

Student /Parent

# Culture Guide



**Expression Prep**  
Academy

**PO Box 7773 Huntington, WV 25778**

**Email [info@expressionprep.org](mailto:info@expressionprep.org)**

**Phone 304-314-4020**

Our Story	3
Expression Prep Mission Goals	3
Foundational Statement	3
In Loco Parentis	4
Attendance	4
Field Trips	4
Code of Conduct	5
Disciplinary Action	5
Organization	5
Non-Discrimination Policy	5
Tuition and Assistance Program	6
Admission and Tuition	6
Academics	7
Learning Differences and Disabilities	8
School Counselor	8
Technology Requirements	9
Visitors	9
Volunteering	9
School Communication	9
Security	9
School Closings	9
Aftercare	10

## Our Story

Our story, although just beginning, has a solid background. We are birthed from the vision of Expression Church, that was founded in 2013 by Senior Pastor Kevin West. The heart was to create a culture where individuals not only joined in the body of Christ, but that those same people took what God had placed in them to their workplaces, homes, businesses, and their sphere of influence.

The vision of Expression Church is for people to be the expression of Christ in everyday real life. They accomplish that by identifying the gift that is inside of every person, affirming that the gift was designed and given by God, then equipping those to go out into the world that God has called them to and release them to do the work of the ministry.

Expression Prep is a natural extension of Expression Church. We are fulfilling its basic foundational principles. These principles can be found in our mission goals, foundational statements, and throughout the Culture Guide.

### Expression Prep Mission Goals

- Develop in our young people the habits of a scholarly mind as the foundation for a lifelong love of learning
- Foster the courage to live and think as individuals who embrace their responsibilities in the larger world
- Expose every student to the satisfaction that derives from service to others
- Enlarge the educational experience through artistry and athletics
- Provide guidance to our young people to become confident and self-reliant
- Nurture the development of character essential to leading a rich and purposeful life.

### Foundational Statement

- We embrace the historic tenets of Christianity.
- We respect and acknowledge the primacy of the family and church
- We believe that God creates each person to reflect His image as male and female. We believe that the difference in male and female reproductive structures are integral for self-conception as male and female.
- We believe that God has designed marriage as a union of one man and one woman, as husband and wife.

## In Loco Parentis

Expression Prep maintains the principle of “in loco parentis.” This means that Expression Prep exists as a partnership with parents to aid them in fulfilling their obligation to provide instruction to their children. We act as an extension of the family under the assumption that the education of children is the responsibility of the parents rather than the state. Parents delegate their authority to the school to have their children trained at Expression Prep.

## Attendance

Attendance is important for the school to work with the parents in the development of their child. An enrolled student is expected to be present every day the school is in session as indicated in the yearly calendar. However, if the child is ill, please keep your child home until they have recovered. Below are some basic guideline and information.

- The daily hours for K-8 grades are 8:15 a.m.-2:15 p.m. Monday-Thursday. The daily hours for 9-12 grades are 8 a.m.-2:30 p.m. Monday-Thursday and 8 a.m.-12:30 p.m. on Friday.
- Student arrival may begin at 7:30 a.m. and should only be dropped off when faculty and staff are present. Students should be present and in their class by 8 a.m. for 9-12 grades and 8:15 for K-8 grades.
- Parents should contact the school by phone or email [info@expressionprep.org](mailto:info@expressionprep.org) if their child will be absent due to illness. Please provide a note to your child’s teacher when the student returns to school.
- If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing well in advance explaining the circumstances. Faculty may be limited in providing detailed assignments in advance.
- Make up work will be compiled and available for pick up at the end of the school absence. Lower grade students will be guided by their teacher to have a makeup plan. Middle school students will be given a grace period equal to the length of their absence, unless a teacher determines that additional time is appropriate.

## Field Trips

Field trips will also be an important part of Expression Prep. Trips planned for our students by our teachers provide enriching experiences that bring to life many of the lessons from the classroom. Students also benefit tremendously by the interaction with other students as they travel to and from destinations.

- Please note: Siblings are not permitted to attend school field trips.

