

# Policies and Procedures Manual



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# I. GENERAL OVERVIEW

## INTRODUCTION

Schoolhouse Preparatory is a private high school serving students with specific Learning Disabilities, High functioning Autism and Asperger's Syndrome. To answer some of your questions concerning the school's policies, the school has prepared this Parent Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school. The school has the right to add, delete or revise any school policy or procedure with or without notice. If you have any questions please ask the principal for assistance. Each independent school is unique - founded by individuals pursuing a vision of superior education, combined with moral traditions. The philosophies and objectives of our school reflect the heritage, vision, goals, enthusiasm, dedication, experience and energies of its founders, Luis and Jiliann De Villiers.

## OUR MISSION

The Mission of Schoolhouse Preparatory is to prepare students to meet their full potential as they transition into adulthood. Our school will provide post-secondary training and opportunities for students in educational, vocational, college placement, job placement and life management skills. Schoolhouse Preparatory's goal is to create positive members of the community while earning credits towards their High School Diploma.

## OUR PHILOSOPHY

At Schoolhouse Preparatory, we believe:

- in the importance of preparing our students into the transition to adulthood.
- students learn in different ways and thus we must provide them with a variety of instructional approaches focusing on their individual learning styles.
- each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- that by providing discipline, love and encouragement and a solid academic curriculum with small classes and individualized attention, we can achieve success.
- that the self-esteem of our students can be enhanced by positive relationships and mutual respect between students and faculty.
- that in order for our students to succeed, we must provide them with a safe, nurturing and orderly environment for learning.

- teachers, parents and the community share the responsibility for opening the doors of opportunity for our students.

## UNIQUE QUALITIES

- Individualized Curriculum
- Low teacher to pupil ratio
- Preparation for Post-Secondary Education such as College or Vocational School
- Dual Enrollment Program for college credits available for students who qualify in nearby colleges and universities
- Facilitator for Florida Virtual School
- Career Training Program
- Life Management Skills Instruction
- Social Pragmatics Instruction
- Lab-Based Instruction
- Computer Literacy
- Enrichment classes include Music, Visual Arts, Film and Physical Education
- Career and Community-Based Instruction

## SCHOOL CREST MASCOT AND COLORS

The crest of Schoolhouse Preparatory was designed by the school's founders Luis and Jiliann De Villiers. The book represents the quest for knowledge; the lighthouse signifies the beacon of light guiding the path for special needs students and their families; the puzzle pieces represents the collaboration of a school, families and a community to make our students whole.

The mascot of Schoolhouse Preparatory is "The Wolf Pack". Unlike other schools that chose a solitary mascot, "The Wolf Pack" symbolizes intelligence, strength and unity in numbers. Like "The Wolf Pack", we embrace and support each other's differences and strengths.

Our school colors are blue, white and gold.

## NON DISCRIMINATORY POLICIES

Schoolhouse Preparatory admits students of any race, sex, religion, color, national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at this school.

Schoolhouse Preparatory does not discriminate on the basis of race, sex, religion, color, national or ethnic origin in the administration of its educational policies, admissions policies, Scholarship programs, athletic or other after-school or school-administered programs as well as its hiring policies and practices.

## CODE OF ETHICS

1. We will not discriminate on the basis of race, color or ethnic origin in our student admission or hiring policies.
2. The welfare of our students will be the primary concern in all decisions regarding ethics and standards.
3. We must carry out commitments made to students, teachers, staff members, school organizations, patrons and the general public.
4. We will carefully avoid misleading or ambiguous statements about the philosophy, stated missions and status of our school.
5. A Parent and Student Handbook, which includes all school policies and procedures, will be given to all Parents of students enrolled at our school.
6. We will not recruit or knowingly initiate attempts to bring about transfer of a student from another independent school to our school.
7. We will recognize our obligation to keep, protect and preserve the records of a student's attendance and achievements. We will all maintain the confidentiality of reports and information exchanged amongst ourselves, with other schools or outside the school concerning the student, parents, faculty and administration.
8. We will not complete the enrollment process of a student without obtaining from the parents, and/or current school, all transcripts, test scores, progress reports and any other pertinent information concerning student.
9. We will abide by all local, state and federal laws.
10. Schoolhouse's Preparatory Administration, Faculty and Staff all assume responsibility for the education and safety of all students and for fulfilling the ethics and principals of good practice as stated in this Code of Ethics.
11. All information pertaining to the operations of our school will be posted on the school's website and updated regularly.

## SCHOOL DAY

Our school is open from 8:00 a.m. to 5:30 p.m. Class hours: 8:30 a.m. to 3:05 p.m. Arrival after these exact hours will be considered tardy and will require a note from home explaining reason for tardy. Students will NOT be allowed to enter class without a note and "Tardy Slip".

## HOLIDAYS

Our school will be CLOSED during all Teacher Work Days, Legal Holidays, two (2) weeks in Christmas, two (2) days in Thanksgiving and one (1) week in Spring.

## RELIGION

Our school is a private, co-educational non-sectarian school. We will not follow or abide by any one particular religion. However, we do offer optional preparation classes for Bar/Bat Mitzvah and the Sacrament of Confirmation.

## TRANSPORTATION

Schoolhouse Preparatory does not own or operate any vehicles to transport students. Faculty Staff members are not allowed to transport students at any time.

## ATHLETICS

Sports are an important part of the overall education at Schoolhouse Preparatory. We offer both competitive and intramural sports. These include Bowling, Basketball, Volleyball and flag football. Schoolhouse Preparatory is a member of The Independent School League (ISL).

## HOMEWORK

Homework is an essential part of the school program. Teachers are at liberty to assign homework daily in order to provide extra practice and to encourage further learning thereby reinforcing academic progress.

All students will be provided with a "HOMEWORK ASSIGNMENT JOURNAL." Students are responsible for writing their daily homework assignments there and for parents to be aware of what their child's homework responsibilities are.

