

Student /Parent

Culture Guide



Expression Prep
Academy

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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 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 POLICY

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-12 grades are 8:15 a.m.-2:15 p.m. Monday-Thursday. 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 8:15am.
- Students leaving before the end of school day, must be signed out by parent or guardian. If the student drives, prior approval must be obtained from the parents or guardians.
 - **Parental notes may only be used three times per semester.** Parental or Doctor excuses may be used for multiple adjourning days of the same lingering condition or if a set back occurs.
- **Tardiness** Students may not arrive earlier than 7:30am and should only be dropped off when faculty/staff are present. To be considered on time, the student be in the room (or morning meeting), in his or her seat, and prepared for class to begin by 8:15 a.m. Frequent tardiness can result in a meeting with the appropriate administrator to discuss a plan for changing the pattern of tardiness. Frequent tardiness is considered any time after 8:20am. The tardiness will be excused if a note is provided from an appointment the student is scheduled with.
- **Four unexcused tardies** will result in the student incurring an **unexcused absent day**.
- If student is tardy they must sign in at the front desk.
- **Attendance Requirements**
 - A student enrolled in Expression Prep Academy is expected to be present and on time every day school is in session. The actual

number of days school is in session will be indicated by the yearly school calendar which is given to parents in their enrollment packet. Attendance records for the students are kept by the classroom teacher, and reported on the student's report card each quarter.

- o We recognize some Senior students may finish their required work early and have the option to take off the last period of the day. We encourage this with the proper approval from administration and after ensuring that graduation credits have been met.
- o A student who has been absent (excused or unexcused) more than twelve (12) class days in either semester may be retained in the current grade (or class for secondary). A student who has been absent (excused or unexcused) more than twenty (20) days in one year may be retained in the current grade (or class for secondary). Excessive absences may result in a meeting with the appropriate administrator to discuss a plan for increasing regular attendance.

Planned Short-Term Absences (1-3 days)

If, for any reason, a student needs to be absent from school for one to two days, the parents should contact the school as far in advance as possible. All worksheets and assignments may be collected upon the student's return. While the teacher might not require some of the missed work to be made up, students will be accountable for all the information that was covered during his or her absence.

If your child will not be at school due to illness, please call the school or email info@expressionprep.org or call (304) 314-4020 as soon as possible on each morning of such an absence. Please provide a note to your child's teacher when the student returns to school. All absences will remain "unexcused" until the teacher receives a note from the parent.

Planned Long-term Absences (3+ days)

If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing at least two weeks in advance, explaining the circumstances, and receiving an administrator's approval. In general, Expression Prep defers to the desire of parents to take their child(ren) out of school on a voluntary, long-term absence. An example of this kind of absence would be a family vacation while school is in session. Nevertheless, the faculty is limited in their ability to provide detailed assignments in advance of the trip.

Make Up Work

Students will receive a "0" on assignments and work due that day unless the absence is excused by parental note or a Doctor excuse. In the event a student is suspended due to a behavioral issue, makeup work will either be given or not based on the decision of administration. This will be based on the severity of the infraction.

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.

Custody & Guardianship

We recognize that each family structure is different and we strive to flow with your family in communication and safety.

- If a custody issue has become a point of contention within the family, EPA will require a certified copy of the custody order and any subsequent protective court orders.
- The default point of contact will always be the parent or guardian that registered their child to our school. Any changes or additions need to be submitted to administration to update records.
- EPA will only honor a court ordered document and will remove

STUDENT 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. Below are instances and cases to explain our policies.

ACADEMIC INTEGRITY

Cheating in any form is not tolerated at Expression Prep Academy. Cheating is a grave act and will be handled accordingly. Forms of cheating include copying or allowing someone to copy test work, homework, projects, or research papers, using notes when not permitted, and plagiarism of any kind. However, all incidents involving serious plagiarism are referred to a committee made up of the Head of School, and the classroom teacher. This committee will judge the severity of the infraction and the Head of School determines an appropriate consequence.

• Lower School Discipline (K-5)

In the lower school, classroom discipline will generally be determined by the classroom teacher. If that classroom teacher makes an office referral for a student, the Head of School and/or administrative designee will then determine the kind and amount of correction necessary based on an understanding of the situation and the child. As Expression Prep's discipline is seen as instructional opportunities, allowances can be made to teach grace and forgiveness as forms of correction, as well as punishment. Serious misconduct can result in suspension or expulsion. Decision to suspend or expel will be made by the Head of School.

