Explore Knowledge Academy of Public Speaking Charter School K-12

"Home of the Sea Dragons"

2026-2027

Parent & Student Handbook

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Access to Policies, Procedures & Handbook Acknowledgement

To support our families and ensure everyone has access to the most up-to-date information, we have included direct links throughout this handbook to various EKAPS policies and procedures. These documents are housed on our school website and always reflect the most current versions. By clicking the links provided ➡️🔗, you may review each document in full at your convenience.

The EKAPS Parent & Student Handbook serves as the primary resource for school policies, procedures, expectations, and operational information. Families are encouraged to refer to the handbook throughout the school year and review school communications for updates, revisions, or additional information as needed.

Parents/guardians are required to review this handbook and submit the online Handbook Acknowledgement Form prior to their student's first day of attendance.

Handbook Acknowledgement Form: **LINK: [Parent & Student Handbook]**

EKAPS reserves the right to update procedures, practices, and operational information as needed. Board-approved policies may be revised periodically and will be presented to the Board of Trustees for review and approval in accordance with governance requirements.

ABOUT Explore Knowledge Academy of Public Speaking (EKAPS)

About Us

As a public charter school serving grades K–12, Explore Knowledge Academy of Public Speaking (EKAPS) values strong partnerships between students, families, staff, and our community. EKAPS is proud to be the only K–12 school in Nevada that offers public speaking as a core instructional component for all students through meaningful speaking opportunities, presentations, and performances that support academic growth and real-world readiness.

To support 21st-century learning, students in kindergarten through twelfth grade are provided with an iPad or Chromebook for on-campus use, enhancing instruction, engagement, and the development of essential digital skills.

EKAPS is not a traditional school setting. Our classrooms are designed using walls and dividers that create structured learning pods within larger instructional spaces. This model promotes collaboration, peer engagement, and communication skills. While this design may include some background noise, students are supported in developing focus, adaptability, and presentation skills within this environment.

Public speaking is a required component of the EKAPS educational model. All students are required to participate in public speaking activities as part of their educational program, including students supported through an IEP or 504 Plan, with appropriate accommodations provided as outlined in their plan.

The EKAPS elementary program follows a middle school–style instructional model, with students rotating between classes and working with up to eight different teachers throughout the day. Students are placed in classes based on academic readiness, which may include above-grade-level coursework when appropriate. Classroom placement decisions are made by school administration and are subject to change throughout the school year based on academic progress, student needs, enrollment, and overall classroom balance. No elementary student is placed in coursework below their age-appropriate grade level.

EKAPS maintains high academic expectations and operates on a four-day instructional week, making consistent attendance and active participation essential for students to stay on track and achieve academic success.

On behalf of our administration and staff, we are honored to partner with you for the 2026–2027 school year. Together, we look forward to a year of growth, confidence, and achievement, as every student develops their voice, leadership, and path to success.

EKAPS Mission and Vision Statement

"Personalizing Education – Challenging Minds."

Explore Knowledge Academy of Public Speaking is the only K-12 school in Nevada to offer Public Speaking to all students. Our public speaking program empowers students to develop leadership, creativity, and strong organizational skills. We support the social, emotional, and academic needs of all students by developing strong partnerships between parents, students, teachers, and staff and through targeted school discussions and activities with our students. At EKAPS, students are given the tools for success and the support of the EKAPS community to achieve it.

Charter School Information

As defined by the National Alliance of Public Charter Schools (www.publiccharters.org), **charter schools are tuition-free public schools** that have the flexibility to be innovative while being held accountable for student achievement. Charter schools are public, non-profit entities that enroll eligible students and are funded through state and local public funding. In Nevada, public charter schools are authorized and overseen by an approved sponsor, which may include the **Nevada State Public Charter School Authority (SPCSA)**, a local school district board of trustees, or a college or university as permitted by state law. The SPCSA sponsors, supports, and oversees public charter schools to ensure high academic and operational standards, and its mission includes preparing students for academic, social, and economic success while promoting equitable access to diverse, innovative, and high-quality public schools for every Nevada student. EKAPS is sponsored by the Nevada State Public Charter School Authority (SPCSA).

Accreditation

EKAPS is fully accredited by the Cognia Global Network, a worldwide organization serving nearly 30,000 public and private schools across 70 countries. As the global leader in education quality and accreditation, Cognia supports schools through school improvement, research, product innovation, and professional learning to drive continuous excellence in education.

The accreditation process is designed to promote excellence in elementary and secondary education by helping schools identify their strengths and areas for growth. Schools must meet rigorous, research-based standards that reflect the essential elements of a high-quality and effective learning environment. Accreditation is not just about meeting standards—it is also about demonstrating a commitment to continuous improvement to enhance student learning and overall school performance. EKAPS takes great pride in being accredited by Cognia Global Network, ensuring that we provide a high-quality education that meets global standards and fosters continuous school improvement.

Public Attendance at Board Meetings

EKAPS welcomes the public to attend our monthly board meetings. These meetings are open to families, staff, and community members who wish to stay informed, observe school governance, or provide input during designated public comment periods. Your presence and participation help support transparency and community involvement in our school's decision-making process.

Meeting dates, times, and agendas are posted in advance at the front of each EKAPS building, two local libraries, and on our school website.

Public Concerns and Complaints Process

EKAPS encourages families to first resolve concerns informally with the teacher or an administrator. If not resolved, a **Public Concern Form** may be submitted (available in the front office or our website. Complete Sections I—III, attach a written explanation, and submit by mail or hand delivery to the **EKAPS Business Office, 5871 Mountain Vista St., Las Vegas, NV 89120**.

After submission, families receive confirmation within **2 working days**, administrator contact within **3 business days**, and a written response within **8 business days**. If still unresolved, a review may be requested within **5 business days**, with a final decision issued within **10 business days**. All concerns are confidential, and retaliation is prohibited. For more details on the Public Concerns and Complaints Process, please click the following link: ➡️🔗 [Public Concern Form]

Student Records and Public Records Requests

EKAPS complies with applicable federal and Nevada laws regarding student education records and public records.

Student Records (FERPA): Student education records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). Parents/guardians and eligible students (18 or older) may request access to or copies of records by submitting a written request to the EKAPS Registrar. Identification may be required. Please allow up to three (3) business days for processing copies. EKAPS securely maintains permanent student records in accordance with applicable record-retention requirements. Nonpermanent records may be securely destroyed when applicable retention requirements have been satisfied.

Public Records Requests: EKAPS processes public records requests in accordance with **Nevada Public Records Law (NRS Chapter 239)**. Requests must be submitted to the EKAPS administrative office. Confidential records, including student education records protected by FERPA, will not be released except as permitted by law.

SCHOOL SCHEDULES & DAILY OPERATIONS

School & Office Hours

Front Offices: Monday– 8:00 AM - 1:00 PM | Tuesday–Friday | 7:30 AM–4:00 PM
Elementary (K–5): 7:55 AM–3:10 PM
Secondary (6–12): 7:55 AM–3:40 PM

School Schedule

- Instructional Days: Tuesday – Friday
- Each school day is equivalent to **1.3** instructional days
- There is no school on Mondays, as the instructional hours are adjusted to meet state requirements within the four-day school week.

Bell Schedules

Elementary (K-5) Tuesday - Friday		
Period	*Start Time*	*End Time*
1	7:55	8:55
2	8:55	9:50
3/SEL	9:50	10:15
4	10:15	11:10
5	11:10	12:00
Lunch	12:00	12:30
6	12:30	1:25
7	1:25	2:20
8	2:20	3:10

Secondary (6-12) Tuesday - Friday		
Period	*Start Time*	*End Time*
1	7:55	8:55
2	8:55	9:50
3/SEL	9:50	10:15
4	10:15	11:15
Lunch	11:15	11:45
5	11:45	12:45
6	12:45	1:40
7	1:40	2:35
8	2:35	3:40

2026-2027 Student Attendance Calendar

DATE	EVENT	NOTES
August 11, 2026 *(Tuesday)*	🏫 Classes Begin	
September 7, 2026 *(Monday)*	🎉 Labor Day	Business Office Closed
October 9, 2026 *(Friday)*	📚 End of 1st Quarter	
October 19, 2026	👨‍👩‍👧 Parent-Teacher Conferences	Virtual
October 30, 2026 *(Friday)*	🚫 Nevada Day	No School, Business Office Closed
November 9-11, 2026 *(Monday - Wednesday)*	🎖️ Veteran's Day	No School, Business Office Closed
November 23-27, 2026	🍁 Thanksgiving Break	No School, Business Office Closed
December 1, 2026 *(Tuesday)*	📖 Classes Resume	
December 18, 2026 *(Friday)*	⏳ Student Early Release	⭐ End of 2nd Quarter & 1st Semester
December 21, 2026 - Jan 1, 2027	❄️ Winter Break	No School, Business Office Closed
January 5, 2027 *(Tuesday)*	📖 Classes Resume	Start of 2nd Semester
January 18, 2027 *(Monday)*	✦ Martin Luther King Jr. Day	Business Office Closed
February 15-19, 2027	🌿 February Break	No School, Business Office Closed
February 23, 2027 *(Tuesday)*	📖 Classes Resume	
March 8, 2027 *(Monday)*	👨‍👩‍👧 Parent-Teacher Conferences	Virtual
March 12, 2027 *(Friday)*	🏁 End of 3rd Quarter	
March 15-19, 2027	🌸 Spring Break	No School, Business Office Closed
March 23, 2027 *(Tuesday)*	📖 Classes Resume	
May 20, 2027 *(Thursday)*	⏳ Student Early Release	⏳ End of the 2026-2027 SY
May 21, 2027 *(Friday)*	🎓 Graduation Class of 2027	