## FIELD TRIPS / DELEGATES

All Parents that wish to volunteer to attend a FIELD TRIP during the school year must first submit themselves to a criminal background check and present evidence of no prior criminal history. They must also submit a copy of their Driver's License and complete the Schoolhouse Preparatory Volunteer Program Registration Form which details all the conditions and rules applicable to Parent Volunteers. Once these documents are received, parent's name(s) will be submitted to teacher. Teacher will randomly select parent Volunteers as needed for each Field Trip. Only Parents or Legal Guardians of a student enrolled at Schoolhouse Preparatory may volunteer on a field trip.

## CAFETERIA / LUNCH

Schoolhouse Preparatory maintains a CLOSED CAMPUS LUNCH POLICY. Students are strictly prohibited from leaving campus in order to purchase lunch. Any student who violates this policy will face disciplinary action.

Lunch may be purchased monthly or daily and paid together with the school tuition. Students also have the option of bringing a complete balanced lunch from home. Natural juices, ice cream and healthy snacks are available at our Concession stand.

Students may eat indoors in our air-conditioned cafeteria or outdoors in our bistro. The hot lunch served at our cafeteria is catered.

## CANDY AND CHEWING GUM

Students are allowed to chew gum at any location of the school campus; however they are responsible for proper disposal. If a student fails to dispose of gum into a garbage receptacle, this privilege may be denied. Students may buy snacks in addition to their balanced lunch. However, they will be allowed to eat only in the cafeteria and only during scheduled times.

## LOST AND FOUND

All articles (books, supplies, lost uniforms, etc.) which have been found are taken to the office. Lost articles can be claimed by proper identification. It is important to clearly mark all items with the student's name and grade. We are not responsible for any lost items. We encourage students not to bring items of value to school.

## TEXTBOOKS, SUPPLIES, AND DAMAGE TO PROPERTY

All textbooks are rented and consumable workbooks are to be purchased at Schoolhouse Preparatory. These must be brought to school on the first day of school and remain at the school throughout the year. ONLY those books needed for homework assignments should be taken home. Name and grade must be clearly written on the front of the book, on a label. All used books must be cleared and stamped at the office or they will not be acceptable. Students must have sufficient supplies at all times. Borrowing books, pencils, paper, etc. is not permitted. Students are responsible for all their books and supplies. Parents (or students) will be responsible to replace any lost items. Parents/guardians are responsible for replacing any lost or damaged books. Parents will be notified if their child has damaged computers or other school equipment/property along with the cost of the damages. They are responsible for replacing all damaged equipment. Failure to repair or replace may result in a charge to the parent's credit card on file.

## LIBRARY - MEDIA

One of the primary missions of the school library is to ensure that all students and staff become literate, life-long learners and effective and responsible users of ideas and information. All students and faculty members have full access to library resources, on-line websites, dictionaries, atlas, encyclopedias as well as educational resources and several subscriptions.

## TUTORING

All our teachers are allowed to tutor students ONLY after school hours. However, the school administration must be informed before the tutoring begins as to the hours and days that the student will be receiving these classes. Payment of these classes must be paid directly to the teacher. Teachers are prohibited from tutoring their own students at any time.

## LIABILITY / DISCLAIMER

Schoolhouse Preparatory, Inc., its Owners, Directors, Operators, Employees, etc., are not liable for any accidents or injuries occurring in or around the school property or while being transported to or from any field trip or while on any extra-curricular activity. In case of accident or injury, we will assume financial

responsibility for immediate emergency treatment only. Insurance is included in neither the registration fee nor the monthly tuition.

## II. ADMISSIONS POLICIES

### STUDENT ADMISSIONS

We set high standards for admission, seeking out students who will benefit from a challenging academic environment and who will be motivated to fulfill their maximum potential. We seek students that have a positive attitude, a strong sense of commitment, good moral values, self-respect, respect for others and good conduct. Schoolhouse Academy is not an appropriate educational setting for students manifesting any disruptive or aggressive behaviors. Schoolhouse Preparatory admits students of any race, sex, religion, color, national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at this school.

### ADMISSIONS CRITERIA

- Grade/Age equivalent: Students in 9th and 10th grade not older than 17 years of age.
- Overall Academic Achievement levels: Minimum of 6th grade level in reading and mathematics.
- Diagnosis: Specific Learning Disability, Attention Deficit Disorder, high functioning Autism, Asperger's Syndrome.
- Language Ability: The student must have full verbal communication skills.

### BEFORE A STUDENT IS ADMITTED TO OUR SCHOOL, THE FOLLOWING MUST TAKE PLACE:

- Student applying must complete an application form and schedule an appointment to spend a full day at our school, and take general "Admissions Test". (There is a **\$50.00** Testing Fee).
- Copies of the following documents must be provided prior to the admissions exam: the most current IEP, psychological evaluation not older than three (3) years, current report card, most recent standardized test scores.
- Two letter of recommendation must be completed by the student's current teacher, school administrator or psychologist. These are confidential and must be mailed directly to the school and cannot be hand delivered by the parent.
- During testing day, the student will be evaluated in several areas using the Woodcock Johnson Test of

Achievement Third Edition. These areas include reading, math, and writing. Additionally, teachers will observe the student's maturity, overall attitude, discipline, social interaction, responsibility, respect for authority, effort and willingness to learn, overall conduct and general knowledge.

- Teachers will then submit an "Admissions Evaluation" form with comments on their observations and their recommendations for admission.
- Principal will interview student individually and then hold conference with parents and student.
- Previous Progress Reports, school records and Standardized test results and two Letters of Recommendation from previous school will be carefully reviewed. Results of these combined evaluations will determine eligibility. (Final decisions regarding admission are made by the Principal.

## ONCE ADMITTED

Once the student has been admitted, the following records must be provided to the school: copy of student's birth certificate as well as health and immunization records. Students will not be allowed in school without an updated immunization form and a signed statement from a Licensed Physician. (HRS Forms #680 and #3040).

