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THE APEX PARTNERSHIP

The APEX Vision and Mission
The APEX Homeschool Program is a homeschool enrichment program that exists to supplement and complement the efforts of parents who have chosen to be their child’s primary educators. Our mission is to partner with parents and provide homeschooled students the best of both worlds, bringing together the dynamic experience of a public school classroom, and the freedom of a homeschool education.

Educational Partnership
APEX is an enrichment program and cannot provide for the full academic and educational needs of homeschooled students in one day per week. As a homeschool enrichment program, we view our role as co-teachers in our students’ education. APEX expects that parents are actively involved in their students’ education on a daily basis, providing the sequential educational program needed for their students at every grade level and every step of their educational journey.

Enrichment? What Does THAT Mean?
The APEX Homeschool Program, sponsored by the St. Vrain Valley Schools, is open to students in grades K through 12 and is designed to support parents who choose to educate their children at home. Parents remain the primary instructional provider, with the school supplementing and complementing their efforts by offering classes one or two days per week. In this way, APEX is considered “enrichment” in that it provides something more than what a homeschooled student is doing at home.

Some of our classes provide instruction that does not take the place of the core sequential learning in a subject area but instead “enriches” the curriculum a parent is teaching at
home. Examples would be K-2nd grade, Puppets and Plays, Computer Skills, and Elementary Science 1 and 2. In these classes, teachers are partnering with parents to add depth and hands-on experiences to the student’s sequential learning at home.

Some of our classes can replace the parents’ instruction at home and become a student’s primary learning in that subject area. These courses are considered “core classes.” Examples would be Lit/Comp, Geometry, World History, and Biology and AP courses. When a student enrolls in these classes, APEX becomes the primary content for that subject area. Parents are therefore partnering with teachers to oversee the work assigned at home to complete the course.

Some of our classes provide experiences that are difficult to create at home and enrich a student’s education by bringing students together. Examples would be PE, Musical Theater, Creative Dramatics, and Choir. These group experiences often open avenues of interest and undiscovered talent for students that they otherwise would not have been able to explore.

In all of our classes, students are expected to complete assigned homework and attend regularly.

**Communication**

APEX uses MailChimp and direct email through our website hosted by Edlio for communication such as school-wide announcements, event information, and teacher updates regarding classes. APEX teachers post updates and homework as needed based on the class. Site assistants will also post school-wide information such as pizza day and school spirit days. Parents are expected to subscribe to their student’s classes and to keep up to date on class and school information. Parents are also responsible for overseeing the completion of any assigned homework for the week. Parents of middle and high school students are strongly encouraged to use these communication tools to help teach and reinforce time management and note-taking skills with their students. Please do not assume students get all the information they need in class and neglect to monitor email communications.

**Monitoring Academic Progress**

APEX uses Infinite Campus (IC) for grading and attendance. Parents are issued a portal activation code and are responsible for activating their accounts. Student academic progress, missing work, grades, and attendance can all be viewed at any time on IC for students in grades 3-12. Parents of students in K-2 can check attendance on IC, but will receive progress reports at parent/teacher conferences. Parents are encouraged to check their children’s progress at least once a month and to communicate in a timely manner with teachers about any assignment or grade concerns. All parents of students in grades 3-12 should check grades and academic progress two weeks prior to the end of the semester. Missing work will not be accepted once the semester has ended.
Class Ratings
The rating of a class determines the amount of homework that the class will require. Please consider these ratings carefully as you select your student’s schedule.

The ratings are as follows:
- 1 = One hour in class, No outside homework
- 2 = Some outside homework, not to exceed 1 hour per week
- 3 = Approximately 2 hours homework per week
- 4 = Approximately 3 hours homework and parent involvement per week
- 5 = Approximately 4 hours homework and parent involvement per week

Parent/Student Agreement for All Classes Rated 4 or 5 and AP Courses
The teacher will present new material and practice for each week’s assigned lesson(s) to ensure understanding in class. Students will be expected to complete assignments for the week at home. Parents are responsible for ensuring follow-up work is completed, reviewing lessons as necessary, grading daily homework, protecting answer keys, and proctoring home study tests. Parents are required to oversee the work of the student and not depend on one or two hours of in-class instruction to achieve mastery. Consistency in completing the lessons is crucial. Students will be tested regularly at home and in the classroom. All tests will be graded by the teacher. Additionally, 4, 5 and 5+ rated classes may have some homework over the December break in order to maintain continuity of instruction and to allow the class to finish all required material on time.