Distance Learning Program

EKAPS offers a Distance Learning Program for students in grades K–12. All courses align with the Nevada Academic Content Standards (NVACS), and each semester-long high school course is valued at 0.5 credits. Students enrolled in Distance Learning must take a minimum of six classes and are expected to spend at least 5.5 hours per day completing online coursework. Distance Learning may be recommended when a student is unable to meet in-person attendance requirements due to extended absences or other circumstances. **Students enrolled in the Distance Learning Program are required to attend campus in person for ALL mandatory assessments and state-required testing, including but not limited to benchmark assessments, i-Ready, Science Proficiency Tests, Smarter Balanced Assessments (SBAC), ACT, English Language Learner (ELL/WIDA) testing, and End-of-Course (EOC) exams.**

Failure to attend required in-person assessments or state testing may result in the student being blocked from coursework and withdrawn from EKAPS.

For additional information and support materials, please use the links below:

Distance Learning Program Plan: ⏩🔗 [Distance Learning Program]

Distance Learning Attendance & Grading: ⏩🔗 [Distance Learning Attendance & Grading]

Distance Learning FAQ: ⏩🔗 [Distance Learning FAQ's]

Explore More After School Care Program

EKAPS offers Explore More, a structured on-campus program for students in Kindergarten through 6th grade, providing care after school Tuesday through Friday until 6:00 PM.

Students will have the opportunity to get help with homework, enjoy arts & crafts, participate in fun, hands-on activities, and enjoy snacks all under the guidance of EKAPS staff.

To ensure student safety, it's important that families communicate with the front office regarding daily dismissal plans. In the event a student is not picked up at dismissal and no arrangements have been made, EKAPS will contact parents/guardians and listed emergency contacts. If we are unable to reach anyone, the student will be placed in Explore More After School Care, and a **$30 per day fee** will apply unless the student is already registered.

For more details on the Explore More Program, please click the following link: ➡️🔗 [Explore More Program]

TRAFFIC POLICY AND PROCEDURES

The Traffic Policy and Procedures are included below for your reference. Families should also review the online Traffic Policy, as updates may be made throughout the school year to address safety, traffic flow, or operational needs.

For more details on the Traffic Policy and Procedures, please click the following link: ➡️🔗 **Traffic Policy and Procedures**

To keep our students safe during the hectic drop-off and pick-up times, we ask for your cooperation. It is essential that you and anyone designated to drive your student(s) agree to our traffic policies

and procedures. Your partnership with us in implementing these procedures will provide a safe environment for our students and help us maintain a good relationship with our neighbors. Thank you in advance for supporting our efforts to protect all of our students.

In order to effectively manage traffic flow, we need your agreement to comply with our policies and procedures.

TRAFFIC PROCEDURES

Please carefully read the following traffic procedures. While the majority of our families already follow these traffic guidelines, we do expect 100% compliance. Families will be contacted should they or their alternate be observed in violation of our traffic/safety procedures. Repeated safety offenses may result in an administrative withdrawal from EKAPS.

The following will be enforced during the school year, during school hours from 7:00 am - 4:30 pm, Tuesday-Friday.

- All the State of Nevada traffic laws.
- Instructions from all school personnel regarding traffic. NOTE: It is illegal to make a U-turn in a school zone while traffic signals are flashing.

The following actions are strictly **prohibited**:

- Dropping off students on campus before 7:30 am.
- Exiting a vehicle on Mountain Vista on the non-curbside lane.
- Dropping students off in the traffic lanes on Mountain Vista.
- Double-parking on Mountain Vista.
- Stopping traffic on Mountain Vista to "wait" for a parking spot.
- Parking/Stopping/Standing in the coned-off area on Mountain Vista.
- Parking/Stopping/Standing in EKAPS' driveway.
- Parking/Stopping/Standing on Mountain Vista between EKAPS' driveway and Carol Circle.
- Leaving vehicles unattended in the NO Parking Zone on Mountain Vista.

Prohibited Actions Continued:

- Blocking any intersections.
- Horn honking, except as a warning of imminent danger.
- Use of cell phones or texting while in the drop-off or pick-up lanes or on Mountain Vista.
- Parking in the daycare bus parking area or stopping in front of the bus parking area.
- Moving or destroying cones to create a parking spot.
- Line/Queue jumping.
- Engaging in verbal disputes with EKAPS staff or other EKAPS family members.
- Exiting the vehicle to engage in verbal disputes with EKAPS staff or other EKAPS family members.
- Driving a vehicle outside of the two designated traffic lanes.

Please follow these procedures at all times:

- The speed limit is 5 mph on campus at all times.
- Always watch for students crossing or walking through travel lanes on campus.
- To prevent unnecessary traffic back-ups or delays, students should disembark or embark in an expeditious and safe manner.
    - Backpacks, etc., should be readily available, **not in the trunk.**
- Drivers must remain in their cars unless parked in a marked parking spot.
- Traffic flows counterclockwise around the school during peak pick-up and drop-off times. (7:30 - 8:15 and 2:40 - 4:00)

SITE-SPECIFIC PROCEDURES:

Elementary School (Normal School Hours 7:55 am - 3:10 pm)
School personnel will be stationed around the school to assist with morning drop-off and afternoon pick-up.
TRAFFIC PROCEDURES:

- Elementary families are encouraged to use the EKAPS valet system for pick-up and drop-off.
- All elementary students should be dropped off and picked up in the traffic lanes on campus. Staff will assist with the embarking/disembarking of students.
- Valet begins at 7:30 each morning.

Specific to **elementary** afternoon dismissal at 3:10 pm.

- If you do arrive before the gates open at 2:40, please back into an available marked parking spot in front of buildings B and C to wait for staff to release you.
- Display your placard to identify your student.
- Once the gates have opened, drive forward to your designated pick-up zone.
- Do not stop in the traffic lane at any time other than at designated pick-up locations.
- Do not engage faculty in conversation. Traffic and safety are their primary concern at dismissal. If you wish to talk to a teacher, please call the office and leave a message or email the teacher directly.

Secondary School (Normal School Hours 7:55 am - 3:40 pm)

- The designated drop-off and pick-up area for Secondary students is the gated area between Buildings B and C on the north side of the facility.
- If you arrive early for afternoon dismissal, back into a designated parking spot. Do not block the traffic lane.
- Students must be picked up within 30 minutes of their last class or after-school activity. Please determine a safe off-site location to meet your student if you cannot pick them up within 30 minutes after their last class or after school activity.

Student Drivers (Secondary)

- Student drivers must register with the front office and complete a parking agreement.
- Student drivers will be assigned a specific numbered parking spot on the north side of Building B.
- Student drivers will be given a placard that must be visible in the window when parked on campus.

Elementary Valet Pick Up and Drop Off Plan

It is essential for everyone's safety that all individuals on the Explore Knowledge Academy of Public Speaking (EKAPS) campus adhere to these traffic rules. We encourage everyone to use the vehicle valet system, as we discourage walk-ups.

GENERAL INFORMATION

1. Students may not be dropped off before 7:30 a.m.
2. Travel at no more than **five mph** while on-site.
3. U-turns are not permitted on Mountain Vista when school zone flashers are working.
4. Do not stop or park ANYWHERE on Mountain Vista for the drop-off or pick-up of your students.

5. Do not block the school entrance drive when picking up or dropping off your student.
6. Do not park or drop off your students in Carol Circle (The street to the north of us). This is private property, and they will contact the authorities.
7. Make sure that your student arrives at school on time. **School begins** at 7:55 a.m.
8. Parking in the travel lanes on campus is prohibited.
9. Traffic flows counterclockwise around the school during peak pick-up and drop-off times.
10. Please do **NOT** stop along the driving pathway.
11. Do NOT play loud music while in the valet drop-off lanes.
12. Always watch for students crossing or walking through travel lanes on campus.
13. While walking on campus, all students must use crosswalks and sidewalks.
14. Do not allow your children to get out of your vehicle until they reach the front of their colored valet zone.
15. Families and students may NOT walk up to colored valet zones.
16. Walk-up students must enter the school through the front doors.