## IMMUNIZATION REQUIREMENTS

Florida law requires all students enrolled in school to have a Certificate of Immunization. This form may be secured from the Dade County Health Department or at the child's personal Physician's office. Students will not be allowed in school without an updated immunization form and a signed statement from a Licensed Physician. (HRS Forms #680 and #3040).

## III. FINANCIAL POLICIES

### FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may prohibit students from taking quarterly, semester or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or prohibit participation in or access to school activities and/or dis-enroll the student if any financial obligations are not met.

## TUITION PAYMENT OPTIONS

Tuition payments are payable under the following two options:

1. Payment in full by cash, credit card, cashier's check, or money order.
2. A ten (10) or twelve (12) month payment plan.

## MCKAY SCHOLARSHIP RECIPIENTS

The total amount of the scholarship as determined by the student's matrix and set by the state will be applied toward the school tuition. The parent is financially responsible for the amount of tuition not covered under the McKay. This remaining balance may be paid by the options mentioned above.

## ANNUAL REGISTRATION POLICY

Students returning for the upcoming school year will begin the registration process in February. The registration fee must be paid by the deadline date set by the school in order to secure a student's enrollment/placement for the following school year. The school will not reserve placement for a student past the registration deadline.

The school follows a non-refund policy which includes involuntary and voluntary withdrawal. If a check or payment is returned to the school from the bank marked "insufficient funds" there will be a \$30 charge. A late fee of \$35 may also be added to a student's tuition account if paid on or after the 10<sup>th</sup> of each month.

## IV. ACADEMIC PROGRAMS

At Schoolhouse Preparatory we offer three (3) diploma options:

### Option 1 - **Standard Diploma with Dual Enrollment Option**

- Students are required to maintain a minimum 3.0 un-weighted GPA.

- College courses are offered through different local colleges. Upon acceptance to the college, students may start to take credit courses during their Junior and Senior year

### Option 2 - **Standard Diploma Option**

- Students are required to maintain a cumulative 2.0 un-weighted GPA in order to receive their high school diploma.

Note: Standard Diploma Students are eligible for the Bright Futures Scholarship. For more information regarding eligibility requirements, please visit [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

### Option 3 - **Special Diploma Option**

- This program is intended for students who cannot complete the required course work for graduation due to their academic deficiencies.
- The courses offered include Career Math, Basic English, Science, Social Studies, Social Pragmatics, Independent Living Skills and Career Training.
- This is **not** a High School Diploma. However, this certificate can be used for vocational training programs.
- Students enrolled in this program have the option of remaining enrolled at Schoolhouse Preparatory through age 21.
- They will participate in all senior activities including the senior graduation ceremony. Students that choose to remain through age 21 will participate in a vocational career training program.
- Students have the option of taking any of the elective classes offered at Schoolhouse Preparatory.
- Students are required to complete a minimum of 40 hours of work experience.

## FLORIDA VIRTUAL SCHOOL

Schoolhouse Preparatory is a proud facilitator for Florida Virtual School. Students will take courses in our computer lab under teacher supervision. These virtual classes allow students to learn at their pace and on their schedule. The virtual learning environment also prepares students for the world of on-line learning which is being offered at most colleges and universities. Students who are missing credits can make up those courses in order to meet graduation requirements. Florida Virtual School courses are taught by fully certified teachers and organized through the Florida Department of Education. Florida Virtual School will enable

students to accelerate their learning and serve as a tool to help students succeed in their high school experience.

## COLLEGE DUAL ENROLLMENT CLASSES

Admission requirements for dual enrollment courses are set by each college. Students must be in 11<sup>th</sup> grade and maintain a minimum of a 3.0 GPA. College courses are offered through local colleges.

## EXTRACURRICULAR SERVICES AND ATHLETIC PROGRAM

The Administration and Faculty are committed to fostering a family atmosphere in which each student feels welcomed, genuinely respected and appropriately challenged according to their potential. Schoolhouse Preparatory participates in a competitive athletic program and is a member of The Independent Schools League (ISL). Our sport's program includes basketball, volleyball, flag football and bowling. Our school also offers a wide selection of booster clubs.

## V. GRADING AND TESTING POLICIES

1. All students must take six (6) classes per academic year.
2. A course with a final grade of D or lower must be made up during summer school unless the class is not offered. Students that do not retake the course over the summer may be rescheduled to take the same course again during the next school year.
3. When a course is made up, the new grade earned will be averaged into the GPA. The former grade will remain listed on the student's transcript. This policy also applies to transfer students.

## CUMULATIVE GRADE POINT AVERAGE (GPA)

The calculation of a student's cumulative GPA (Grade Point Average) begins in the freshman year (9<sup>th</sup> Grade). Schoolhouse Preparatory uses the standard 4.0 point grade scale.

<u>Letter Grade</u>	<u>Percentage</u>	<u>Qualitative Points</u>
A+	97 – 100	4.0
A	93 – 96	4.0
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70- 72	1.7
D+	67-69	1.3
D	65 – 66	1.0
F	65 & below	0.0

## WEIGHTED AND UNWEIGHTED GPA

Unweighted GPAs are based on the standard 4.0 point scale. This is the scale used by all American colleges and universities. A weighted GPA is applied to Advanced and Honor's classes using a 5.0 point scale based on the notion that these hard classes should carry more weight. However, colleges only look at the unweighted GPA for admissions purposes.

## OTHER GRADES

**Incomplete (I):** This indicates that the student has not completed all of the course requirements. If the incomplete work has not been turned in within two weeks after the close of the marking period, the "I" will be reduced to an F.

**No Grade/No Credit (N):** This represents that the student did not receive a grade/credit for the marking period due to excessive absences (all absences; including medical). A minimum of nine (9) grades per quarter/marketing period are required. The course must be re-taken during our summer session. The actual grade earned in the course during

the year is averaged with the grade earned in summer school. That average is then entered as the final grade for the course. However, if the student has earned an "F" in the course, the "F" supersedes the "N" and will be entered on record.

