

**Akron Preparatory School**  
1200 E. Market Street  
Akron, OH 44316  
Phone: 330-247-6232  
Fax: 330-299-7173  
Website: www.akronprep.org



**School Administration**  
Ashley D. Miles – Principal  
Jamon McClain – Dean of Students  
Chazare Jester – Dean of Students  
Amelia McCormick – Dean of Academics  
Latoya Austin – Office Manager

## IMPORTANT UPDATE

February 27, 2023

Lion Families,

I hope this message finds you and your loved ones well. As you are aware, we are all facing challenging times regarding school safety. As a school, we have always taken every precaution necessary to keep our students and staff safe.

We are writing to inform you that our school will be implementing a **zero visitor procedure** as an extra layer of safety for our staff and scholars. This policy will take effect immediately and will remain in place until further notice.

The safety and wellbeing of our students and staff are of the utmost importance to us. In the society that we live in today, we believe that implementing a zero visitor procedure is necessary to ensure their safety. This decision has been made after careful consideration and consultation with local law enforcement and security experts.

Under this procedure, no visitors will be allowed in the school building, except in cases of emergency or where it is absolutely essential. Any essential visitors will be required to follow strict safety protocols, including signing in at the main office, wearing identification badges, and being escorted at all times.

We understand that this procedure may be an inconvenience for some families, but we believe it is the best course of action to help protect the physical safety of our entire school community. We are committed to creating a safe and secure learning environment for all students and staff, and we appreciate your support in this effort.

If you have any questions or concerns about this procedure, please do not hesitate to reach out to us. We will keep you updated on any changes or developments as they arise.

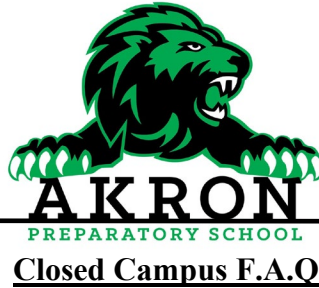
Thank you for your understanding and cooperation in this matter.

Serving you,

Ashley Miles  
Principal

*Please Flip Over for FAQs regarding the Closed Campus*

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**I would like to pick up my Scholar for early dismissal:**

- Call the School prior to 2pm to request pick up and what time. If there is an emergency , please give us a 15 min heads up . Pick must be before 3pm.
- Pick up by 3pm, door closes at 3pm.
- When you pick up , please buzz for your scholar, show your ID and sign out in the book that is now located in vestibule.
- Please be advised that early pick -ups often, will result in truancy issues.

**I would like to drop off lunch or snacks for the class.**

- Buzz into the office, speaker located in the entry way. State the scholar's name and grade and that you are leaving lunch or snacks.
- Leave lunch on the table in the entry way with name of scholar on a sticky note (provided for you) . A staff member will retrieve the lunch and deliver to the classroom.

**I would like a meeting.**

- **Call the school and set up a time slot for a virtual meeting.**
- **There are no in-person meetings**
- **Please do not come to the school, you will be asked to set up a virtual meeting. Office staff will give you a time and date. An administrator or teacher will send you an email with log-in credentials.**

**Regular Dismissal – Starts at 3:25**

- Please stay in your vehicle.
- Do not get out of your vehicle.
- Once you have your scholar in your vehicle, please proceed out of the parking lot with caution.