DROP OFF

1. Students may not be dropped off before 7:30 a.m.
2. Students are to remain in vehicles until EKAPS staff members open the front doors for students to enter.
3. All students in K-5th grade will need to use the valet system for drop-off and pick-up unless they participate in the Explore More After School program or bus service.
4. K-5 Placards must be displayed from your rearview mirror during drop-off and pick-up.
5. EKAPS staff members will be waiting to open car doors for Kindergarten students **ONLY**.
6. 1st - 5th-grade students should be prepared to get out of their vehicles rapidly with all of their school items (backpack, lunch, etc.), not in the trunk. Unprepared students will hold up traffic.
7. Parents will not be permitted to accompany their students to their classrooms.

PICK UP/DISMISSAL

1. Safety gates to protect students while they are using the field will be in place during school hours. These gates are opened at 2:40 pm daily. Parking in front of the gates is prohibited. If you arrive on campus earlier than 2:40, please ***back into a spot*** in front of Building C, park, and wait for the gates to be opened.
2. Students will be dismissed directly from their **colored valet zones only**.
3. **Walk-up students will not be dismissed to their waiting parents until the conclusion of vehicle valet. The front offices will not be able to retrieve a walk-up student between 2:40 pm and 3:30 pm.**
4. We will only release elementary students to persons **18 years or older** for walk-ups.
5. If you forget your Placard, please park on the north side of Building A or Building B and go to the Building A office for a temporary Placard. You must bring a photo ID to the office to receive a temporary Placard.
6. Students must be picked up on time. ***If a student is left over 3 times in a school year, the student will automatically be withdrawn from EKAPS.*** This policy is strictly enforced to ensure student safety and proper supervision. A leftover student is any student not picked up by the end of the elementary valet, regardless of the end time of valet. Families must be prepared to pick up their students at the end of the school day.

VALET ZONES FOR PICK UP AND DROP OFF
*****ELEMENTARY SCHOOL START TIME IS 7:55 AM *****
***** ELEMENTARY DISMISSAL IS AT 3:10 PM *****

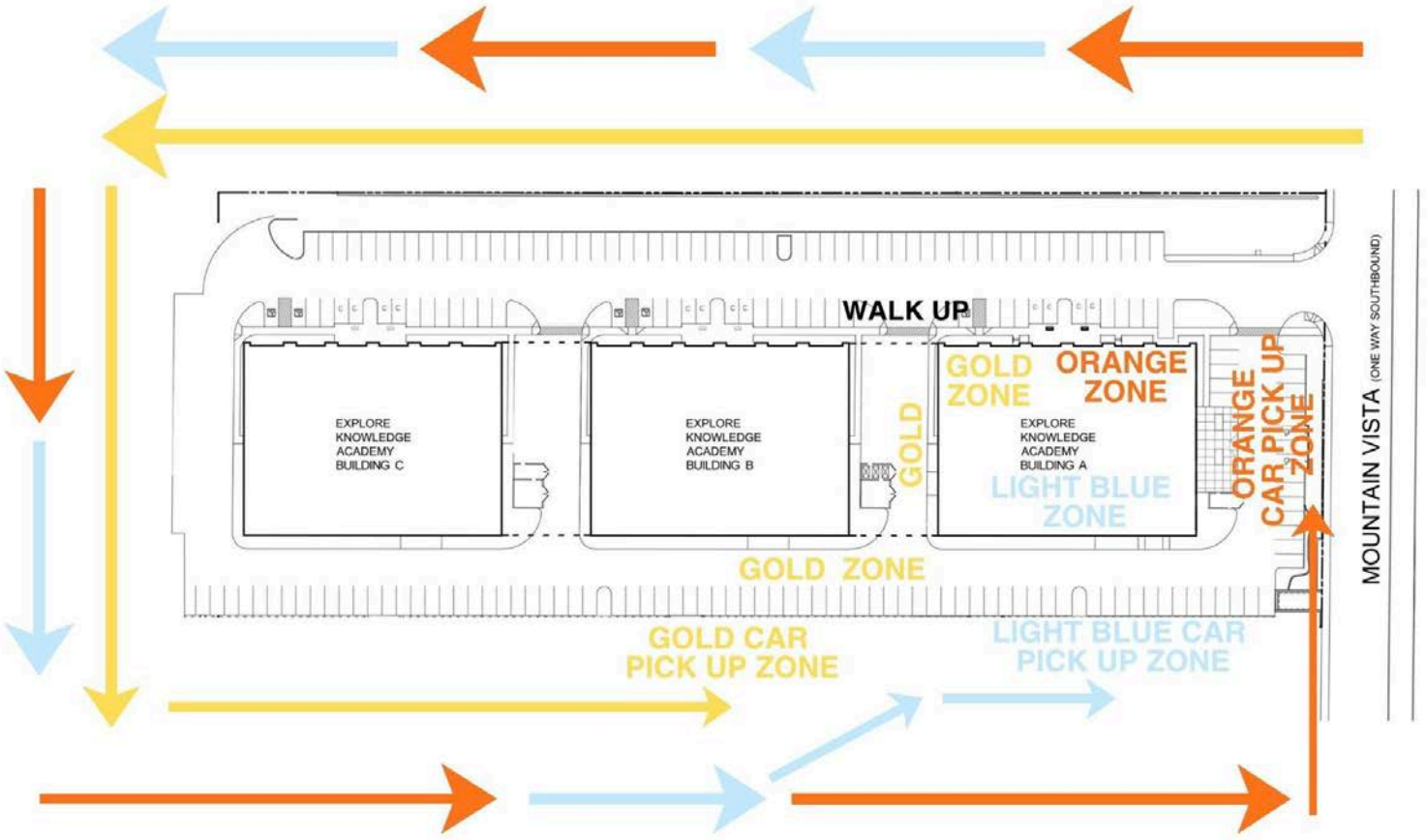
Your valet color zone will be provided when you retrieve your family Placard.
See the valet map for additional details.

Light Blue Zone - With your Placard displayed, use the outside lane and travel around all three buildings until you reach the backside of Building A. A staff member will guide you to the inside lane for drop-off and pick-up at the appropriate location. Kindergarten students will be dropped off and dismissed at the last two doors on the south side of Building A. Once done, you will be guided by a staff member to the correct exit lane.

Gold Zone – With your Placard displayed, use the inside lane and travel around all three buildings until you reach the backside of the playground gates. There will be staff members to assist your students in getting from the valet gates to their classrooms during drop-off and from the valet gates to your vehicle during pick-up. Once done, you will be guided by a staff member to the correct exit lane.

Orange Zone - With your Placard displayed, use the outside lane and travel around all three buildings. The drop-off and pick-up location is the front of Building A. There will be a staff member to guide you to the inside lane for drop-off and pick-up. Once done, you will be guided by a staff member to the correct exit lane.

Walk-ups: You may park in our parking lot across from the playground to wait until the conclusion of the vehicle valet to pick up your child. Walk-up students will be dismissed from the north playground gates. You will be required to provide your Placard upon your arrival at the gate.



Daycare Bus

If you plan to use a daycare to provide transportation for your student at the end of the school day. EKAPS requires that you complete a form so that EKAPS can safely place your child on the right bus. Families are required to update this form for each change made to the daycare or days of the week that their child will be using the bus throughout the school year.

To complete the Daycare Bus form, please click the following link:

➡️🔗: [After_Care_Bus_Transportation]

Late Pick-Up (Elementary K–5)

EKAPS recognizes that unexpected situations may occasionally delay the timely pick-up of a student. For this reason, we kindly ask that families have appropriate after-school care arrangements in place.

In the event a student is not picked up at the end of the school day, EKAPS staff will make every effort to contact the parent/guardian and emergency contacts to coordinate pick-up. If we are unable to reach a parent/guardian or receive communication, the student will be placed in the Explore More After-Care Program, in accordance with the EKAPS Explore More After-School Care Agreement.

Please note, families will be charged $30 per student, per day unless the student is already registered in the Explore More After-Care Program.

Secondary Pick Up & Drop Off Plan

- The designated drop-off and pick-up area for secondary students is the gated area between Buildings B and C on the north side of the facility.
- If arriving early for dismissal, back into a designated parking spot without blocking traffic lanes.
- Students must be picked up within 30 minutes of their last class or after-school activity.
- If a parent/guardian cannot pick up their student within 30 minutes, an offsite meeting location should be arranged.

Student Pick-Up & Early Release

Students must be picked up in person with a valid photo ID. NO ID – NO Release.
If someone other than the parent or guardian will be picking up your student, we must receive an email in advance at parentportal@ekacademy.org before the student will be released. The email should include the name of the person picking up, the time of pick-up, and the reason.

Emergency contacts are used **only** in a true emergency when the parent/guardian cannot be reached, and are not permitted to pick up students during school hours without written parent approval.

To help avoid extended wait times, families picking up students early are encouraged to schedule pick-up approximately 10 minutes before or after the student's lunch period.

*** *Elementary Lunch:* 12:00–12:30 PM *** *Secondary Lunch*: 11:15–11:45 AM

No students will be released during the last 30 minutes of the day unless sent home by the health office.

Early release cut-off times: 2:40 PM (elementary), 3:10 PM (secondary).