**Exempt (X):** Indicates that the student was exempt from the semester exam.

## HONOR ROLL

Principal's Honor Roll = Straight A's.

Honor Roll = All A's and a maximum of 4 B's.

A "C" in any subject, automatically disqualifies a student from the honor roll. Honor roll is determined at the end of each quarter. A student receiving a grade of F in a semester or final examination will forfeit the honor roll for the marking period. Year-end awards are determined by the student's cumulative school grade point average.

## MID-TERM AND FINAL EXAMINATIONS

A midterm exam is given at the completion of the first semester. Final Exams are given in May before the end of the school year. Such examinations are intended as comprehensive assessments of the content covered during a semester/annual course.

Students tardy to Mid Term and Final exams will not be provided with additional time in which to complete the exam. Only illness corroborated by a physician will excuse a student from these examinations. Any student needing to reschedule an exam due to an invalid reason will be charged a \$25 fee per exam.

Students must make-up semester and final exams within two (2) weeks of the regularly scheduled exam dates. Failure to make-up the exam within the two (2) week period will result in the student receiving an "F" for said exam(s).

## REPORT CARDS / PARENT TEACHER CONFERENCES

Report cards are issued four (4) times a year. If parents have any questions about grades, they should contact the teacher via email or leave a message for the teacher. Please note that 48 hour notice is required to arrange for a parent-teacher appointment; a longer period of time may be required for group conferences. In addition, teachers may phone parents at any time to inform them of insufficient work or

conduct problems. Any question the student has about a report card grade must be made known to the teacher within one (1) week of the distribution of report cards.

A Progress Report / Evaluation will be issued at the end of each grading period, every nine (9) weeks approximately. (Progress Report and Exams will not be given to parents with past due accounts). Parent conferences will be scheduled as needed. Parents are not allowed to speak with teachers during class hours.

## STANDARDIZED TESTING

All students will be administered a standardized test during the spring of each academic year.

- Standard Diploma Students will be administered the Stanford Achievement Test (SAT/10th Edition) (9th-11th grades). During their senior year, students will take either the SAT or ACT for college admissions.
- Special Diploma students will be administered the WJIII-Test of Achievement.

## ACADEMIC PROBATION / DISMISSAL

Any student who is in jeopardy of having three (3) failures (D's or F's) and/or a GPA below 2.0 (computed on a simple GPA) in any quarter is placed on academic probation for the remainder of the current school year. These students may not participate in any extra-curricular or athletic activities until the student achieves at least a C average in each of their classes. The academic probation status remains in force for the entire following quarter. A conference with the student and/or parent will also be required.

If a student has failed three (3) or more subjects during a semester, (or a combination of failures and deficient credit that totals three (3) semester credits) at the conclusion of the semester, the student may be dismissed from Schoolhouse Preparatory for academic reasons. A student may be asked to leave at the end of any semester even if no prior probation was issued.

## STUDENT REVIEW PERFORMANCE PROCEDURES

The school reserves the right to review a student's academic, attendance and disciplinary record at any time. The administration will consider whether the student should be placed on academic or disciplinary probation, or be dismissed from the school. A Review Committee comprised of faculty and staff members is established to advise and make recommendations to the administration on admissions, academic and

disciplinary matters as requested. The principal convenes the committee quarterly or as needed.

## V. CURRICULUM FOR STANDARD DIPLOMA

Schoolhouse Preparatory offers departmentalized classrooms with instruction in Math, Science, Social Studies and English. The student to teacher ratio is 12 to 1. Students have enrichment classes in visual and performing arts, physical education, and computers. Students who qualify may apply for the dual enrollment program in nearby colleges or universities.

Credits	Subject	Courses
4	English	English I, English II, English III, English IV
4	Math	Algebra I, Geometry, Algebra II, Liberal Arts Mathematics
4	Social Studies	World History, American History, U.S. Government, Economics
3	Science	Biology I, Marine Science, Chemistry I 2 Lab Requirements
.5	Physical Education	Personal Fitness
.5	Health	Life Management
4	Spanish	Spanish I, Spanish II, Spanish III, Spanish IV
4	Electives	Music, Film, Art Appreciation

These meet the new graduation requirements through school year 2013-2014 as established by the Florida Department of Education (Florida Statute 6A-1.09961)

## COMMUNITY SERVICE HOURS

Schoolhouse Preparatory requires each student to complete forty (40) hours of Community Service prior to graduation. These hours can be completed through a charitable organization of their choice. Completion of service hours must be documented on the organizations letter head and submitted by the end of the 3<sup>rd</sup> quarter of the students' senior year.

## WORK EXPERIENCE HOURS

Upon admission to Schoolhouse Preparatory, students are required to complete a career/vocational aptitude test. Under the supervision of a career specialist, students will be placed as an apprentice in different fields through their high school career. Students must complete a total of forty (40) hours. These hours must be completed by the end of the 3<sup>rd</sup> quarter of the students' senior year. Work experience hours must be documented on company letter head and submitted to the school's director.

## VALEDICTORIAN/SALUTATORIAN SELECTION

The valedictorian and salutatorian must have attended Schoolhouse Preparatory for three years and attain the two highest un-weighted cumulative grade point averages calculated at the end of their senior year.

## VII. STUDENT RECORDS

### RELEASE OF STUDENT INFORMATION

Unless we hear otherwise from the parents, the schools administration assumes the permission to release student information, included but not limited to a student's home address, for the purpose of scholarships and other academic/career opportunities.

### STUDENT RECORDS

Detailed records of each student are kept in individual files. These contain Registration Forms, Agreement for School Year and all immunization and medical records. They may also contain one or more of the following records: previous academic records, standardized test scores, psychological evaluations, attendance records, disciplinary records, administrative notes, notes from parents or teachers, etc. These records are accessible only to authorized school personnel. They are kept in a specially designed Fire-Proof cabinet.

