice will be required. For specific information referring to unexcused absences and/or truancy see DeKalb County School District's Code of Conduct Handbook.

Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

- Illness of Student/Illness of immediate family member
- Death in the family
- Required court appearance or subpoena by law enforcement agency
- Special Event (public functions, competitions, exceptional cases of family need)
- Scheduled medical or dental appointments
- Students who have, or are suspected of having communicable diseases
- Religious holidays of the student's own faith

Early Dismissal

A parent wishing to check his/her child out of eLearning prior to the completion of the school day should submit that request by email prior to the day of early dismissal. The early dismissal reason should be listed in the email in order for the student to have the opportunity to make up any missed assignments. If at all possible, please schedule appointments on Wednesdays to ensure that your child will not miss any of the live lessons that occur during the rest of the week.

Birthday Celebrations

Birthdays will be celebrated on the last day of each month during the Morning Meeting. Students names will also be listed on the website. Students who are born in July will have their recognition in August, and students born in June will have their recognition in May.

Cafeteria

LPA participates in the National School Lunch Program. Free and reduced lunch applications are available online. Students qualifying for free or reduced meals will receive free milk at breakfast and lunch. Parents must apply for this benefit yearly. Please note that applications take 14 business days to process. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly.

We will provide information to parents who may be able to participate in DeKalb County's meal distribution program. Check our website for updates.

Cafeteria Payments

Full Breakfast Price - \$1.50

Reduced Breakfast Price - \$.30

Full Lunch Price - \$3.50

Reduced Lunch Price - \$.40

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online here: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) Mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Character/Citizenship

Students are expected to demonstrate superior character and citizenship in the eLearning environment. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Follow the golden rule: Do unto others, as you would have them do unto you. Lend a helping hand whenever possible, always make good choices and act responsibly.

Student of the Month

Each month students have the opportunity to become a Student of the Month. Students must demonstrate the following qualities:

- They make good choices when reacting to or handling a problem.
- They are in control of themselves at all times including a special area classes, lunch recess and before /after school care.
- They show concern for other people, for their own personal property and for school property.
- They accept both negative and positive consequences and act responsibly.
- They log into eLearning on time.
- They turn home learning in complete and on time.
- They have no detentions, suspensions, etc.

Students will be nominated by their classroom teachers who will also take into account behavior in special classes, lunch, and recess. Students will be recognized on the school's website.

Clinic

Leadership Preparatory Academy will be unable to provide medical care through its clinic virtually. Our annual immunization audit will occur, and parents will be notified by phone and/or email with directions on how to submit updated documents. Further, vision and hearing screenings will resume once school is back in face- to- face sessions.

Communication

The Leadership Preparatory Academy's website is the primary source of information and offers the most up-to-date news about LPA. The site provides daily updates, and critical information to the LPA community,

Curriculum – Georgia Standards of Excellence

The Georgia Standards of Excellence (GSE) provide a consistent framework to prepare students for success in college and/or the 21st century workplace.

Reading

With an emphasis on good, quality literature, the reading program is designed to develop a life-long love of reading. Each grade level teaches reading skills such as word study, vocabulary, comprehension, critical thinking, and other higher-level reading strategies.

English

Our curriculum emphasizes correct usage of the English language in both written and spoken grammar. It encourages improvement of listening skills and helps students form connections with other areas of learning as they develop life-long skills. Additional writing resources are implemented in fourth and fifth grades to reinforce structure and style in written compositions across other critical subject areas.

Spelling, Phonics, and Handwriting

Although these skills are often integrated into other subject areas, specific instruction of each is provided to strengthen performance and to facilitate future learning.

Leadership Studies

The content is designed in a way that builds the student's appreciation of the world around him, beginning with family, neighborhood, and school then expanding to communities and regions of the United States. There is an emphasis throughout the curriculum on history, geography, economics, humanities, and citizenship.

Mathematics

Students in Kindergarten through Eighth grade make use of the latest available technology, individual manipulative kits, and a wide assortment of learning materials during daily instruction. The curriculum emphasizes problem solving and critical thinking strategies as well as mastery of number facts and operations. It also prepares them for lifetime application of higher math skills.