COMMUNICATION AND FAMILY RESPONSIBILITIES

Family Contact Information Responsibilities & Updates

It is the parent/guardian's responsibility to keep **all** contact information current and accurate—including phone number(s), email address(es), and home address. Timely updates ensure we can reach you for important school notices, emergencies, student illness/injury, and attendance.

Email is EKAPS's main form of communication, so please check your inbox regularly and keep your email address current in the Parent Portal.

How to Update Your Information (Parent Portal — Infinite Campus)

- Phone & Email: Log into your Infinite Campus Parent Portal and submit your changes under *Contact Preferences*.
    - Once submitted, your phone and email update automatically in our system.

- Address Changes:
    - Email proof of address to our Registrar at rwalls@ekacademy.org
        - *(example: first complete page of a recent utility bill or lease/mortgage showing service/residence address and date).*
    - After verification, the Registrar will approve and enter the new address in Infinite Campus.
    - You will see the updated address reflected in your Parent Portal.

We also offer our Change of Information form online - please click the following link ⏩🔗 [Change of Information], or you may pick up a physical copy in the front office.

Maintaining current phone numbers, email addresses, and your home address ensures EKAPS can contact you promptly for urgent safety or emergency alerts, communicate about student illness or health concerns, share attendance notifications, and provide time-sensitive updates related to transportation, schedule changes, events, and deadlines. Accurate contact information helps us support your student effectively and keep your family informed.

Infinite Campus Parent & Student Portal Accounts

EKAPS creates Parent and Student Portal accounts for every family. The **Parent Portal** is used for messages, grades, attendance, online registration, family contact information and required forms; the **Student Portal** is used for schedules, grades, missing assignments, and teacher communication.

Account Creation & Delivery

- After your student is officially enrolled, EKAPS will create your portal accounts and email you the login link, credentials and instructions to sign in.
- If you don't receive an email within a few days of the start of enrollment, check spam/junk and then contact us.

How You'll Log In (What to Expect)

- Parent Portal: You'll receive a login link and a temporary password; you'll be prompted to change it and set your security email on first login.
- Student Portal: Username is the Student ID#; a temporary password will be provided and must be changed at first login. Passwords are case-sensitive.
- Always use the EKAPS portal links listed below (do not use CCSD bookmarks)

⏩🔗 [PARENT_PORTAL]

⏩🔗 [STUDENT_PORTAL]

Mobile App: Families may also use the Campus Portal or Student Portal mobile app (Google Play/App Store). When prompted for district, enter "**Explore Knowledge Academy**" exactly.

If you are having trouble logging in, resetting your password, or accessing your student's information, please email parentportal@ekacademy.org.

Google Classroom

All students are issued **Google Classroom login credentials**; access is through their **EKAPS school email account** (login = EKAPS student email address and password). If you would like your student's login information, please email **parentportal@ekacademy.org**.

Google Classroom is EKAPS's online hub where teachers post assignments, announcements, and resources, and provide feedback to students. Through Google Classroom, students can view and submit assignments, access class materials, and review teacher comments in one central location.

For instructions on how to log in and navigate Google Classroom, please click the following link:
⏩🔗 [The Parents' Guide to Google Classroom]

Phone Messages for Students

EKAPS does not deliver phone messages to students during the school day, as we are unable to verify the identity of the caller or confirm if they are a parent or guardian. If there is an emergency message that needs to be delivered, the parent or guardian must come to the front office in person with a valid ID. In such cases, we will notify the student's teacher or, when appropriate, email the student directly. This helps protect student safety and minimizes classroom interruptions.

Staff Contact Information

For your convenience, the complete EKAPS staff email directory is available online. Please click the link below to access the most up-to-date staff contact information.
⏩🔗 [EKAPS ALL Staff Email]

School Communication System - PowerSchool/SchoolMessenger

EKAPS partners with PowerSchool's SchoolMessenger Solutions to provide emergency alerts, school closures, early dismissals, and general announcements via email, phone, and text message.

Important Information:

- No registration is required for parents.
- All contact information is secure and confidential and used only for school communication.

How You'll Receive Notifications:

- Caller ID: Calls will come from EKAPS' main number: (702) 870-5032.
- Text Messages: You may receive an SMS asking you to opt-in. Reply "Y," "Yes," or "OPTIN" to confirm. You can also text "OPTIN" or "subscribe" to 68453 at any time.

- Email Messages: Emails will be sent from broadcasts@schoolmessengermail.com.

Keeping Your Contact Information Updated:

- Please ensure your phone and email information are current to avoid missing important updates.
- To update your contact details, submit a Change of Information form using the following link ➡️🔗 [Change of Information Link].
- If you are not receiving messages, email parentportal@ekacademy.org for assistance.

Opening the Lines for Parent Communication

At EKAPS, we value your commitment to your child's education and encourage open communication to support student success. To ensure concerns, questions, or ideas are addressed effectively, we ask that you follow these guidelines when reaching out to school personnel.

For classroom-related concerns, please contact your child's teacher via email to discuss any issues or request information. If further assistance is needed, a conference can be scheduled with the advisor. If the matter remains unresolved, the next step is to reach out to the Principal.

For school-wide concerns or questions, please contact the Principal, or Assistant Principal via email. If the matter is not resolved at the school level, it may be escalated to the Superintendent. While Public Concern Forms can be submitted at any time, we encourage families to first address issues directly with the relevant school personnel. Forms are available in the front office.

EKAPS is committed to acknowledging inquiries within 3 business days. Due to classroom or school responsibilities, immediate availability may not always be possible, but all concerns will be communicated and addressed in a timely manner. If necessary, your inquiry may be redirected to the appropriate individual to ensure the most effective resolution. We appreciate your partnership and look forward to working together to support your student's success. For assistance, please contact:

- Superintendent: Abbe Mattson (amattson@ekacademy.org)
- Principal: Dawn Gustafson (dgustafson@ekacademy.org)
- Assistant Principal: Kara Donnelly (kdonnelly@ekacademy.org)
- Dean of Students: Butch Heiss (bheiss@ekacademy.org)

Communication Response Times - Staff

Families are welcome to contact staff by email at any time; however, response times may vary based on the school day and staff responsibilities. In general, staff typically respond within **3 business days**. Staff do **not** respond on weekends, holidays, or days when school is not in session.

Please keep in mind that **immediate replies aren't always possible**, as circumstances may arise during the school day that require staff attention. We appreciate your patience and understanding, and staff will respond as soon as they are able.

Parent Code of Conduct

EKAPS is committed to maintaining a safe and respectful environment for all students, families, and staff. To support positive communication and partnership, parents and guardians are expected to conduct themselves in a manner that reflects courtesy, respect, and professionalism.

Parents and guardians also serve as important role models for students. We ask that all adults demonstrate respectful behavior and positive interactions while on campus and at school-sponsored events.

Parents must communicate with staff respectfully at all times. **Vulgar, aggressive, threatening, or disrespectful language**—including yelling, name-calling, or hostile interactions—will not be tolerated. Phone calls or in-person conversations that become inappropriate may be ended immediately, and future communication may be redirected through administration if needed.

Parents are expected to follow appropriate communication channels when addressing questions or concerns. If an issue cannot be resolved with the staff member directly involved, families may contact the front office or administration for additional support.

ATTENDANCE

We've put together some helpful attendance tips to support a smooth and successful school year for you and your student! We encourage families to review the attendance calendar and plan around scheduled school breaks and holidays, so students do not miss important instructional time throughout the year.

Reporting an Absence

If your student is absent, please email parentportal@ekacademy.org and include the student's name, date of absence, and reason for the absence. Absence notes must be submitted within three days of the student's return to school. Notes received after this timeframe will result in the absence remaining unexcused. Absence note forms can be found on our website by using the link below, or as printed copies available in the school office. Please plan accordingly to avoid attendance issues.
Absence notes do not automatically excuse an absence; excused/unexcused status is determined in accordance with EKAPS attendance policy.

- Absence Note ⏩🔗 [Absence Note]

Pre-Arranged Absences

Going out of town? Have a prearranged event? If your child will be absent due to travel or another planned event, parents are required to complete and submit a Pre-arranged Absence Form. This form must be submitted to the front office at least one week prior to the requested absence. The Pre-arranged Absence Form is available on our website by using the link below or can be obtained from the front office.

Pre-Arranged Absence Note: ⏩🔗 [Pre-Arranged Absence Note]

Please note that pre-arranged absences will not be approved immediately before or after any scheduled EKAPS break or during scheduled assessments, including state testing windows and schoolwide exam periods. These dates are not flexible.

Students are limited to four (4) pre-arranged absences per school year. Any requests exceeding this limit will not be approved. Additionally, one EKAPS school day is equivalent to **1.3 days** in attendance calculations.

Once we receive the request, the form will be submitted to administration for approval or denial. Parents will be notified of the decision once the review process is complete.