## TRANSCRIPTS

A fee of \$4 will be assessed for each official transcript issued. A \$5 fee may be required for any forms that are requested from files in storage. Parents/students must officially request student records in writing. All requests for student records require a minimum of three (3) business days for processing. In the case of divorce, the school will send all school related documents (report cards, transcripts, etc.) to the student's primary address. Such documents will be sent to the address listed as the primary residence listed on the student's emergency card. A second set of documents can be picked up at the school. Parents are responsible for providing the school with a copy of any court order dealing with custody issues. The school will seek to comply in good faith with any court order regarding custody and parental access to school records.

## CUMULATIVE FOLDER

In addition to the official transcript, an informal folder is maintained on each student. This folder is active only while the student is enrolled and is subject to the same examination as the transcript. Upon the student's departure from school, this folder becomes inactive. Having passed the student's graduation date, some of the items in this informal file may be destroyed. The informal folder contains written excuses, permission slips, results of conferences and other items of this nature.

## STUDENT WITHDRAWALS

The school should be notified at least two (2) days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions from the office. All textbooks, tuition payments, lunch payments and any penalties due must be cleared before the student secures a transfer record to another school.

## VIII. ABSENCES AND TARDIES

### ATTENDANCE POLICY

Students must be present a minimum of 170 days to be considered for promotion to the next grade. To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school each day. Parents are responsible for contacting the school each time student is absent.

Parents are also required to send a note explaining reason for absence once the student returns to school. Otherwise, it will be considered an "unexcused" absence.

It is the student's responsibility to find out about missed assignments and to make up all assignments including class work, homework, reports and projects. Unless student is seriously ill, work is expected to be turned in upon returning to school. Teachers will give one extra day for all make-up tests and quizzes. Repeated tardies and/or early dismissals can prevent student from receiving an attendance award at the end of the year.

## REGULAR ATTENDANCE

School Hours: School commences at 8:30 AM with the first bell. The normal school day ends at 3:05 PM. Parents and students are responsible for checking the school calendar for weekly activities and dismissal times.

Attendance: It is an important responsibility of students to attend school daily. Absence from school is a serious interruption of the educational process and therefore is justified for serious reasons only. Exceptions due to prolonged illness will require verification by a doctor on letterhead and must be approved by the principal. (Only original documentation will be accepted.) Absences include permitted excuses and partial absence when late. Students must be present for one-half day in order to participate in any school-sponsored activity. Students forfeit the privileges of attending class trips, dances, proms, etc. after their twelfth (12) absence. Students absent nine (9) or more times during a semester course and/or more than 18 days for annual courses may not receive credit for that course. Students with excessive absences (including medical) will have an "N" recorded on their report card until said courses are retaken. (Please see the section "Grading Policies" on page 16 for further information.)

In the event of an absence, it is the responsibility of the student to bring a note to the main office from his/her parent or guardian upon return to school. Failure to do so will result in an UNEXCUSED ABSENCE. Only verifiable illness or death in the immediate family is classified as an EXCUSED ABSENCE. Note that the student and parent have one (1) day to remove the unexcused absence if it is due to a lack of a note. Notes must identify the student's name, the student's I.D. number, and the date of the absence(s) and have a parent/guardian signature. Parents may excuse up to three (3) absences per semester. After the third (3rd) absence, only medical notes (originals only) on official letterhead will be accepted.

NOTE: Florida Statute 232.10 requires that the parents of a compulsory age student must report and explain the reason for the absence and that failure to do so shall be legal evidence of the student's being absent with the consent and help of the parent.

## TRUANCY

A student who has 10 or more unexcused absences is considered truant. If a student is truant, the student may be suspended or be subject to administrative removal.

## PREARRANGED ABSENCES

If a student must miss school for reasons other than sickness, a note from the parent is required at least THREE DAYS (3) in advance. Lacking these arrangements the absence will be considered unexcused. The school and faculty look upon absences from school other than for illness as being detrimental to the best interest of the student.

Travel should be arranged in such a way as to not interfere with the time the student should be in class. Such activities are best scheduled during vacation time or after school hours. If the situation is an emergency, the administration must be notified as soon as possible to request a permitted excuse. Vacation is not considered as an excused absence.

## STUDENT TARDIES

It is essential for all students to arrive to school ON TIME EACH MORNING. In order to avoid class disruption and/or inconvenience to the teachers, the following rules will apply:

1. Students arriving at 8:30 a.m. or later are considered late and must pick up a "Late Pass" at the office. Students arriving during National Anthem are considered late.
2. Students arriving to class late without a pass will be sent back to the office.
3. On the third time student arrives late to school in one month:
  - a. Student will have to serve an after school detention scheduled for another day
  - b. Students arriving more than five (5) minutes late to detention will have to serve another detention on another day.
  - c. Students that do not attend their scheduled detention will receive an INDOOR SUSPENSION.

Students that are tardy to school are responsible for submitting assignments that were due earlier in the day to their teachers. Students with an unexcused tardy to school may have late-points deducted from their grade for any assignment(s) that are turned in

after the period in which it was due. Students tardy to class (any period) may receive a disciplinary action. Additionally, students who miss class work, quizzes or tests as a result of unexcused tardiness may not make up such work. A teacher may also deduct points for tardiness from a student's participation grade.

## MAKEUP WORK

It is the student's responsibility to confer with the teacher concerning makeup work and tests. Pre-assigned work must be brought in to the teacher on the day of return. Work assigned during the absence must be made up within the same number of days missed. In the case of prolonged illness (three -3- consecutive days or more) the office, upon request from the parent, will secure homework assignments. A minimum of 24 hours notice is required to accomplish this. Otherwise ill students are to contact other students in each class for assignments and/or email their teachers for questions and concerns about their absence. Students without excused absences cannot make up missed assignments.

