



## Academic Performance EXcellence Academy

An LAUSD authorized public charter school  
1309 North Wilton Place – Office #321  
Los Angeles, CA 90028  
Phone (323) 817-6550 FAX (323) 817-6555  
<http://www.apexacademyla.org>

## School Administration

Brenda Esparza  
**Site Administrator**  
John J. Garrett  
**Assistant Site Administrator**

## PazLo Ed. Foundation

Cesar Lopez  
**Executive Director**  
Margret Woelke  
**Executive Director**

# Academic Performance EXcellence Academy Code of Conduct with Students

The most important responsibility of APEX Academy is the safety of our students. All employees, as well as all individuals who work with or have contact with students are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

While APEX Academy encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations including, but not limited to the following:

1. Meeting individually with a student behind closed doors, regardless of gender.
2. Remaining on campus with student(s) after the last Director leaves the school site. (There are exceptions such as teachers rehearsing with students for a drama/music activity or coaching academic decathlon students with approval of the Director in advance.)
3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s) that are unprofessional, unethical, illegal, immoral or exploitive.
4. Giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.
5. Making statements or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning.
6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employees/individual's responsibilities and/or duties.
7. Transporting student(s) in a personal vehicle without proper written Director and parent authorization forms on file in advance.
8. Taking or accompanying student(s) off campus for activities other than APEX Academy approved school journey or field trip.
9. Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities.
10. Communication with student(s) in writing, by phone/Email/electronically, via Internet, or in person, at any time for purposes that are not specifically school-related.
11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.
12. Providing student(s) with a personal home/cell telephone number, personal Email address, home address, or other personal contact information, except for specific school-related purposes and/or situations.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above behavior(s), either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety. Employees/individuals are advised that when allegations of inappropriate conduct or behavior are made, APEX Academy is obligated to investigate the allegations and if warranted, take appropriate administrative and/or disciplinary action.

Employees/Individuals who have questions or need further information should contact Susan Guillen – HR/Business Operations Manager at 323-817-6412.