Arrival & Tardiness

School starts at 7:55 AM, and all students are considered tardy at 8:00 AM. Beginning at **8:10 AM**, elementary students must be signed in by a parent/guardian at the front office before reporting to class. Students arriving after the start of the school day will report directly to their classroom. If a student needs to retrieve their Chromebook after arriving late, they may be required to wait until the next scheduled passing period or another appropriate time to avoid interrupting instruction.

To ensure student success and limit disruptions, we encourage families to establish consistent morning routines and arrive on time each day.

Chronic Absenteeism & Tardiness

A student is considered **chronically absent** or **chronically tardy** when they are absent or tardy **10% or more of the school days in which they have been enrolled**.

Parents/guardians will be contacted when attendance concerns arise, and a conference or attendance improvement plan may be required if this threshold is reached. Excessive absences or tardiness may impact a student's academic progress, eligibility to participate in field trips, school events, extracurricular activities, classroom rewards, promotion, or credit attainment, in accordance with EKAPS policies and Nevada law.

Please note: Nevada does not distinguish between excused and unexcused tardies. All tardies are recorded as unexcused.

Time in Class & Period Attendance

Each period, students must be in class for at least 30 minutes for the period to count as present. If 30 minutes or more are missed, the entire period is coded absent (excused or unexcused based on the stated reason/documentation). If a student arrives late but has missed fewer than 30 minutes, the period is coded Tardy, regardless of the reason.

Attendance Policy

To review the Attendance Policy, please click on the following link. ➡️🔗 [Attendance Policy]

STUDENT SERVICES & HEALTH

EKAPS Health Services

Ensuring your child's well-being during school hours is a priority. Children perform best when well-rested, eating nutritious meals, maintaining good hygiene, and engaging in regular physical activity. It is recommended that children get 8-10 hours of sleep each night, and younger children may need assistance with daily hygiene routines. Proper hygiene and clean clothing contribute to self-confidence and social acceptance. If you have any questions, please contact our school health offices:

Elementary Campus (K-5): (702) 870-5032 Ext. 114

Secondary Campus (6-12): (702) 870-5032 Ext. 212

Illness & Attendance

Children should stay home if experiencing vomiting, diarrhea, an elevated temperature (100°F or higher), persistent cough, wheezing, severe sore throat, unexplained rash, untreated head lice, or other contagious symptoms. If symptoms persist beyond 24 hours, a healthcare provider should be consulted. **Students must be fever and symptom-free for 24 hours without medication before returning to school.**

Health Screenings

Per Nevada law, students new to the district and those in designated grades are screened for vision, hearing, and scoliosis concerns. Height and weight measurements may also be recorded. These screenings do not replace professional medical exams, and any concerns identified will be communicated to parents.

Food Allergies & Epinephrine

Severe food allergies can be life-threatening. If your child has a diagnosed food allergy, notify the Health Office Assistant immediately. Any student requiring an Epi-Pen or other medication must have a provider's prescription on file. Schools are required to maintain stock epinephrine in case of a severe allergic reaction in a student with no prior diagnosis. If epinephrine is administered, parents will be notified, and emergency protocols may require ambulance transport at the parent/guardian's expense.

Emergency Situations

In the event of a medical emergency, students will be transported per Emergency Protocols, and any associated medical expenses are the responsibility of the parent/guardian.

Immunization Requirements

Nevada law (NRS 392.435) mandates that students provide proof of immunization before enrollment. Students cannot attend school without proper documentation. For clinic locations and additional information contact SNHD at (702) 759-0850 or visit: www.southernnevadahealthdistrict.org

Student Health Information & Medication

Each year, parents must complete a Student Health Information Form during the online registration to ensure the school is aware of any health conditions, medications, or special needs. If not updated, the previous year's information will be used. Relevant health information will be shared with staff as needed in a confidential manner.

To ensure the safety and well-being of all students, any medication that needs to be taken during the school day must be brought to the front office by a parent or guardian. Students are not permitted to carry medication, including over-the-counter medications, unless authorized by administration with the appropriate documentation. All medications must be in their original, properly labeled containers and accompanied by a completed Medication Authorization Form, which is available in the front office or on our website. School staff will administer medication according to the prescribed instructions. If a student requires medication on a regular basis, it is the responsibility of the parent or guardian to ensure that the school has an adequate supply.

Students in grades 6-12 may self-medicate non-controlled substances with written parent permission. Prescription medication must be in a pharmacy-labeled container. Controlled substances, including medications for ADD/ADHD, must be stored in the health office. Students may self-administer asthma or anaphylaxis medication per **NRS 392.425**, with authorization from both a parent and a healthcare provider. The school health office does not monitor self-medication.

Head & Eye Injuries

Parents will be notified of any head or eye injuries, as symptoms may not always appear immediately. Any injuries sustained through accidents, sports, or falls should be taken seriously.

Specialized Health Services & Accommodations

For students requiring specialized medical procedures, such as Epi-Pen administration, nebulizer treatments, or glucose monitoring, a healthcare provider's written order must be submitted. The Health Office Assistant (HOA) must be notified, and only procedures essential during school hours will be accommodated.

Students needing PE exemptions, assistive devices, or mobility support must provide a physician's note if accommodations extend beyond two days.

Contagious Illnesses & Exclusions

Per Southern Nevada Health District guidelines, students with suspected contagious illnesses must not attend school. Students must be fever-free for 24 hours without medication before returning.

- Pink Eye (Conjunctivitis): Highly contagious and requires treatment by a healthcare provider. Students may return 24 hours after starting treatment with medical verification.
- Rashes: Rashes accompanied by a fever require medical clearance before the student may return.
- Head Lice: Students may return after treatment and a visual inspection confirming no live lice.
- Upper Respiratory Conditions: Persistent cough, sore throat, swollen glands, or fever may indicate bronchitis, strep throat, or pneumonia. Seek medical advice if symptoms persist.
- Influenza (Flu): Symptoms include fever, cough, sore throat, fatigue, and body aches. Students must be fever-free for 24 hours before returning.
- Fungal Infections: Conditions like ringworm and athlete's foot require treatment. Scalp ringworm requires medical verification before returning to school.
- Mononucleosis: Symptoms include fatigue, swollen glands, and fever. Medical clearance is required before returning to school, PE, or sports participation.

Student Visits to the Health Office

Students who are feeling ill during the school day must report to the Health Office before calling a parent or guardian to request pick-up. This procedure allows our Health Office staff to assess the student, document symptoms, and determine whether the student needs to go home or can return to class. Students are reminded of this expectation at the beginning of each school year. While students are welcome to call home, they must do so from the Health Office after being evaluated. This ensures accurate communication, proper documentation, and helps us maintain student safety.

Students who do not report to the Health Office before contacting a parent may be required to provide a medical provider's note. Regardless of whether the absence is excused or unexcused, it will still be applied toward the student's limitation of absences.

Student Wellness Policy

To review the Student Wellness Policy, please click on the following link. ➡️🔗 [Wellness Policy]

Patriotic Observance

In accordance with **NRS 389.014**, EKAPS sets aside time at the beginning of each school day for the recitation of the Pledge of Allegiance. Following the morning bell, all students participate in this patriotic observance as part of our daily routine. While participation in the pledge is encouraged as a respectful acknowledgment of our nation, students who choose not to recite the pledge must remain respectfully silent throughout the observance.

Period of Silence

In accordance with **NRS 388.075**, EKAPS sets aside a brief period of silence at the start of each school day. During this time, all students and staff must remain silent to allow for voluntary individual meditation, prayer, or reflection. Participation is personal and optional, and this time is intended to provide a calm and respectful start to the school day.

English Learner Policy and Plan

To review the English Learner Policy and Plan, please click on the following link.
➡️🔗 [English Learner Policy and Plan]

School Volunteer/Visitor Procedures

1. EKAPS welcomes and encourages visits to the school by parents, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls:
    a. All Visitors must sign in at the front desk. Sign in log will contain at a minimum: name, date, time and purpose of the visit.
    b. All visits must be coordinated and approved either by administration or the teacher/staff member that is being visited.
    c. Visitors must surrender proper identification upon request.
    d. A background check may be required for visitors when deemed necessary by the administration. Volunteers who are likely to have unsupervised contact with pupils are required to complete fingerprinting and a criminal background investigation before volunteering, in accordance with Nevada law. Volunteers may not have unsupervised contact with students until all required clearances have been completed and approved by the school.
2. The administration has the authority to prohibit the entry of any person to a facility or to expel any person when there is a reason to believe the presence of such person would be detrimental or contrary to the good order of the facility. If such an individual refuses to leave the area or creates a disturbance, the administration is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Volunteer/Visitor Guidelines and Safety Procedures (VISITU)

EKAPS values the involvement of parents, community members, and educators and welcomes visits to our campus. To maintain a safe, secure, and productive learning environment, visitor protocols are in place to minimize disruptions and uphold the integrity of the educational program for students and staff.

The school administration reserves the right to deny or revoke access to any individual whose presence may disrupt school operations or compromise campus safety. If an individual refuses to comply with school policies or creates a disturbance, the administration is authorized to request assistance from local law enforcement as necessary.