## IX. EARLY DISMISSAL AND STUDENT PICK-UP POLICIES

### STUDENT DISMISSAL AND PICK-UP

Only persons authorized by parents will be allowed to pick up students. Students will not be dismissed to anyone other than those persons listed on the contact form, unless permission is received from the parents or legal guardians. (If voice of parent is clearly identifiable to a staff member over the phone, the person being instructed to be picked up may do so with proper identification). If there is a question concerning person(s) unknown to us who are attempting to pick up child, child cannot leave the premises until parents have been contacted personally. All employees are reminded of this important rule. In cases of divorced parents, parent retaining custody must furnish legal document verifying their specific instructions. This confidential document is kept in student's file for reference.

### EARLY DISMISSALS

Parents are urged to leave their children in school all day. Therapies, doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should

bring a note to his/her teacher stating time and reason. Parents must sign an Early Dismissal form at the school office before leaving.

Early dismissals are limited to 2 per academic quarter. Parents assume the responsibility of making sure that their child is properly signed out from school in the Attendance Office.

Any individual picking up a student from school must report to the Attendance Office and present proper identification. Only individuals listed on the student's contact information will be given permission to pick up a student. It is the responsibility of the parent/guardian to update the contact information form as needed. Contact information forms may be updated in the Main Office.

Students will not be permitted to disturb classes to make arrangements for an early dismissal. Other students will not be dismissed to provide rides. Doctor or dental appointments should be arranged after school hours. The time missed from an early dismissal will be recorded as a partial absence.

Students will not be dismissed from class after 2:45 PM. Students that drive to school will be allowed only two emergency parental dismissals (by fax or prearranged note) per semester.

Parental notes and or faxes must be presented by 9:30 AM so that they can be properly processed. A member of the school staff will contact the parent at the numbers listed on the student's emergency card in order to confirm the validity of the note/fax. If a parent or guardian cannot be reached the student will not be allowed to leave campus.

## X. MEDICAL CONDITIONS AND MEDICATION

### CHRONIC ILLNESS

Serious health problems or chronic illnesses must be discussed with school officials early in the year. If a student contracts a contagious illness (i.e. mononucleosis) the parent must report it to the administration (Principal or Vice-Principal) and the parent must submit a letter of non-contagion upon the student's return. **SERIOUS HEALTH PROBLEMS MUST BE DOCUMENTED IN THE SCHOOL OFFICE. A PHYSICIAN MUST DOCUMENT ON LETTERHEAD ABSENCES IN WHICH THERE ARE THREE (3) OR MORE IN CONSECUTIVE ORDER AND ALL ABSENCES AFTER TWELVE (12).**

## ILLNESSES / MEDICATIONS

### ILLNESSES

In case of an illness, children are to be sent to the office where it will be determined if they need to be isolated in the "First-Aid Room." Depending on the severity of the illness, parents may be contacted and/or requested to pickup child. Parents are required to inform us in advance of any non-contagious illness that child may have prior to arriving to school. Parents are also urged to give specific instructions to us regarding possible illnesses.

### MEDICATIONS

All medications are kept in a locked cabinet and are not accessible to the students. Medications will not be accepted without the signed "Authorization for Medication Form." This indicates name of medicine, time administered and dosage given. All dosages given are documented by the staff or faculty member administering it in a "Medication Chart" posted in each classroom. A witness will be present each time a dosage is administered. Parents are responsible for informing us if the student is allergic to any kind of over-the-counter medication, otherwise, parents will authorize over-the-counter medication. (Please see Appendix)

## XI. UNIFORMS AND DRESS CODE

The purpose of the dress code is to develop a healthy self-respect and sense of responsibility, to promote habits of neatness, good grooming and hygiene and to provide a serious learning environment. Because of the unique and constantly changing nature of fashion, the school reserves the right to classify any style of dress or grooming as inappropriate. Parents are encouraged to contact the School Administration should you have any questions.

***Students WILL NOT be admitted to school without their proper uniform. The following rules as to dress code will be strictly enforced:***

### UNIFORM REQUIREMENTS

1. Boys and girls must wear black shoes (solid black sneakers / solid black dress shoes) and socks. Dress shoes are required for internships and all special events.
2. Boys must wear black belt daily and navy blue tie on formal days.
3. Socks must be black or white.

4. Physical Education t-shirts & shorts may be worn **only** during the physical education period.
5. When the temperature drops below 60F, students can wear the winter attire for athletic activities. Only uniform jackets/sweaters with school logo will be allowed.
6. Uniforms must be clean and pressed. Uniforms with excessive wear and tear will not be allowed.

## HAIR, JEWELRY AND MAKE-UP

### **BOYS**

- **HAIR:** Boys must have their hair neatly trimmed and clean at all times, no shaved or any designed heads permitted. Shaved hair must have a minimum length of two inches length (2"). Hair length must be kept above the collar. No punk cuts or dyed hair will be allowed. Ponytails, Mohawks, Faux-hawks, braids and corn rows are not permitted.
- **JEWELRY:** A maximum of **one** thin chain with **one** pendant allowed. These must not be visible and must be maintained inside the shirt. A maximum of one ring and one thin bracelet allowed. Earrings or facial piercings are not allowed. Earrings may not be worn before, during or after school or while participating in sport practices or school events. Ears are not to be covered by a bandage or tape.
- **FACIAL HAIR:** Boys must be clean-shaven. Mustaches, beards and goatees are not permitted. Boys will be issued a warning and given until the next day to shave all facial hair. Non-compliance will result in student being required to shave at school and a possible suspension if the problem persists.

### **GIRLS**

- **HAIR:** Girl's hair must be neat and clean at all times. Multi-colored hair is not allowed.
- **JEWELRY:** No costume jewelry is allowed. Rings and bracelets are limited to two (2) in each hand. Only one small earring allowed in each ear. No hoop-style or long earrings allowed. Jewelry must be kept to a minimum at all times. We discourage the use of jewelry and will not be held responsible for any lost items, at any time.
- **MAKE-UP:** Girls are allowed to wear very light make-up. No dark lipstick, eye-shadow or fad make-up may be worn.