AP courses allow students the opportunity to challenge themselves academically and earn college credit while in high school. These courses are rigorous, but our outstanding teachers are here to help prepare students succeed. We strongly encourage all our high school students to attempt an AP course during their high school career. AP courses have required homework over the summer prior to the year the student takes the course and have a required test in May. Achieving a passing score of 3 or higher will earn a student college credit at most universities and colleges. The test is required of all enrolled students, and there is a separate fee for the AP test which will be paid in the fall.

Colorado Homeschool Law
Colorado law (Colorado Revised Statutes 22-33-104.5) requires parents to provide 172 days of instruction averaging four hours a day. Testing is mandatory in grades 3, 5, 7, 9 and 11. APEX provides optional PSAT, SAT and ITBS testing to offer parents a way to fulfill these requirements if desired. Parents are responsible for making sure they meet the full requirement of the Colorado Homeschool Law. APEX only provides six hours of instruction per week.
GENERAL INFORMATION

Site Location and Address

APEX Homeschool Program
1351 S. Sunset Street Unit B
Longmont CO 80501

Contact Information

APEX Website:  www.apexhomeschool.org
APEX School phone line:  303-702-8600 (voice only, no text)
APEX School email:  apex@svvsd.org

Communication Pathways
If an issue arises, please remember there are different perspectives in every situation. We are here to assist and support all members of our community in resolving an issue. We request parents contact an appropriate staff member to share any concerns and seek more information. If the situation is not resolved, contact the principal, Kim Lancaster, at lancaster_kim@svvsd.org. If you need further assistance in resolving the issue, contact executive director, Sherri Schumann at schumann_sherri@svvsd.org.

Weather Policy
If the St. Vrain Valley Schools are closed due to weather, APEX will be cancelled as well. Families are notified no later than 7:00 am by whatever method they have indicated in Infinite Campus. However, parents are encouraged to consider local weather and driving conditions when deciding to attend classes during inclement weather. Whenever possible, students will have outside recess when the temperature is above freezing. Parents should be sure students are appropriately dressed for the weather.
DAILY PROCEDURES

Attendance
Our classes meet one day per week so missed days can quickly cause a student to fall behind. Additionally, because we are fortunate to have a low student/teacher ratio, absences impact the rest of the class and the interactive group work our teachers plan for students. For these reasons, we request that families schedule appointments and vacations on days and times that do not conflict with classes.

If a student misses 4 or more days of a class in a semester or 6 or more days of a class during the course of the school year, the parent will be contacted and an attendance meeting may be scheduled. Students may be placed on an attendance plan, may lose the privilege of enrolling at APEX for the remainder of the current year, or re-enrolling the following year. Students who have not attended by the third week of classes may forfeit their enrollment for the current school year.

High school students earn credit for the classes they successfully complete at APEX. High school students are expected to attend every class session and may lose points on their grade for absences. A student in grades 9-12 who has more than 4 absences in a semester may not earn credit for that class for that semester. A meeting with the student, the parents, the teacher, and the Principal will be held prior to making this determination.

Students with habitual or excessive tardies may also be required to be on an attendance plan, not earn high school credit, or lose the privilege of enrollment. Extenuating circumstances will be considered when discussing a student’s attendance.

Students must be in attendance prior to October 1st of each year, and students who are absent during the October Count window must return and be in attendance prior to October 31st. Students who do not meet these funding requirements may lose the privilege of enrollment for the current school year.

Reporting an Absence
Attendance will be taken every period in every class. Please let us know if your student is going to be absent, arrive late, or need to leave early. If we do not receive notification, you will receive an email or call from us to verify your student’s attendance. You can notify us in one of two ways:

- Go to www.apexhomeschool.org and click the “Attendance” button
- Call 303-702-8600 (voice only, no text)

If you call, please be sure to include the following information:
- Student’s name
Absences may be reported the day of the absence or in advance. Whenever possible, please report absences through our website.

**Arrival:** The building will open at 8:10 each morning for drop off and at 3:00 for pick up. Upon arrival, parents and students should proceed to the commons, check their family file, place family bins neatly along the designated walls, and wait in the commons for morning announcements. Students then will be dismissed to go to class by an APEX staff member, and parents will leave for the day. Students with instruments may drop off them off in the music rooms after announcements before going to first period class. Parents of K/1 students will take them directly to their teacher in the classrooms upon dismissal.