To enhance campus security, EKAPS utilizes VISITU, a visitor management system that works in conjunction with law enforcement to help protect students from sex offenders, domestic dispute offenders, and unauthorized individuals. All visitors must check in at the front office, where a Driver's License or official identification will be scanned using VISITU on an iPad. The system will capture a visitor photo, and once cleared, a badge will be printed displaying the visitor's name, photo, date and

time of visit, and the employee being visited. If a potential threat is identified, administrators and law enforcement will be notified immediately.

Visitors are required to wear their badge at all times while on campus to ensure student safety and prevent unauthorized access. If you are visiting campus for a meeting, event, or volunteering, please allow extra time for the check-in process to ensure VISITU can properly register and print your visitor badge.

EcoWorld Donation Bin — Located on the North Side of Building A

EcoWorld, in partnership with the Red Cross, has placed a FREE donation bin on our campus. This metal collection bin accepts clothing, shoes, accessories, linens, and similar items. Their mission centers on reducing waste by recycling and repurposing hundreds of thousands of pounds of discarded items each week.

EcoWorld and the Red Cross work together to sort, reuse, and recycle donated goods, ensuring they reach individuals and families affected by disasters or experiencing hardship. These items are distributed at no cost to those in need.

If you'd like to contribute, you are welcome to place your donations directly into the bin.
Please do not bring donations into the school office.

FOOD SERVICES & CELEBRATIONS

Lunch Program

EKAPS partners with the BetterLunch Program to provide meals for students in grades K—12. Parents are required to pre-order student lunches through the BetterLunch website.

How to Order

1. Visit www.mybetterlunch.com and follow the instructions.
2. Use the appropriate Campus Code below when placing your order:

    - Kindergarten: **EKAK**
    - Grades 1—5: **EKA15**
    - Grades 6—12: **EKA612**

After entering the code, click "Verify Campus" to ensure your child's lunch is delivered to the correct location. Please double-check that both the school name and drop-off location (e.g., Elementary (K-5), Secondary (6-12), etc.) are accurate.

If you choose not to participate in the BetterLunch program, please ensure your child brings a packed lunch each day. If you need assistance, please contact BetterLunch directly at hello@mybetterlunch.com or call (702) 431-4463.

Student Food Deliveries - Lunch Drop Off

EKAPS is committed to maintaining a safe, structured, and healthy learning environment for all students. To support this, we have established the following guidelines for lunch drop-offs and food deliveries:

- **Outside Food Deliveries from Vendors:**
  EKAPS does **not permit food deliveries** from local vendors or third-party delivery services such as DoorDash, Grubhub, or Bite Squad. These deliveries disrupt the school day, pull students out of class, and pose a safety concern when students attempt to retrieve food from outside or the parking lot. Food from these vendors typically does not meet State Wellness Guidelines and may include items high in sodium, sugar, fat, or caffeine.
- **Lunch Drop-Offs by Parents:**
  - If a parent needs to drop off a lunch for an **elementary student**, our staff will ensure it is delivered to the student.
  - For **secondary students** (grades 6–12), students are expected to come to the front office **after the lunch bell rings** to check for any dropped-off lunches. As part of promoting responsibility and independence, the front office staff will not deliver lunches to secondary students during lunch or class time.

Food in Classrooms

EKAPS does not permit food to be consumed in classrooms during class time. Food/snacks may be consumed in the lunchrooms only. Drinks are also not permitted unless it is water in a closed or closable container. It is acceptable for food to be stored in a closed backpack while in class. Students may not eat food or drink from an open backpack.

Gum Chewing: Gum is not allowed in classrooms or anywhere inside the school buildings. ONLY during state-mandated testing are students permitted to chew gum provided by EKAPS to help with focus. All gum must be disposed of properly before leaving the testing area.

Birthday and Celebration Guidelines

Birthdays are a special time to celebrate, and EKAPS encourages non-food celebrations in line with our Wellness Policy and to accommodate student allergies. Edible treats are not permitted, but students, teachers, and parents can collaborate on fun, non-food celebration options.

Examples of Non-Food Celebrations:

- Create a birthday book or card from the class
- Invite a guest reader to visit the class
- Have the birthday child read a special book to the class
- Donate a gift to the class in the child's honor
- Allow the child to share a special show-and-tell item
- Play a special classroom game
- Be the teacher's helper for the day
- Provide small non-edible treats (e.g., pencils, notepads, erasers)

Each classroom may have different celebration ideas—please check with your child's teacher for a full list of options. Other holiday and curriculum-based food experiences will continue to be managed by classroom teachers. Together, we can celebrate students in a healthy and positive way!

ACADEMICS

School Curriculum & Course Offerings

Explore Knowledge Academy of Public Speaking (EKAPS) follows the Nevada Academic Content Standards (NVACS) and provides a comprehensive curriculum for students in grades K–12.

Students receive instruction in the core academic subjects of English Language Arts, Mathematics, Science, and Social Studies. In addition, all students participate in Public Speaking, EKAPS' signature instructional program, along with courses in Technology, Spanish, Art, Physical Education, and Social Emotional Learning (SEL). Students also have access to a variety of elective courses designed to support their academic interests and personal growth. Eligible students may also participate in the EKAPS Distance Learning Program, which provides online instruction aligned with the Nevada Academic Content Standards.

To review the EKAPS Course Descriptions, please click on the following link. ➡️🔗 [EKAPS Course Descriptions]

Classroom Placement

Our administrative team carefully reviews each student's academic performance, assessment data, and classroom evaluations to ensure placement in the most supportive learning environment. Student personality, developmental needs, and individual characteristics are also taken into consideration. While we understand that families may have preferences, classroom placement decisions are made by administration to best support student needs and overall classroom balance. EKAPS reserves the right to adjust placements as necessary to meet student needs and maintain positive classroom dynamics.

Secondary Course Placement

Course changes may only be requested during the student's first week of school and will be considered for the following reasons:

- The student was placed in the incorrect course level
- The student has already completed the course
- The course does not align with the student's graduation/diploma requirements

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Written Notice of State Examinations

To review the Written Notice of State Examinations, please click here. ➡️🔗 [Written Notice of State Examinations]

Academic Credit - Promotion & Retention Policy

To review the Academic Credit - Promotion & Retention of Students, please click here. ➡️🔗 [Academic Credit - Promotion & Retention Policy]

High School Graduation Policy and Requirements

To review all materials related to high school graduation—including diploma options, credit requirements, and EKAPS' Graduation Policy—please click the following links: ⏩🔗 [High School Graduation Requirements], [EKAPS Graduation Requirements]

PE Uniforms

Students in grades 6–12 who are enrolled in Physical Education (PE) are **required** to purchase a PE uniform, which includes both a shirt and shorts. These uniforms help ensure consistency, safety, and

proper participation during PE classes. PE uniforms are available for purchase by visiting our website at: ➡️🔗 [PE Uniforms].

Homework Policy

To review the Homework Policy, please click here. ➡️🔗 [Homework Policy]

Grading Policy (Attendance Requirements / Promotion / Credit Earning / Final Exams)

Elementary Students (Grades K–5)

Elementary students are expected to attend school regularly and participate consistently in instruction. Students with excessive absences may be at risk of not meeting grade-level requirements. Elementary students who reach the 10% absence mark may be retained based on academic performance and administrative review.

Secondary Students (Grades 6–12)

Secondary students who enroll late or return late for the start of the first or second semester may not be able to earn credit for their courses if they are not in attendance within 7 EKAPS school days of the semester start date (equivalent to 9 instructional days, as each EKAPS day equals approximately 1.3 days). This applies to both new and returning students.

If a student is not in attendance within the required timeframe, the student may be ineligible to earn credit for the semester due to missed instructional time and seat time requirements. In these cases, EKAPS may offer the option for the student to enroll in the Distance Learning Program in order to remain on track and work toward earning credits.

Final Exams

Secondary students will take final exams at the end of each semester. Students who do not complete finals during final exam week will receive a grade of 0 points for any final that is missed. Students may not make up finals after the end of a semester.

For additional details, please refer to the Academic Credit, Promotion & Retention Policy.