**Dress Code for Special Events:** Students are expected to follow a specific dress code for special events sponsored by the school. Out-of-uniform days will be announced. The administration will announce the exact requirements for each "dress-down" event, but be assured that the students are always expected to be neat and well groomed. (See dress code listed under "School Sponsored Events".)

**Tattoos:** Students are not allowed to have visible tattoos. Students with a tattoo at the time of admission must have it covered at all times. Students are not allowed to tattoo any exposed areas of their body such as hands, face, neck, etc.

## GENERAL DRESS CODE RULES AND GUIDELINES BOYS AND GIRLS

**Dress code violations will result in disciplinary action. Habitual violations may result in the student being suspended or expelled.**

- Students are to arrive on school grounds in correct uniforms and with proper uniform shoes on their feet. Shoes are not to be stored in lockers.
- Students are not to be getting dressed as they leave their means of transportation and in the hallways as they enter the school building. Students must remain in their correct uniform until they leave campus.
- All uniforms must be neat, clean and in good condition. Items with excessive wear and tear must be replaced immediately.
- Students participating in physical education are required to wear the official physical education school uniform.
- Students are required to wear the approved school uniform during fieldtrips unless the administration approves a change of dress.
- During night or off campus events sponsored by the school students are expected to dress in their Schoolhouse formal attire unless otherwise specified. Clothes of inappropriate nature or with offensive slogans printed on them are prohibited.
- The school will not be responsible for any items of clothing, jewelry, electronic devices, etc. brought to the school.
- The final determination of what is appropriate in matters of dress, grooming and decorum is the decision of the school administration.
- In some cases, students may be required to call their parents to bring them the proper uniform.
- Students not in proper uniform may be denied access to classes. Such absences may be marked as unexcused.
- Actual or simulated body piercing is not permitted.
- Animal collars of any sort are prohibited.
- Headdresses, hats, emblems, bandannas and sunglasses are prohibited.
- Beads, link chains, locks, combs in hair, offensive pins or buttons, grills on teeth, nose studs and tongue rings are not permitted at school or school functions.

## XII. BEHAVIOR MANAGEMENT PLANS

Our Behavior Management Plans are designed to encourage positive, age-appropriate behavior so that all students can learn and prosper in a safe and nurturing classroom environment. Students are taught to understand that all choices have consequences. Students are expected to abide by all school and class rules and behave in an appropriate manner. Teachers are encouraged to utilize strategies for behavior improvement, to use positive reinforcement and to work closely with each child and their families. Our goal is for all Schoolhouse Preparatory students to grow up to be respectful law-abiding Citizens.

### UNACCEPTABLE BEHAVIOR

- Student being disrespectful, disruptive, overly talkative, interrupting class, being purposely non-responsive, leaving seat or class without permission.
- Student caught cheating, stealing, plagiarizing, signing Parent's name or lying.
- Student that curses or uses foul or inappropriate/disrespectful language.
- Student that consistently arrives late to class or is consistently truant.
- Student that repeatedly fails to do assigned class work or homework.
- Student that repeatedly graffitis or doodles on school books, school supplies or another student's belongings.
- Student that consistently fails to bring to class all required supplies, books or materials.
- Student walking through any off-limit areas without a "Pass".
- Student not wearing the entire school uniform, including regulation shoes, socks and uniform winter attire.
- Student that does not abide by all class rules as well as all Rules & Regulations stated in the Schoolhouse Preparatory Handbook for Students and Parents.

### CHEATING / PLAGIARISM / MISREPRESENTATION

- Cheating is the copying of homework and reports from other students, the copying or exchange of information on any exam, quiz, homework, assignment or project. Cheating includes working together with another individual on an assignment when specifically prohibited from doing so by the teacher. It also includes looking at a text, notes, or another person's paper during an exam, the giving of work or information to another student to be copied and/or used as his or her own. This includes giving someone answers to exam questions, informing another student of specific questions that appear or have appeared on an exam in the same academic term. It also includes giving or selling a test, term paper, report, project

or other restricted written material to another student. Acquiring testing materials through any inappropriate means is also prohibited.

- Plagiarism is the attempt of an individual to claim the work of another as the product of his or her own thoughts. Plagiarism includes improper quotations or paraphrasing text or other written materials without proper citation on an exam, term paper, project or other written materials submitted to a teacher as the student's own work. Plagiarism also includes handing in a paper to a teacher, which was purchased from a term paper service, or presenting another person's academic work as that of the student. Plagiarism includes using materials received from the Internet and trying to pass it on as one's own work.
- Misrepresentation is an act of commission or omission with intent to deceive a teacher. This includes, but is not limited to, lying about family or personal circumstances in order to gain academic advantage for oneself or others; changing answers on graded materials; having another person complete an assignment.

***If administration finds that the student was cheating, plagiarizing, and/or misrepresenting work, a failing grade will be issued for the work in question. Such students may also be placed on a probationary contract which states that the student may be expelled if a second offense arises.***

## PUBLIC DISPLAY OF AFFECTION

Schoolhouse Preparatory promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate.

## CONSEQUENCES FOR MISBEHAVIOR

- 1) **Teacher Warning** - Teacher speaks with Student and attempts to resolve conflict.
- 2) **Written Warning** -Teacher instructs student to leave the classroom with supervision and think about the incident and possible consequences for continued misbehavior. Teacher may assign academic work to be done during that time.
- 3) **Office Referral** - Teacher contacts administration and explains incident. Administrator attempts to resolve conflict and gives appropriate warning to student(s) and/or assigns a consequence (depending on incident). Administrator documents details of the incident and report is filed accordingly.
- 4) **Detention** - Depending on incident, detentions may be assigned by Teacher and/or Dean of Students.

- a. Detention: Location, date and time will be assigned by the Teacher that assigns and monitors the detention. Detentions will be assigned based on each Teacher's complete discretion and judgment.
- 5) **Indoor Suspension** - Student will be assigned work to do in the office or inside a` classroom. This day will be considered an unexcused absence. Student will be placed on "Probation."
- 6) **Outdoor Suspension** - Student will be required to stay at home for at least one day and make up all assigned work, in addition to a special project. Suspension time will depend on severity of the Offense. This day will be considered an unexcused absence and student will be placed on "Probation".
- 7) **"Expulsion"** - Student has failed to meet required school rules and regulations. Student will not be accepted back at Schoolhouse Preparatory. No monies will be refunded or reimbursed.