- Off campus field trips are to provide unique educational experiences and deepening relationships. Therefore, the use of electronic devices for entertainment is prohibited unless an administrator gives specific permission to parents or students. Teachers and chaperones may give permission for phone calls and camera use.
- Our bus will be used for most field trips. In the case that parents are needed to provide transportation, the vehicle must be equipped with seat belts for each person in the vehicle. The teacher will determine seating assignments.

### Code of Conduct

At Expression Prep the student should demonstrate an eagerness for learning and should refrain from activities that distract classmates from their work. Students should practice self-control in thought, words, and deed. Students should be open to instruction and correction, not being defensive, and producing work to the best of their ability.

Expression Prep students should treat others like family, building one another up and celebrating their success. We should be courageous when facing difficulty, taking appropriate risks. Students should always maintain appropriate decorum and be honest with teachers, classmates, and themselves.

### Disciplinary Action

Faculty members are expected to maintain classroom discipline, and any disciplinary action will generally be handled by the classroom teacher. Discipline is seen as instructional opportunities, and allowances can be used to teach grace and forgiveness as well as forms of correction. If the classroom teacher makes a referral for a student, the Head of School or Administrator will determine the discipline, based upon the situation and the child.

### Organization

- The Administrative Director is responsible the daily operation of the school. The Board of Directors advises the Administrative Director in governing the operations of Expression Prep Academy in accordance with Bylaws, Mission Goals, and Foundational Statement. The Board is comprised of between five and eleven members. The Board may maintain three to six permanent members who shall have no term limit to their term of service. Non-permanent members will serve a one-year term of service. The Pastor of Expression Church will be one of the permanent members. The Administrative Director of Expression Prep Academy will serve as an Ex-officio member of the Board of Directors.

## Non-Discrimination Policy

Expression Prep does not discriminate on the basis of race, color, national or ethnic origin, or sex in the administration of its admissions, scholarships, hiring, or other school-directed policies. All practices and policies of Expression Prep shall be racially nondiscriminatory, as any such discrimination was improper before federal or state law addressed such issues and continues to be improper.

## Tuition and Assistance Policy

The Tuition of Expression Prep Academy for the Tri-State area for the 2023-24 school year is \$5,500. For students that qualify for the Hope Scholarship of around \$4,300 the additional cost is \$1,200. This is about \$100 per month for your Child's education.

Most, but unfortunately not all, qualify for the Hope Scholarship. We believe that families from all income levels should have the opportunity to enroll at Expression Prep. The need-based financial assistance that is offered will depend on several factors, including family income, family size, children enrolled at Expression Prep, or extraordinary financial circumstances.

Families should pursue all other possible means of financial assistance before applying for aid directly from Expression Prep. Please use other sources first to allow the school to stretch its financial aid to other families in need. Tuition assistance awards are for a single year at a time, and application for financial assistance in subsequent years may be made at the time of re-enrollment.

## Admission and Tuition

- We require that parents agree with our Mission Goals, and Foundational Statement.
- We recognize the benefits of a relatively small student-teacher ratio in the classroom. Class size will be limited to 15 in grades K-8 but subject to Head of School review. Small class size allows for personal attention and small discussion and work groups.
- There is a significant financial commitment on the part of the school to provide personnel, facilities, curriculum, and supplies. Expression Prep asks all families to commit to enrolling for the entire school year so we may make plans and provisions to conduct the school for the year. Therefore full tuition and fees for the entire year are obligated and payable in full by each family upon enrollment. Due dates for tuition start on June 1 each year. Expression Prep will offer deferred payment plans as specified in the annual enrollment contract. Tuition and fees are non-refundable and non-transferable except as the sole discretion of Expression Prep.

- Any outstanding tuition and fees due at time of withdrawal for any reason will be paid per the payment plan agreed upon during the enrollment process, except at the sole discretion of Expression Prep.