• Upper School Discipline (6-12)

In the upper school, faculty members are expected to maintain appropriate discipline in the classroom and to communicate behavior concerns to the parents. In the case of more serious offenses, the teacher will refer the students to the Head of School and/or

an administrative designee. For the upper school, consequences may include, but is not limited to: detention, suspension, service/restitution, or expulsion. Decisions to suspend or expel will be made by the Head of School.

Major Infractions

Some behavior or conduct may result in immediate expulsion from Expression Prep. The decision to expel will be made by the Head of School in consultation with other administrators and after discussion with the parents. Major infractions, for both in and out of school behavior, include but are not limited to:

1. Use or possession of alcohol, tobacco, or illegal drugs
2. Lying
3. Cheating
4. Stealing
5. Sexual immorality
6. Destruction of other's property
7. Possession of a weapon or threats made to the safety of others
8. Persistent patterns of bullying
9. Rebellious disrespect for authority
10. Leaving school without permission.
11. Skipping class
12. A persistent pattern of disobedience and class disruption
13. Any violation of the United States or West Virginia law.

CLASSROOM RULES

- Follow Directions the First time they are given.
- Keep hands, Feet, and Objects to yourself.
- No talking in class without permission
- No Teasing, Name Calling, Profanity or bullying.
- No Yelling or Screaming
- Don't leave the Classroom without Permission.
- Bathroom breaks are regulated by the classroom teachers discretion. They can be limited in frequency and duration as the teacher deems necessary.

Corrective Action Plan-Lower School

Refreshes each day, doesn't continue for the week.

- First Time: Students receives a warning and a yellow card placed by their name.

- Second Time: Student receives a 5 Minute Time Out and an orange card placed by their name.
- Third Time: Students receives a 10 Minute Time Out and an orange card with 2 placed by their name.
- Fourth Time: A Note will be sent home to Parents explaining the events of the day and ask parents to discuss it with their child.
- Fifth Time: The child will be sent to Office where the Administrator will discuss the child's actions with them. Time will be used to build up the child and encourage them to do better.

Corrective Action Plan Upper School

Refreshes each day, doesn't continue for the week.

Students will start out with a warning on their first offense, but as the year progresses, the warning should not be needed. The fourth and fifth grades should keep the warnings in place longer than the middle school.

- First Time: Students will receive a lunch detention.
- Second Time: Students will receive a 10 minute detention at recess.
- Third Time: A Note will be sent home to Parents explaining the events of the day and ask parents to discuss it with their child.
- Fourth Time: The student will be sent to the office where the Administrator will discuss the student's actions with them. Time will be used to build up the student and encourage them to do better. Students may complete an action plan and will be referred to the school counselor.

Cellphone and Device Use Policy

The classroom rules and action plans will be taught and integrated the first few weeks of school. Much grace and mercy will be given during this learning period. Grace may also be given throughout the year on an individual basis.

We are here to teach and train our students how to behave in class. However, we can't forget that a student may be going through a difficult season or become overwhelmed with issues of life. At times we need to address the inner man and show grace and mercy.

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our

students to use electronics and other 21st century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Expression Prep Academy.

The policy is:

Student use of cell phones is prohibited during instructional hours. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. **Abuse of this privilege will result in consequences beginning with** confiscation of device, parent conference, suspension or loss of other privileges such as participation in school trips, internships, proms and potentially graduation exercises.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited on campus during instructional hours. This includes restrooms, break areas and classrooms.

Students must comply with staff directives including surrendering a device when used inappropriately. **If a student will not surrender their phone or device after being asked by a faculty member, this will result in an automatic 4 day suspension.**

Students using cell phones/PDA's or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the West Virginia State Police.

Cell Phone Rule: Violation of the cell phone rule as stated above will result in the confiscation of the device according to the following ladder of disciplinary action.

- **First Offense** ~ the device will be held in the Administration office until the end of the period. Students may pick up their phone following a behavioral contract review of this policy at the end of the period in the main office.
- **Second Offense** ~ the device will remain in the main office until the end of the day. The Principal will issue a receipt for the phone and establish contact with a parent or guardian.
- **Third Offense** ~ An Administrator will establish parent contact and the confiscated device will remain in the main office until it is picked up by a parent or guardian.

