



**Akron Preparatory School**  
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Akron, OH 44316  
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**School Administration**  
Ashley D. Miles – Principal  
Jamon McClain – Dean of Students  
Latoya Austin – Office Manager

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## Visitor Protocol

Akron Preparatory School has a closed campus policy. Effective June 1, 2022 visitors may not visit classes/Campus at any time. In order to gain access to the campus, all visitors must call and schedule an appointment with an administrator. At any time during the scheduled visit, the school reserves the right to ask the parent/visitor to leave at the discretion of the Dean(s), Principal(s) and/or Head of School. When entering the school for an appointment parents/visitors must sign in at the office and obtain a visitor's pass from a school Dean(s), Principal(s) and/or Head of School before visiting the building and classrooms. During visitation, all guest must be respectful of the instruction and learning that is occurring and refrain from interrupting these processes. Any visitor who does not report to the office or is found in the building without a visitor's pass will be asked to leave immediately. Please refrain from visiting the campuses during first three weeks of any school year.

Under no circumstances are students permitted to leave the campus, at any time, without permission and then only under the escort and supervision of an authorized adult. All doors to the building will be locked and secured using security cameras. Students should be aware that ACCEL Schools have neighbors and we should be respectful and courteous of their needs.

## Early Arrival/ Early Dismissal

Students should not arrive at school earlier than 7:30 am. At dismissal, students should either leave the school building, or attend the school – sponsored activity of their choice. Early Dismissal begins at 3:00, and ends at 3:15. After 3:20, scholars will not be released until an administrator brings them out. **Parents need to notify the office no later than 2:00, if your scholar is leaving early for the day.** No scholars will be dismissed early, unless school is notified by note or phone call. This is for the protection of your scholar.

While we understand emergencies arise, please understand that if your scholar is released before 3pm daily, they will be at risk for truancy due to school hours missed. Please plan to have your scholar at school from 7:30am-3:25pm daily.

In case of an emergency, parents or guardians should contact the main office either by phone or in person. **Under no circumstances, should parents or guardians attempt to contact students in their classrooms, in person or attempt to withdraw students from the building without notifying and receiving permission from the Dean(s), Principal(s) and/or Head of School or other administrative official.**