Grading Scale Policy

To review the Grading Scale Policy, please click here. ➡️🔗 [Grading Scale Policy]

TECHNOLOGY

Technology Agreement (includes):

- Student Technology Damage/Use and Loss Agreement
- Student Technology Care Guidelines
- Online Accounts Agreement
- Disclaimer/User Liability

To review the Technology Agreement, please click here. ➡️🔗 [Technology Agreement]

Internet Safety Policy

To review the Internet Safety Policy, please click here. ➡️🔗 [Internet Safety Policy]

Cell Phones and Personal Devices Policy

To review the Cell Phones and Personal Devices Policy, please click here. ➡️🔗 [Cell Phones and Personal Devices Policy]

STUDENT CONDUCT, SAFETY & DISCIPLINE

- Respect for All: Students are expected to treat peers, staff, and faculty with respect and kindness.
- Academic Integrity: Cheating and plagiarism are strictly prohibited and will result in disciplinary action.
- Attendance: Regular attendance is mandatory, and absences must be justified with appropriate documentation.
- Dress Code: Students must adhere to the school's dress code policy at all times.
- Use of Technology: Responsible use of school technology and internet is required.
- Conflict Resolution: Students should seek peaceful and constructive ways to resolve conflicts.
- Participation: Active participation in class and school activities is encouraged.
- Safety: Students must follow all safety guidelines and report any unsafe conditions.
- Bullying: Zero tolerance for bullying, harassment, or discrimination.
- Property: Respect for school and personal property is expected.
- Language: Use of appropriate language is required in all school settings.
- Responsibility: Students are accountable for their actions and must adhere to school rules.
- Community Involvement: Students are encouraged to engage in community service and school events.
- Honesty: Honesty is expected in all interactions and academic work.
- Collaboration: Students should work collaboratively with peers and teachers.
- Time Management: Effective time management is essential for academic success.
- Respect for Diversity: Students should appreciate and respect cultural and individual diversity.
- Leadership: Opportunities for leadership should be embraced and pursued.

Secondary Lockers

To review the Secondary Lockers, please click here. ➡️🔗 [Secondary Lockers]

Progressive Discipline & Restorative Justice Policy

To review the Progressive Discipline & Restorative Justice Policy, please click here. ➡️🔗 [Progressive Discipline & Restorative Justice Policy]

Suspension Appeals Policy

To review the EKAPS Suspensions Appeal Policy, please click here. ➡️🔗 [Suspensions Appeal Policy]

Dress Code Policy

To review the Dress Code Policy, please click here. ➡️🔗 [Dress Code Policy]

Field Trips

EKAPS field trips are planned for specific educational purposes and are designed to support classroom learning and student enrichment.

Permission, Cost & Payment

Families are responsible for all costs associated with field trips. Students may participate in a field trip only if the online field trip permission form is completed and payment is submitted in full by the deadline listed in the field trip information.

**Please note that field trip payments are non-refundable, as many expenses are paid in advance. Refunds will only be issued if EKAPS determines a student is ineligible to attend the field trip.*

Eligibility

Field trip participation is based on student eligibility. Families will be notified if a student is deemed ineligible to attend before the day of the event.

Student Safety & Medical Situations

If a student is injured during a field trip, EKAPS will contact the parent/guardian and utilize the emergency and medical information on file. EKAPS will make every effort to work with the family to determine the best plan for student care.

Field Trip Chaperones

Field trip chaperones are selected and notified by the lead teacher and/or administration based on the needs of the trip. Parent chaperones may not bring additional children on field trips.

Eligibility for School Events, Dances and Field Trips

Participation in school events is a privilege. Eligibility is determined by administration and may be affected by a student's **attendance (including tardies)**, **behavior**, and/or **academic performance**. Students with excessive absences, behavior concerns, or failing grades may be deemed ineligible to participate.

Administration will review the student's eligibility and **if** determined to be ineligible for any reason, families will be notified before the day of the event. If payment has already been submitted prior to an ineligibility notice, a refund will be processed.

Lost and Found

The Lost and Found will be located in two designated areas: one in the Multipurpose Room (MPR) and one in the front office of Building A. To help reduce the number of lost items, we encourage parents to label all personal belongings with their child's name. Unclaimed items will be donated after a designated period, but prior to donation, a reminder notification will be sent to families.

Items Not Permitted

Students are not permitted to bring toys or any other unapproved items to school. This includes, but is not limited to, Pokémon cards, stuffed animals, and other small handheld items. As outlined in the student planner, students should only bring items necessary for schoolwork and lunch. Any additional items require prior approval from a teacher. Unapproved items may be confiscated by EKAPS staff. Confiscated items must be picked up by a parent or guardian, as students are not allowed to reclaim them directly. Additionally, EKAPS staff will not be responsible for investigating the loss or theft of unapproved items. EKAPS enforces these guidelines to maintain a focused and distraction-free learning environment.

Safe and Respectful Learning Environment

To review the Safe and Respectful Learning Environment, please click here. ➡️🔗 [Safe and Respectful Learning Environment]

NDE Code of Honor

To review the NDE Code of Honor, please click here. ➡️🔗 [NDE Code of Honor]

NDE Educational Involvement Accord - Student/Parent/School Agreement

To review the NDE Educational Involvement Accord - Student/Parent/School Agreement, please click here. ➡️🔗 [NDE Educational Involvement Accord]

Safe Sun Exposure Policy

To review the Safe Sun Exposure Policy, please click here. ➡️🔗 [Safe Sun Exposure Policy]

Safe Firearms Notification and Storage Guidelines

EKAPS is required under Nevada law to notify families each year about safe firearm storage and related safety information. To support the safety and well-being of our students and community, we provide the Nevada Firearms Notification Letter and the Safe Firearms Storage Guidelines. Please review the information using the links below, and contact our office if you have any questions.

- **Nevada Firearms Notification Letter:** ⏩🔗
https://ekacademy.org/wp-content/uploads/2025/12/Nevada-Firearms-Notification-Letter.pdf
- **Safe Firearms Storage Guidelines:** ⏩🔗
https://ekacademy.org/wp-content/uploads/2025/12/Nevada-Firearms-Notification-Letter.pdf

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Suicide Prevention Policy

To review the Suicide Prevention Policy, please click here. ➡️🔗 [Suicide Prevention Policy]

Operational Protocols

Operational protocols for EKAPS in Nevada refer to the set of guidelines and procedures that govern the daily functioning of the school. These protocols are designed to ensure that EKAPS operates efficiently, effectively, and in compliance with state and federal education laws. They cover a broad spectrum of areas, including student enrollment, curriculum implementation, and school safety measures. This Parent-Student Handbook is a comprehensive guide to these operational protocols. It provides detailed information about our policies, procedures, and expectations, helping students and parents navigate their journey at EKAPS. By understanding and adhering to the guidelines outlined in this handbook, we can work together to create a positive and productive learning environment.

Emergency Operations Response Plan

At Explore Knowledge Academy of Public Speaking (EKAPS), the safety of our students and staff is our highest priority. In emergency situations, knowing what to do ensures that everyone can Stay Calm and Stay Safe. Below is an overview of how EKAPS prepares for emergencies and how you can support your child's safety.

EKAPS Emergency Operations Plan (EOP)

Our Emergency Operations Plan is designed to protect the welfare of students in the event of an emergency and includes:

- A detailed emergency plan coordinated with national, state, and county emergency action plans.
- School-wide Emergency Teams integrated with community emergency and mental health resources.
- Site-Based Emergency Plans, including drills for evacuation, hold, secure, lockdown, evacuate, shelter, reverse evacuation, and other emergency situations.
- School-based and district-wide health services, integrated with community health and medical resources.
- A designated reunification site if an off-campus evacuation is required. Local media outlets will announce the reunification site if needed.

Parent Role in Emergency Preparedness

As a parent of an EKAPS student, you play a vital role in protecting your child during an emergency. You can assist emergency responders and others engaged in the protection of your student by staying calm and following these steps:

Before an Emergency

- Practice emergency response at home, ensuring your family has a plan and necessary supplies. Teach your child to remain calm and ask for help when needed.
- Ensure the school has updated contact information, including emergency contacts and medical history.
- Discuss school emergency procedures with your child so they understand the importance of following drills for fire, lockdowns, and other situations.
- Instruct your child to remain with school staff and follow their directions at all times.
- Advise your child not to use their phone to contact you during an emergency to keep communication channels open for responders.
- Reassure your child that school staff will follow safety procedures and that you will reunite with them as soon as it is safe to do so.

During an Emergency

- Remain calm and do not go to the school, as this may interfere with emergency response efforts.
- Keep phone lines free so school personnel and community responders can communicate efficiently.
- Follow updates from EKAPS through TV, radio, School Messenger, or the internet for instructions on when and where reunification will take place.
- Bring legal identification (driver's license or passport) to the designated reunification site. Students will only be released to parents or guardians listed on the enrollment form with proper ID.

Reniting with Your Child

- Be a model of calm and reassurance, letting your child know they are safe and protected.
- Listen to your child and watch for any changes in behavior, such as anxiety, clinginess, trouble sleeping, or acting younger than usual.
- Seek professional assistance if behavior changes persist beyond two weeks, by contacting the school, your family doctor, or a community counselor.
- Stay connected with your child's school and follow recommendations from EKAPS and community experts.

At EKAPS, we are committed to ongoing training and preparedness to ensure the safety of our students and staff. By working together, we can create a safe and secure environment for everyone. Thank you for your support and cooperation in keeping our school community safe.

EOP Notice: Date: June 25, 2026

Nevada Revised Statute 388.229 - 388.266 requires each site to annually review and update their School Emergency Operations Plan. Explore Knowledge Academy's Emergency Operations Team has completed this review and has updated the Explore Knowledge Academy Plan on June 25, 2026. All required elements have been included and are in compliance with NRS 388.229 - 388.266.