**Late Arrival:** Parents should contact the front desk if their student will be arriving late. Upon arrival, parents will check students in at the front desk. Students may not be permitted to join their 1st period class if they arrive more than 10 minutes late to minimize disruptions to the class. Parents may be asked to supervise their students while they wait.

**Dismissal:** At the end of the day, parents may arrive between 3:00 and 3:15 and will wait in the commons until classes are dismissed. Parents or students should check the family file and retrieve family bins. Parents will pick up K/1 students directly from their teacher in their classrooms at the end of the school day.

Parents are requested to pick up their students no later than 15 minutes after the end of the last class of the day. If someone other than the parent or guardian will be picking the student up, please notify the front desk in advance to have this person added to the student’s emergency pick-up list.

If parents need to bring a child late or pick a child up early, we request that parents do so at the break between classes whenever possible (periods 1-3 end on the half hour, periods 5-7 end on the quarter hour). Because we have only one hour per week per class with our students, we request that families try to schedule vacations, appointments, or other activities on days outside of their family’s scheduled day at APEX.

**Lunches**

Students will bring their own lunch from home each week. Lunches should not require refrigeration or a microwave. There will be a designated table in the lunchroom where no nut products are allowed. Any students seated at this table with peanut or nut products will be asked to move to another table. APEX staff encourages students to sit at this table if they have a nut-free lunch whether or not they have an allergy so all of our students can get to
know each other. Once a month, APEX hosts Pizza Day where students can order pizza by the slice for lunch. Cheese, pepperoni and gluten free options are available.

**Birthdays**
We request that families not bring outside food or treats to APEX for birthday celebrations. APEX staff will recognize elementary students' birthdays each month during Pizza Day. If you have any questions, please contact the front desk.

**Volunteer Support**
We ask that each parent volunteer at APEX once a semester. If a parent is unable to attend a volunteer responsibility due to illness, family emergency, or other circumstances, we request that you call or email APEX as soon as possible so we can cover that shift. Please arrive promptly for scheduled shifts and plan to stay until they are over. Descriptions of available volunteer positions and the volunteer sign-up form can be found on the APEX website.

**High School Open Campus Policies**
Because APEX has a flexible high school schedule, students come and go and various times during the day. Students will be expected to stay on campus unless an Open Campus Permission form is on file, signed by both the student and the parent/guardian. High school students will need to present their student ID card each time the enter or leave the building during the day.

**HEALTH AND ILLNESS**

**When to keep a student home**
For the health and safety of our student community, a student exhibiting any of the following symptoms should not attend APEX that day. If a student shows or develops any of these symptoms after arriving at school, the parent will be asked to come pick the student up as soon as possible.

1. Diarrhea within 24 hours of the start of school
2. Fever above 100 degrees (without fever reducing medication) within 24 hours of the start of school
3. Flu-like symptoms
4. Mild respiratory or cold symptoms
5. Rash accompanied by fever
6. Vomiting two or more times within 24 hours of the start of school

*Medication:* APEX staff is not authorized to administer any type of medication (with the exception of students with an IHP in place). If a student needs medication during the
school day, parents must contact APEX staff to arrange a time to come administer it themselves. For everyone’s safety, students may not carry ANY medication, including homeopathic remedies, at ANY time with the exception of emergency rescue meds and inhalers with prior permission and/or an IHP on file.

*Individual Health Plan (IHP):* If a student has a health condition that might require attention at APEX, please contact the health clerk to put a specific health plan in place for emergency protocols.

**Student and Class Fees**
Each student will be assessed a $25 student activity fee each year. Some classes may have fees assigned to them as well (see course catalog for class fee information). These fees will appear on the student’s account through *Infinite Campus* and can be paid online using *RevTrack* or by cash or check at APEX. Please make checks payable to: St. Vrain Valley Schools (SVVSD). All fees are due by September 30th. Fee assistance is available for those who qualify for the free or reduced lunch program through the St. Vrain Schools. In addition, APEX can arrange a payment plan if additional time is needed to pay fees in full. Please contact Michelle Fuller for assistance at fuller_michelle@svvsd.org.

**STUDENT CONDUCT GUIDELINES**

**Behavior**
APEX staff and administrators recognize that the families of the APEX program value and expect character traits such as integrity, courtesy, responsibility, self-control, honesty, compassion, and kindness to be displayed and practiced on a daily basis. The APEX standards of behavior are designed to partner with families in encouraging building the foundation of these character traits, as well as student behavior while attending APEX.