Science

The science instructors will utilize various videos, live demonstrations, etc., to assist students in developing basic science concepts and processes through virtual learning. The technology-enhanced curriculum covers topics that include physical science, earth science, and life science.

Google Suite

Leadership Preparatory Academy utilizes Google for Education in order to deliver online instruction. Here is a brief description of the tools:

- **Google Meet** provides a safe and secure way for teachers to host video sessions with a group of students in real time.
- **Google Chat** allows teachers to chat with individual students, groups of students, or create a room to communicate with their class.
- **Google Classroom** allows teachers to create a discussion board for their classes, distribute assignments, and give real-time feedback to students.
- **Google Live Stream** provides teachers the option to record or broadcast a one-way video to their students.

Zoom

Zoom is utilized for meetings and webinars with parents, i.e. Parent University, Town Halls, End of Year Awards Day, etc. In the event that the Google Video is unavailable, teachers will have access to Zoom to facilitate live lessons.

Discipline

Leadership Preparatory Academy is committed to providing the best possible education for children who attend its school. This commitment requires not only rigorous courses, highly-qualified teachers, and well-equipped facilities, but also a safe, positive environment for our students, staff, parents, stakeholders, and community partners.

The LPA Governance Board expects all students to adhere to strict standards of acceptable behavior to foster learning. The DeKalb County Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook identifies the rules of student behavior applicable to students at Leadership Preparatory Academy and the procedures for imposing discipline on students who violate these rules. When discipline must be administered, the Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook ensures that it is fair and serves the best interests of all students at Leadership Preparatory Academy. In general, discipline is designed to correct a student's misconduct and encourages the student to be a responsible citizen of the school community. This is especially important in the virtual environment. Students who violate one of the school rules will be referred to the Dean of Students for disciplinary action.

Disciplinary actions will be administered based on the discretion of the handling administrator in proportion but not limited to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, substantial injuries and other relevant factors. In considering the nature or severity of the behavioral scenario, the disciplinary process may include student support services provided by the District and other public entities or community organizations.

The Governance Board prefers to reassign disruptive students to alternative educational settings rather than suspend or expel such students from school, as authorized by Georgia law. Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior.

The Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance. Parents, educators, and community members are urged to communicate concerns about student behavior or the student discipline process to the school principal or the Department of Safe Schools and Student Relations.

Dress Code

A higher standard of dress encourages greater respect for individuals, students and others, and result in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. Leadership Preparatory Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student logs into Google classroom without the proper uniform, they will be asked to change into the appropriate uniform. Students should not wear pajamas, white t-shirts and/or non-uniform items to online classes. Students will receive a warning the first time they are not dressed appropriately and will be given the opportunity to correct their clothing. Additional dress code violations will be referred to the Dean of Students.

Hair and Make-Up

Hair must be neat and clean with no “unnatural” colors, i.e., fluorescent, bright green, blue, pink, Mohawks and faux hawks, spikes, head symbol shavings, etc. **No hats, hoodies, headbands, scarves, or bandanas may be worn.**

Shoes

In the eLearning environment, we are encouraging students to wear closed shoes at all times.

Socks

In the eLearning environment, we are encouraging students to wear socks daily.

Tops and Bottoms

All shirts must be tucked in and purchased with the school's logo from the approved vendor. These shirts must be worn every day to school (with the exception of Dress-Down Days). All pants must be uniform styles. **NO CARGO PANTS OR SHORTS WILL BE ALLOWED.** If students do not have a logo school shirt, a white polo shirt will be acceptable.

Elementary – White polo shirts or button down oxford shirts (with the school's logo); Khaki slacks, skirts, skorts; Navy blue blazer (with the school's logo); Navy blue neck tie (boys) Navy blue cross tie(girls)

Middle - White polo shirts or button down oxford shirts (with the school's logo); Navy Blue slacks, skirts, skorts; Navy blue blazer (with the school's logo); Navy blue bow tie (boys) Navy blue cross tic(girls).

Belts

We encourage students to wear a belt with any article of clothing as belt loops are essential. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts must be plain khaki, brown, black or navy (not white or bright-colored). Belts cannot have dangling items, large buckles, or logo/written items.