A copy of NRS 388.229 - 388.266 is available upon request.

NOTICE OF COMPLETION

Emergency Operations Plan (EOP)

School Year: SY 2026 - 2027

District/Charter/Private School Name: Explore Knowledge Academy

I certify that the above referenced district, charter, or private school has completed the requirements for the development of an Emergency Operations Plan (EOP) and additional requirements in Nevada Revised Statue (NRS) 388.229-388.291 for public schools and NRS 394.168-394.1699 for private schools.

I also certify that our school/school district EOP Development Committee and EOP School Committee have both reviewed and updated our Emergency Operations Plan.

The EOP has been submitted to the Nevada Division of Emergency Management website and a Notice of Completion has been posted at each school or on the school's website.

Signature of School Official: Abbe Mattson

Print Name: Abbe Mattson

Title: Superintendent

Date: 6/25/26

For questions please contact Jeremy Silva, Nevada Department of Education
Jeremy.silva@doe.nv.gov
2080 E. Flamingo Rd Ste 210. Las Vegas, Nevada 89119
702-486-2357

SB 215 Emergency Closure Plan

To review the SB 215 Emergency Closure Plan, please click here. ➡️🔗 [Emergency Closure Plan]

Disruption of School Operations

To review the Disruption of School Operations, please click here. ➡️🔗 [Disruption of School Operations]

Federal Asbestos Hazard Emergency Response Act

In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), EKAPS is required to notify parents, teachers, and other employees each year of the availability of Asbestos Management Plans and any necessary actions our school is taking to maintain asbestos containing materials in our buildings. The Mountain Vista facility has been determined to be asbestos free. A copy of the asbestos management plan is available for your inspection in all of our administrative offices during regular office hours. Any further inquiries regarding the plan should be directed to Abbe Mattson, Superintendent.

STUDENT & FAMILY RIGHTS

Family Educational Privacy Acts (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However,

schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Questions regarding educational records at the school should be directed to the Site Administrator or Superintendent in writing. Parents or eligible students have a right to file a complaint regarding the district's compliance with these requirements by contacting the Family Policy Compliance Office, U.S. Department of Education.

Transfer of Rights at Age 18

When a student turns **18 years old**, all rights afforded to parents under FERPA, including the right to review educational records, transfer to the student. For this reason, it is important that students and families understand the following:

- The school **may** disclose educational records to a parent/guardian if the student is claimed as a **dependent for tax purposes** (the student cannot prohibit this).
- The school **may** disclose educational records to a parent/guardian in the event of a **health or safety emergency** involving the student (the student cannot prohibit this).
- The school **may** inform a parent/guardian if the student has violated any law or school policy regarding the **use or possession of alcohol or a controlled substance** (the student cannot prohibit this).
- An 18-year-old student is considered a legal adult under Nevada law unless a **court order** exists that limits the student's rights.
- An 18-year-old student may sign themselves out of school; however, the school may still record the absence as **unexcused** based on EKAPS attendance policy.
- An 18-year-old student may sign their own permission slips and school-related forms.

Protection of Pupil Rights Amendment (PPRA)

PPRA (20 U.S.C. § 1232h, 34 CFR Part 98) affords parents of students certain rights regarding, among other things, participation in surveys, the collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following eight protected areas (protected information survey) if the survey is funded as part of a program administered by the U.S. Department of Education (Department) (applicable program) —

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice* and an opportunity to *opt a student out* of —

1. Any protected information survey administered or distributed to a student by an local educational agency that is a recipient of funds under an applicable program (LEA) if the protected information survey is either not funded as part of a program administered by the

Department or is funded as part of a program administered by the Department but to which a student is not required to submit;
2. Any non-emergency, invasive physical examination or screening required by an LEA as a condition of attendance; administered by the school and scheduled by the school in advance; and, that is not necessary to protect the immediate health and safety of a student, with some exceptions; and
3. Activities of an LEA involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or sale (or to otherwise distribute such information to others for that purpose), with some exceptions.

- *Inspect*, upon request—

1. Protected information surveys and surveys created by a third party, before the administration or distribution by an LEA of the surveys to a student;
2. Any instrument used by an LEA to collect personal information for the purpose of marketing or sale (or otherwise distributing such information for that purpose), before the instrument is administered or distributed to a student, with some exceptions; and
3. Instructional material, excluding academic tests or academic assessments, used by an LEA as part of the educational curriculum for a student.

These rights transfer from the parents to the student when the student turns 18 years old or becomes an emancipated minor under applicable State law.

EKAPS will offer the option to decline participation in the school directory at the start of each school year and notify them throughout the year on any substantive changes to the policy. EKAPS will also directly notify parents and eligible students, such as through US Mail or email, at least one month prior to specific activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information collected from students for the purpose of marketing or sale (or otherwise distributing such information to others for that purpose), with some exceptions;
- Administration or distribution to a student of any protected information survey not funded as part of a program administered by the Department or funded as part of a program administered by the Department but to which students are not required to submit; and
- Certain non-emergency, invasive physical examinations or screenings, as described above.

Parents who seek additional resources on student privacy under PPRA may visit the Department's Student Privacy Policy Office website at https://studentprivacy.ed.gov/. Parents who believe their PPRA rights have been violated may file a complaint online by selecting the PPRA complaint form option at https://studentprivacy.ed.gov/file-a-complaint or by mailing the form to the following address:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, S.W.,

Washington, D.C 20202

Students with Diverse Learning Needs (IEP/504 Rights & Services)

Explore Knowledge Academy of Public Speaking (EKAPS) is committed to providing an inclusive and supportive learning environment for all students. In accordance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Nevada state regulations, students with disabilities are entitled to a Free Appropriate Public Education (FAPE) and must be educated in the Least Restrictive Environment (LRE) whenever possible.

Students may receive individualized support through an Individualized Education Program (IEP) or a Section 504 Plan, which outline the accommodations and services needed for their success. EKAPS ensures equal access to all programs and activities and prohibits discrimination based on disability or mental health needs. Student records are protected under FERPA, and families have the right to request evaluations and challenge decisions through formal dispute-resolution processes.

Please note that a student's direct instructional services and supports at EKAPS may differ from those provided at their current or former school. If it is determined that an appropriate special education program and/or related services are not available, EKAPS will notify the parent/guardian in accordance with **Nevada Administrative Code (NAC) 388.318**.

All IEPs must be reviewed prior to your student completing the enrollment process.

As part of the registration process, families must submit the following special education documentation from the student's confidential file (if applicable):

- Consent for Placement
- Current Multidisciplinary Team (MDT) Meeting Report
- Speech and Occupational Therapy Annual Reports (if the student receives related services)
- Eligibility Determination Form
- Current Annual IEP and any revisions
- Current Behavior Intervention Plan (BIP), if applicable

EKAPS partners with families and specialists to ensure that students with diverse learning needs are supported appropriately and provided access to the services and accommodations they are eligible to receive.

ENROLLMENT

Enrollment Policy

To review the Enrollment Policy, please click here. ➡️🔗 [Enrollment Policy]

Enrollment and continued placement at EKAPS are contingent upon adherence to school policies, procedures, and expectations.

Lottery Procedures

To review the Lottery Procedures, please click here. ➡️🔗 [Lottery Procedures]

Withdrawal Policy

To review the Withdrawal Policy, please click here. ➡️🔗 [Withdrawal Policy]

Military Children Enrollment Policy

To review the Military Children Enrollment Policy, please click here. ➡️🔗 [Military Children Enrollment Policy]

McKinney-Vento/Homeless Policy and Plan

To review the McKinney-Vento/Homeless Policy and Plan, please click here. ➡️🔗 [McKinney-Vento Homeless Policy and Plan]

Foster Care Policy and Plan

To review the Foster Care Policy and Plan, please click here. ➡️🔗 [Foster Care Policy and Plan]

School Fees

Explore Knowledge Academy of Public Speaking (EKAPS) is a tuition-free public charter school. There is no cost to enroll or attend EKAPS, and no donation is required for admission or participation in the school's educational program.

EKAPS assesses an annual, non-refundable school fee to help offset general school-related costs throughout the year, including classroom materials, student programs, and campus resources that benefit all students.

Annual School Fee

- $120 per student
- $100 for each additional student from the same family

Payment Process

The annual school fee must be paid through the Infinite Campus Parent Portal. For newly enrolled students, the fee will not be available until school begins and Parent Portal access has been established. Once your account is active, payment may be submitted through the Fees tab.

Families who are unable to pay the full amount at one time may adjust the payment amount before submitting payment.

Additional Costs

In addition to the annual school fee, families may be responsible for costs associated with:

- Lost or damaged school property, equipment, materials, or textbooks
- Field trips and extracurricular activities
- School events and other optional enrichment opportunities
- Other optional programs or activities offered throughout the school year

All school fees are non-refundable.

All school-related payments must be submitted electronically. Depending on the type of fee or activity, payments may be made through the Infinite Campus Parent Portal or through the EKAPS website. Cash payments are not accepted.