The *Positive Behavior Support Plan (PBS)* is a schoolwide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Expectations are taught at the beginning of each school year and reinforced throughout the year. The core of PBS behavioral philosophy can be summed up in three standards: **Be Safe, Be Respectful, Be Responsible.** APEX asks that everyone (students, parents, and staff) work to be positive examples while participating in school activities. Partnering together in this way, we seek to develop a community characterized by caring for ourselves and others and create a learning environment where healthy creativity and academic excellence thrive.

APEX staff will determine whether a student’s behavior is disruptive and appreciates parental support in maintaining a high standard. Any behavior that is disruptive in any way
will be brought to the parent’s attention and dealt with promptly at school so that disruptions will be minimized and expectations clearly upheld. Students who violate these policies are subject to loss of participation or privileges.

The following list should not be considered exhaustive. For a complete copy of the APEX discipline plan, please contact the APEX principal Kim Lancaster at lancaster_kim@svvsd.org.

- Possession of dangerous or inappropriate materials or weapons
- Theft, willful destruction, or defacing of property
- Possession of alcohol, drugs, or tobacco
- Defiance or insubordination
- Failure to comply with a reasonable request
- Disruption of classroom or school activity
- Threatening, harassing, or bullying behavior
- Physical or verbal abuse
- Inappropriate online behavior or cyberbullying
- Inappropriate content in class projects or papers
- Inappropriate public display of affection
- Unwanted physical contact
- Inappropriate or immodest dress (see APEX dress code)
- Profanity
- Cheating or plagiarism
- Excessive tardiness

The following course of action will be followed for disciplinary infractions:

**Minor first offense:** The problem will be addressed by the teacher and/or site coordinator who will reteach the expectations. This reteaching is designed to make sure the student fully understands the expectations for acting in a safe, responsible and respectful way.

**Minor recurring offense:** If a student continues to act in an inappropriate way, the student will be given the opportunity to refocus and change his/her behavior. If necessary, a staff member will contact the parent within 24 hours to inform them and discuss the behavioral concern.

**Minor ongoing offense:** The student and parent will be asked to attend a conference with the site assistant and/or principal which may result in loss of participation, suspension, or expulsion.

**Major offense:** The parent will be contacted and may be asked to pick up the student immediately. The student and parent will be asked to attend a conference with the principal which may result in loss of participation, suspension or expulsion. Depending on the severity of the student’s action, major behavior violations may result in immediate classroom removal.
APEX Dress Code
APEX standards of student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. APEX recognizes that students have a right to express themselves through dress and personal appearance; however, students may not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

All clothing should have a neat, clean, and reasonably modest appearance. The APEX staff reserves the right to determine if any aspect of dress or appearance is inappropriate and/or distracting and must be changed during the school day. Parents will be notified if there are recurring problems with dress code adherence or if there is a situation that needs to be dealt with before the end of the school day. Students should also wear appropriate attire on school-related trips away from APEX.

Parents seeking exemptions to the dress code for reasons such as religious beliefs, medical necessity, or economic hardship should contact the principal.

Guidelines:
● No rips, holes, sagging, or sheer clothing which allow undergarments to be visible are permitted.
● No article of clothing that is designed to be worn as underclothing should be seen or worn as outer clothing.
● Shorts and skirts must be a modest length.
● Shirts must completely cover the midsection. No bare stomachs or backs.
● Necklines on any shirt or top cannot fall below a flat hand placed horizontally at the collarbone. Students, not staff, will perform this “test” on themselves, if asked to do so by APEX staff.
● No spaghetti straps or strapless tops may be worn.
● Shirts may not convey inappropriate language, messages or graphics.
● Appropriate, safe shoes must be worn at all times. No bare feet.
● No sunglasses may be worn indoors.
● No hats that cover the eyes may be worn.
● Teachers may ask a student to remove any item they feel is detrimental to participation at APEX.

Cell Phones
Students may be permitted to use cell phones for class-related purposes at the discretion of the teacher. Otherwise, students are NOT permitted to use cell phones at any time during the day at APEX (except during the lunch period for middle and high school students). Students may carry a cell phone, but must keep it silenced and put away at all times. If a student is seen using a cell phone without teacher permission during class, or if his/her cell
Phone rings, the phone will be handed over to the teacher and kept with the front desk until the end of the day. Students may pick up confiscated cell phones at the end of the day. Students refusing to hand over their cell phones will be sent to the front desk. If the student persists in resisting, the parent will be called to pick the student up for the day. If a student must be contacted during the school day, please call the front desk and a staff member will be happy to provide assistance.