Jewelry

Boys and girls may not wear body piercing other than earrings in the ear lobe. One earring per ear may be worn. Either a stud or a tiny hoop earring can be worn for safety purposes. (Tiny hoops can be no larger than an adult pinky finger.) Limited jewelry can be worn such as a watch, small bracelet, and thin necklace/chain. Necklace/chain should be worn inside of school uniform, NOT on top for safety purposes. Bracelets need to be limited to one per wrist to eliminate unnecessary noise and distractions.

Failure to adhere to the dress code

Level I – Verbal Warning and student will be allowed to change clothes

Level II – Uniform Violation Referral to Dean of Student

Level III- Uniform Violation Referral to Chief Academic Officer

eLearning Student Expectations

As a scholar at Leadership Preparatory Academy, we expect that:

- You are ready for school by actively participant in live lessons;
- You have a comfortable, quiet space where you can work effectively and successfully;
- You are dressed in your school uniform each day;
- You will complete all assignments with integrity and academic honesty;
- You will work collaboratively with your classmates in meeting rooms;
- You will follow the citizenship rules when you are online;
- You will ask questions when you don't understand what to do.

eLearning Parent Expectations

As the parent of a Leadership Preparatory Academy scholar, we expect that:

- You will establish clear routines and expectations;
- You will locate a comfortable, quiet place for learning in your home;
- You will monitor the school's website for important updates;

- You will notify the school of any technical online issues through the Help Desk;
- You will notify the school if there are any concerns about a student's social and emotional well being
- You will notify your child's homeroom teacher, if they are too ill to participate in school before classes beg
- You will notify your child's homeroom teacher, if they become ill during the eLearning day.

Equity of Resources

Leadership Preparatory Academy is committed to ensuring that all of our scholars receive a high quality educational experience through the eLearning platform. Our goal is to provide technology resources, learning materials, consumable materials and other resources to the greatest extent possible.

Family Rights and Privacy Act

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

Field Trips

Teachers will be planning virtual field trips during the eLearning environment. These trips will be at no cost to families. LPA will pay the cost, if any, for any field trip that teachers plan during eLearning.

Grading in eLearning

Grades serve as an important tool for communicating how well your scholar is mastering grade level standards. Teachers will provide grades to students based on the work completed. Students must upload their assignments according to the teacher's directions in order to receive credit for that assignment. Teachers will provide feedback on the assigned learning activity, and that grade will be entered into the gradebook. Teachers will post two grades per week, no later than Sunday evening at 6:00 pm.

Grades will be determined based on how your scholar perform on teacher graded and computer scored activities. Graded activities may include: online or paper based activity sheets, quizzes, exams, threaded discussions, essays, projects, presentations, and weekly constructed responses.

Grievance Procedure

Student or parent complaints/or concerns can be addressed by phone call or a conference with the teacher. For those complaints and concerns that cannot be resolved with the teacher, the Governance Board has adopted a standard complaint resolution policy.

The student or parent should first discuss and file a Level One complaint with the **Chief Academic Officer/Chief Learning Officer, Dr. Williams** at lpamiddle@gmail.com. Forms are available on the website. However, it is our sincere desire that all complaints can be solved promptly, at the lowest level possible, and with an equitable resolution. LPA is governed by its own Governance Board; therefore, your first point of contact to resolve issues is Leadership Preparatory Academy.

Home Learning Policy

The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

Teachers use the following time schedule as a guide when assigning home learning:

Home Learning -

Grade K - 10 Minutes
Grade 1 - 20 Minutes
Grade 2 - 20 Minutes
Grade 3 - 30 Minutes
Grade 4 - 45 Minutes
Grade 5 - 45 Minutes
Grade 6-8 - 60 Minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. Students will be assigned home learning assignments during eLearning. These assignments will be assigned by the teacher and may not occur each day. Some home learning assignments may take less time or may take slightly more time on any given day. A child who does not complete class work during live sessions may have to complete class work in addition to home learning. Wednesdays have been reserved for students to complete any missed assignments, to complete projects, and to participate in small group instruction (if warranted).

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to submit home learning, he/she should complete it for the following day.

Teachers keep daily records of home learning assignments which are used in determining quarterly grades. If a child fails to complete home learning, there may be consequences in the classroom. Refer to the teacher's syllabus for specific guidelines on home learning.