### Late Payment

If any portion of tuition and fees are not paid within the first 10 days of the agreed upon date, the parent account will be considered delinquent. Express Prep reserves the right at its sole discretion to perform any of the following actions in the event of account delinquency:

- Assess late fees against the family account upon delinquency
- Attempt to come to terms on a remedial payment plan within two weeks after the due date.
- Change the payment plan and require methods for payments of delinquent accounts as part of the remedial payment plan
- If no arrangement between the parents and school are made within this time, the Head of School and/or Finance Director will contact the family. The agreements for remediation of delinquent accounts at this time will be recorded and filed.
- If the remedial payment plan is not adhered to by the family or brought back into good standing within a reasonable timeframe, the school may dismiss the student for either the period until the delinquent account is brought back into good standing by timely payments, or for the remainder of the school year. Grades will be withheld until payment is received and the opportunity for re-enrollment may be rescinded.

### Re-enrollment

Re-enrollment will be offered to students who are in good standing. Space will be reserved for students in designated grade level when re-enrollment packet is submitted. Generally, students that have been voluntarily withdrawn from Expression Prep will not be readmitted. An exception may be granted by the Head of School or Board if they conclude that extenuating circumstances had made the withdrawal necessary.

### Academics

- Curriculum will be made available upon request at [info@expressionprep.org](mailto:info@expressionprep.org)

- Homework is assigned to increase student learning. All students need extra practice in specific new concepts, skills, or facts. After reasonable in-class time is spent on the material, the teacher may assign more practice as may be necessary for mastery.
- Report cards will be distributed each of the four grading periods. Report cards will be made available to parents approximately two weeks after the close of each term.
- Grading for K-5 will be narrative feedback and non-numeric on the report cards for all core classes. A traditional grading scale may be included on non-core classes. Grading for 6-8 may be narrative feedback but more classes will be on the traditional numeric grading scale. A traditional grading scale will be used for high school grades 9-12.
- The following scale will be used for letter or numeric grades:  
A = 93-100    A- = 90-92  
B+ = 87-89    B = 84-86    B- = 81-83  
C+ = 78-80    C = 75-77    C- = 72-74  
D+ = 70-71    D = 67-69    D- = 65-66  
F = 64 and below

#### Learning Differences and Disabilities

- Expression Prep will attempt to serve the educational needs of a diverse population of students. However, due to a lack of staff, or funding students with physical/motor limitations will be considered for admission on a case-by-case basis, because of the possible need for special provisions.
- We realize that all students are different. Some may excel in one area and have problems progressing in another area. Therefore, their educational progress in the core curriculums will be personalized. In grades K-8 students will generally be able to work one grade above or below their grade level. As students master areas that they were behind in they may move up to their current grade level or one grade beyond current grade level.

#### School Counselor

EPA's school counseling program has been implemented to promote the health, well-being, and development of our students with a faith-based approach. Our goal is to be available to those struggling in their academic or social/emotional growth and thereby provide helpful and necessary tools to overcome any barriers.



Our program will provide not only individual help but at times also bring forward discussion and information to the broader student body via occasional event or assembly.

### Technology Requirements

- Students may not have cell phone on during the school day.
- Each student will need an iPad or Chromebook. Check with the office on specifications.
- Each child will also need their own pair of headphones that will work with their device.

### Visitors

Students are not to bring visitors without prior permission from the office. All visitors must enter the school at the front door and check in with the school office upon arrival. Visitors will be given a badge or tag to identify them to teachers and students.

### Volunteering

Parents may volunteer many ways at Expression Prep, lunch or recess duty, organization of teacher appreciation week, field trips, committees etc. Please check with the office if you are interested.

### School Communication

Basic school communications will be handled by email. If an item needs to be filled out or signed it will be sent home. Basic information on weekly activities will be sent out each Monday.

### Security

During the school day students will only be released to their parents or legal guardian unless a request has been submitted by the parent or guardian.

### School Closings for Weather

Expression Prep will generally follow Cabell County in the closing of school with the advent of inclement weather. However, if we are open and the parent believes that road conditions in

their area do not permit safe travel, they should not attempt to bring them to school. Notify the school that your child will stay home that day.

Parents should monitor local television stations during times of inclement weather for cancellation, delays, or early dismissal. Expression Prep will also communicate through email about cancellation, delays, or early dismissal.

#### Aftercare

Expression Prep Academy may offer an aftercare program for students that are enrolled at the school if it is determined that there is sufficient interest. There would be a separate fee charged for this service.