**Digital Citizenship**
With digital privileges come digital responsibilities. APEX staff will require students to use technology in a safe, responsible, and appropriately educational way to promote positive online interactions:

- Students will respect themselves and others online.
- Students will not use inappropriate search terms or attempt to visit inappropriate websites.
- Students will not access social media from school owned devices.
- Students will protect private information for themselves and others.
- Students will communicate respectfully and kindly.
- Students will make wise decisions online.
- Students will alert teachers if any of these protocols are being violated.
- Students will use district issued school email for all school related communications and purposes.

**Plagiarism**
If a student turns in work that is or is suspected of being plagiarized, the teacher will contact the parent to discuss the situation. Depending on the grade level of the student and the degree of severity of the plagiarism, the teacher will either deduct points or reject the paper and return it to the student. The student will then be given one week to rewrite the paper in his/her own words and resubmit it for a reduced grade. If the student chooses not to rewrite the paper, it will be given a grade of F.

**GRADING AND LATE WORK POLICY**

Students in grades K-2 will receive progress reports. Students in grades 3-6 will receive pass/fail grades (P/F). Students in grades 7-12 will receive letter grades on the scale listed below, and students in grades 9-12 will receive high school credit on an official St. Vrain Valley Schools transcript for successfully completing courses at APEX. APEX grades on a 10% point scale as follows:

- 90%-100%   A
- 80%-89.9%   B
In an effort to provide a consistent and fair grading policy, the following standards will be applied to all late work turned in for APEX classes:

**Late Work:** Assignments turned in after their due date for any reason other than excused sickness/absence will be graded accordingly:

- 1 day/week late - 10% off grade
- 2 days/weeks late - 20% off grade
- 3 days/weeks late - 30% off grade
- 4 days/weeks late - 40% off grade

Work completed and submitted later than 4 weeks after the assigned due date will be given a grade of 50% for the completed assignment. Teachers may make exceptions to the above policy under extenuating circumstances. Parents are strongly encouraged to check *Infinite Campus* regularly for missing assignments. All student work must be completed and turned in by the final day of classes each semester in order to be graded and count toward that semester’s grade. Work submitted after this time will not be accepted or graded.

**Absent Work:** When a student is absent, they are expected to check the teacher’s website and posts, stay current on their homework, and be prepared to turn in any assignments due on the day they return to class. Alternate assignments cannot always be provided for students when absent. Teacher may not be able to provide work that will be missed prior to a student being gone. It is the student’s responsibility to check the teacher’s website in this circumstance. Students are encouraged to contact their teachers by email with any questions. Work turned in after this grace period will fall under the *Late Work Policy*.

**CURRICULUM LIBRARY**

APEX offers a library of homeschool curriculum to enrolled families to check out for home use during the school year. Parents can view available curriculum, place an order, return curriculum and pick up new curriculum orders throughout the year on designated days at our Curriculum Library. Fees for consumables must be paid at the time the order is placed.

Students in classes with required texts will receive their books directly from their teachers during class. Families do not need to place a book order for classroom texts.
Curriculum and other borrowed items should be returned promptly in good condition, normal wear and tear permitted, at the end of the school year. Curriculum that has been checked out but is no longer being used should be returned promptly to the curriculum library so it can be made available for other families. All curriculum must be returned immediately upon withdrawal from the APEX Program.

FIELD TRIPS
APEX parents coordinate educational and enriching field trips for our families. Field trips offered on the APEX website are not vetted, sponsored or endorsed by APEX or the St. Vrain Valley Schools in any way. Parents are responsible for determining the field trip’s appropriateness for their family, providing transportation to and from the field trip, and for attending and supervising the field trip with their child. Field trips are available on a first come/first serve basis. Parents can see available field trips and sign up to attend on the APEX website. Parents are strongly encouraged to choose field trips that do not conflict with their regular APEX day.

SCHOOL DIRECTORY
APEX creates a student directory each year in the fall. The APEX student directory is for school related communications only and may not be used for solicitation or any other personal purpose. The staff directory can be found on the APEX website. Please remember that teacher emails are provided for APEX school business only. Please do not contact teachers with personal invitations unrelated to school, solicitations, mass emails, cute little forwarded thoughts of the day, etc.

DISTRICT POLICY
As a part of the St. Vrain Valley Schools, APEX supports and upholds all district board policies and district student behavior guidelines. Board policy can be found at http://www.svvsd.org/leadership/board-of-education/policies