Honor/Awards Criteria

Honor Roll and other awards are presented to students quarterly and annually. Students will be recognized at the end of each 4.5 weeks with recognition on the website. Grades earned prior to the last 2 weeks of school will be used to determine the awards that students will received during our Honor's Gala and End of Year Awards Day.

Internet Safety

As part of our digital resource toolkit, LPA has partnered with Gaggle to provide a safe digital environment for students to learn. Gaggle will play a vital role in promoting digital citizenship while monitoring potentially harmful content, messages, documents, images, etc.

Internet Service Provider Reimbursement

Leadership Preparatory Academy provides a partial reimbursement to qualifying families for their internet expenses at the end of the school year (\$10.00 per month enrolled or up to \$100 per family). In order to qualify, a family must finish the entire school year and have been approved for free/reduced lunch. The Reimbursement application will be online during the month of May. Checks will be mailed directly to the families of record from the address listed in Infinite Campus.

Parent/Teacher Conference

A parent/teacher conference is an opportunity for parents to meet one-on-one with a teacher to discuss the status of their child's academic, social and emotional progress.

Leadership Preparatory Academy conferences are led by students as part of our Leadership Curriculum. Parents should refer to the school calendar for the annual parent conference dates including evening parent conferences. Conferences are scheduled online through MyConferenceTime.com. **All conferences will occur virtually through Zoom. Please wait for confirmation from your child's grade level before attempting to schedule a conference.**

We encourage you to ask for a conference:

- When you want to share information about your child.
- When you are concerned or want information about your child's academic performance.
- When there are family concerns that affect your child's progress.

In preparation for the conference, make a list of points to ask, share or discuss with the teacher, such as:

- Your child's hobbies, talents, study habits and any sensitive topics that can help the teacher know and understand your child.
- An outline of topics to be covered in the course, grade, and/or subject area(s).
- Ways you can work with the teacher(s) to help your child be more successful.
- How your child is performing – test scores, homework grades, behavior in class.

If your child is having difficulty and you have been contacted by your child's teacher, please schedule a conference as soon as possible. Please do not wait until it is too late to address the concern. A timely conference is the best way to ensure your child's success in school. After the conference, we encourage you to talk with your child about the results and make a follow-up contact with your child's teacher.

Measures of Academic Progress

MAP is an online assessment that is aligned to the Common Core Standards. These computerized tests are adaptive in Reading, Language Usage, Science and Mathematics. When taking a MAP test, the difficulty of each question is based on how well a student answers all of the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. In an optimal test, a student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student's achievement level. The tests are not timed, but it usually takes about one hour to complete each MAP test. MAP for Primary Grades tests take from 20 to 30 minutes to complete.

MAP tests are used to measure each student's progress or growth in school. MAP tests are important to teachers because they keep track of progress and growth in basic skills. The test scores let teachers know where a student's strengths are OR if assistance is needed in any specific areas. We are currently working with our partner at NWEA, to develop a plan to administer the MAP assessment from student's remote school environment. Additional information on when and how this test will be administered, will be sent in a separate document. The results of the MAP assessment data will be used for the purpose of informing the immediate instructional needs of students.

Parent Volunteer Hours

We are waiving volunteer hour requirements for the 2020-2021 school year.

Response to Intervention

Teachers are expected to utilize the Multi-Tiered System of Support and the problem solving process to ensure success of all students. The Multi-Tiered System of Support is based on defining the problem, analyzing the data to determine why the problem is occurring, developing and implementing a plan driven by results of the problem analysis; and measuring the responsiveness to determine appropriate next steps. The online teacher should provide differentiated support to address the needs of each student. For additional information: <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Documents/GaMTSS/MTSSDefinition.pdf>

Scholar's Daily Schedule

To ensure a successful eLearning experience for your scholar, be sure to create a space for them to report to each day. Their work space should include the learning resource materials from school, school supplies and an electronic device. Scholars should be in a space free of distractions. Each grade level will have a preferred schedule that will be shared during Meet the Teacher. Our scholars will be engaged in each content area daily accompanied with activities to reinforce the skill. Here is a **sample 3rd Grade** eLearning schedule:

Time	Activity
8:00 am – 8:50 am	Get Ready for School Breakfast
9:00 am – 10:20 am	Reading/ELA (Log into Google classroom)
10:30 am	#wsh
10:45 am- 11:15 am	Science (Log into Google Classroom) Restroom Break
11:30 am – 12:00 noon	LUNCH
12:00 noon – 12:15 pm	Recess
12:15 pm – 12:45 pm	Independent Activities #wsh
12:45 pm – 1:45 pm	Mathematics (Log into Google Classroom) Restroom Break
2:00 pm	Connections Class
2:30 pm	#wsh
2:40 pm	Social Studies (Log into Google Classroom)
3:30	End of Day

#WSH(wash your hands)

School Closure

Severe Weather

The safety of all children is our first concern when deciding if school must be opened later, closed or closed early because of weather conditions. Here are some important points to remember:

- The decision to close school will be made no later than 5:30 a.m. If possible, the decision will be made the evening before.
- LPA has the option of operating with a two-hour delay. Our CLO/CAO will develop a modified schedule that begins two hours later than normal and ends at the regularly scheduled time.
- Tune into area radio and television stations and visit the LPA website for the announcement.
- Do not call LPA or the news media. Generally, LPA will be affected by the decision made by the DeKalb County School System.
- If no announcement is made, then school will operate on a normal schedule.

Weather conditions sometimes worsen during the day after children may have begun working in an eLearning session. If early dismissal of schools is necessary, parent will receive a text message through Infinite Campus. Parents should also check the school's website regularly.

School Hours (This is subject to change)

Instructional Time:

Kindergarten - 9:00 am - 2:00 pm

1st -4th Grade - 9:00 am - 3:00 pm

5th -8th Grade -9:30 am - 3:30 pm

Social/Emotional Needs

Leadership Preparatory Academy will continue to provide students the opportunity to build and practice social and emotional learning, especially for students who may feel distress, anxiety, and fear. Leadership Preparatory Academy will continue to strive to:

- Maintain a sense of community through our Student Town Halls.
- Teach SEL skills across the curriculum.
- Provide information and resources on SEL through our Parent University and our website.

Special Education Services/504 Plan

Leadership Preparatory Academy will, to the greatest extent possible, provide services identified in the student's IEP that has been developed under IDEA. Services provided by the DCSD will begin on August 17, 2020.

The Special Education teachers will co-plan and co-teach with general education teachers as appropriate. During the planning process, the teachers will review the accommodations and supplementary aids that are needed in order to implement the IEP and/or 504.

Standardized Testing

The Georgia Milestone Assessment System is a comprehensive summative assessment program spanning grades 3 through high school. The Milestones measures how well students have learned the knowledge and skills outlined in the content standards in the core content areas of language arts, mathematics, science, and social studies. During the 2019-2020 school year, the Georgia Department of Education applied for a waiver as a result of the pandemic. To date, we do not have any information that we can share about testing. This guide will be updated periodically to reflect any new information on standardized testing.

Student Information System (INFINITE CAMPUS)

All parent will have access to Infinite Campus via any internet computer or smartphone. User names and passwords are available through the online set-up. Parents can get up to date grades, attendance and tardy records. Please check this information site frequently to ensure all information is accurate especially your email address. If you need to make a correction, please email Mrs. Franklin at laurena.franklin.lpa@gmail.com with the information that needs to be corrected.

Tardy Policy

A child is tardy when he/she is not in their classroom by the start time for each class..

Withdrawal from School

A note or email should be sent to the attendance office several days before the intended withdrawal. The note should state the child's last day at LPA, your new address, and the name and address of the new school your child will be attending. You will need to complete an official LPA withdrawal form.

All textbooks and other school issued items must either be returned or paid for completely. All outstanding balances (late fee, lunch fee) must be paid and cleared before withdrawal is complete.

Disclaimer: This eLearning Parent/Student Resource Guide is to be in harmony with the Leadership Preparatory Academy Governance Board Policies and administrative rules. Please be aware that revisions to this resource guide may occur throughout the year. Changes in policy that affect portions of the Handbook will be made available to students and parent via newsletters, web pages, and other communication.