***It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by an administrator or teacher is a violation of the policy and our school's Code of Conduct. Insubordinate behavior is punishable by suspension, exclusion from school events, inclusive of graduation and or involuntary transfer proceedings.**

Policy Bullet Points

- Cell phones are prohibited from use in classrooms and any other area in which academic work is being done unless otherwise instructed by the teacher.
- Ear buds/headphones must be removed during class time and hallway passing.
- Cell phones and other devices are not permitted to be charged in the school.
- Once inside the school, students must store their cell phones/electronic device in a location that is not visible to the teacher or other students, even though they are on SILENT. It is YOUR responsibility to keep your things secure.
- If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device.
- Under no circumstance is photographing or video recording allowed anywhere on the school premise.
- Parents / Guardians-In the event of an immediate emergency, please call the school's main office at (304) 314 4020.
- The staff of Expression Prep Academy requests your FULL co-operation with our policy.
- It should be noted that, the school nor any of its employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff.

- It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.

Food Policy

K-9th Grades

Lunch must be either packed or ordered from our approved provider.

10-12th Grades

A third party provider (GrubHub, DoorDash, Uber Eats) may be used if the delivery is in the window of time allotted the class for lunch. Any meals delivered outside of that time will not be allowed in the classroom. It is strongly encouraged that students either pack from home or have parents drop lunch for them if they do not want to order from our provider. Use of their cellphones to order food has to have written permission from the teacher for the school year.

ORGANIZATION

- The Principal and Head of School are both responsible for the daily operation of the school. The Board of Directors advises the Principal and Head 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 Principal and Head 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 2024-25 school year is \$6,500. For students that qualify for the Hope Scholarship of around \$4,900.

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-12 but subject to Head of School, pastoral and principal 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 (including Hope Scholarship) and fees are non-refundable and non-transferable.**
- 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.
- If a student would be dismissed from EPA, tuition and fees will not be refunded.
- In order to participate in any payment plan, a valid credit card must be on file for the student to be auto drafted each month.
- If tuition is not paid on time, student will be dismissed due to non payment.

Late or Non Payments

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. Expression Prep reserves the right at its sole discretion to perform any of the following actions in the event of account delinquency:

Dismiss child for non payment

Hold grades and transcripts until account balance is paid.

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
- 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

GRADUATION REQUIREMENTS FOR EXPRESSION PREP ACADEMY

22 CREDITS

4 Language Arts (EPA students must take grammar and writing along with a separate literature class each year)

4 Social Studies

3 Sciences

3 Maths

3 Bible (Unless those transferring in during junior or senior year)

1 ART

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 specifically trained staff, funding, and facilities, as well as the rigorous nature of a more classical curriculum, all children will be required to meet the same general academic standards as all other children in their grade level. Children with physical/motor limitations that do not necessarily have learning disabilities, but because of the possible need for special provisions will be considered for admission on a case-by-case basis.
- Teachers are not free to make accommodations in a student's work without the approval of Expression Prep administration. The development of a specified plan involves meetings with parents, teachers, administrators, and, if necessary, educational specialists. To complete a **student support plan**, parents may be responsible to secure any needed outside testing.

Note: accommodation refers to changing either the conditions in which work is done or the nature of the work itself. Extra time, shortened assignments, or the replacement of written with oral assessment are examples of accommodations.

- 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.

- The school counselor's role is not to diagnose or make referral out to psychologists without meeting with parents first.

- Sessions with the school counselor will be limited to 30 minute sessions unless the counselor deems the situation to need longer intervention which will be handled case by case. Our goal is to protect student instructional time to deescalate situations as needed. Learning pods are available for a change in environment if necessary.

TECHNOLOGY REQUIREMENTS

- Each student will need an iPad or Chromebook. Check with the office on specifications.
- Please read and go over our cell phone use policy.

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 to obtain their visitor badge. Visitors will be given a badge or tag to identify them to teachers and students and sign the sign in and out binder.

VOLUNTEERING

Parents may volunteer many ways at Expression Prep, lunch or recess duty, organization of teacher appreciation weeks, field trips, committees etc. Please check with the office if you are interested. All volunteers must undergo a background check.

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.

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.