**NOTE:** Suspensions and expulsions will be assigned by teacher, administrator and principal jointly. If and when deemed necessary, parents will be required to attend a staffing with principal, and administrator(s), during the school day in order to discuss incident, strategies for improvement and/or consequences.

### AUTOMATIC SUSPENSION AND/OR IMMEDIATE EXPULSION

- Student who threatens to commit a crime, including harm to himself or others, or who brings a potential weapon to school.
- Student who skips school and/or leaves campus without permission.
- Student who vandalizes, steals, does graffiti or destroys school property.
- Student that bullies, threatens/harasses or is physically or emotionally abusive to another student or teacher either verbally, physically or in writing via e-mail, internet chat rooms, My Space, Facebook, etc.

### XIII. TELEPHONE CALLS / CELL PHONES

Telephone calls may be made to the school office, (305) 552-1200 between the hours of 8:30 a.m. and 4:00 p.m., unless in case of an emergency. The office is not open on Saturdays, Sundays or holidays. Students will not be called to the phone unless there is an extreme emergency. Students are not allowed to use the phone without permission from the administration. Although we try hard to satisfy parents by giving information regarding their child over the phone, please limit these calls.

Cell phones are allowed on campus; however they must be shut off. If they are not turned off, cell phones will be collected by the teacher and turned over to administration. (Please see attachment 2 for cell phone use policy.)

## XIV. USE OF COMPUTERS / INTERNET

In order for students to be allowed to use a computer and/or access the Internet, both students and parents must sign an "Internet Use Agreement" prior to the start of the school year. Maintaining appropriate computer and internet etiquette is required of all students. (Please see Appendix).

### **Students are strictly prohibited from the following:**

1. Using any school computer without teacher's permission and direct supervision.
2. Participating in any "chat room."
3. Disclosing any type of personal information on-line.
4. Doing instant messaging.
5. Accessing any inappropriate or "X" - rated sites at any time.
6. Downloading e-mails or attachments of any kind.
7. "Hacking" into any program.
8. Sending inappropriate, threatening, abusive or harassing e-mails to any teacher or student.

**NOTE:** Although teachers will do their best to prevent students from accessing inappropriate sites on-line, there are no totally "foolproof" filtering systems available and we cannot offer any guarantees. We highly urge our parents to continuously monitor computer usage at home. Complaints of inappropriate e-mail messaging at home may have disciplinary consequences.

## XV. HEALTH & SAFETY POLICIES

### LICENSES / INSPECTIONS

The health and safety of each child are paramount at Schoolhouse Preparatory. Schoolhouse Preparatory adheres to all safety and health standards as set forth by State and County Regulations pertaining to the Fire Dept. and the Health Dept. Inspectors from Department of Children and Families make inspections approximately 3 times a year. Fire and Health Department inspections are also conducted regularly during the school year. Schoolhouse Preparatory meets all the requirements set forth by the Florida Department of Education in order to maintain eligibility status for the McKay Scholarship.

## VISITORS

For our protection and the safety of all students, parents and/or visitors are not allowed to enter the school halls or classrooms without permission from school administration. The office is centrally located and visible to afford easy compliance to this rule and for maximum security. Any adults entering our school must be accompanied by a Schoolhouse Preparatory faculty member.

## PARENT TEACHER CONFERENCES

All parent teacher conferences must be scheduled in advance. Parents that need to speak to teachers are instructed to either send a note, an e-mail, or call the school office and leave a voice mail message. All doors are kept locked during the day. There is only one main door (front door) used by visitors during school hours. All faculty members and students are instructed to immediately report any unauthorized persons walking on school grounds.

## SECURITY MEASURES

All faculty members are continuously trained in security measures. Teachers have duties of a "prudent parent" when making decisions regarding the safety of each child. Safety issues are discussed in Faculty meetings throughout the school year. Teachers are instructed to look out for the safety and well-being of ALL students, not only their class. They are to report any hazards, broken items, students with behavioral problems, etc. to the office immediately. Teachers are NOT allowed to leave their class alone under any circumstances. Students are not allowed to run around the interior or exterior areas.

## SECURITY SYSTEMS

An electronic Fire Alarm system is also installed throughout the building with required pull stations. Smoke detectors are located throughout the school. There are emergency lights in all corridors and other required areas.

## NATURAL DISASTERS GUIDELINES

The safety of our students is paramount at all times. Our teachers are trained to react appropriately in cases of unpredictable disasters and severe weather conditions (including storms, tornadoes, hurricanes, lightning, etc.). All students are brought inside the building when severe weather is evident. With regard to school closings, our policy is to follow the decisions made and announced by the Dade County Public School System. Please stay tuned to the local news for information and instructions with this regard. We will also immediately post information on our school's website.

## ACCIDENTS / INJURIES

On our premises we always have at least two staff members that are certified in First-Aid/CPR, in addition to most of our homeroom teachers and our Physical Education Coach. In case of an emergency, everyone is instructed to call 911 immediately and to take the necessary First-Aid measures in order to stabilize a child until help arrives. All Faculty / Staff members are required to fill out an Accident/incident Report in duplicate. They are also required to notify the school office immediately. Depending on the severity of the circumstance, parent will be contacted by phone, advised of accident/incident, and either instructed to pick up child or given any other necessary information or instructions.

## FIRST-AID

First-Aid supplies are kept secured in an isolation area next to office. In case of illness, children are isolated in this area until parents can pick them up. When there is suspicion of a contagious disease, child is isolated and parents are notified immediately. They are instructed to pick up child from school right away. The disease may also be reported to the Health Dept. A large number of our Faculty and Staff members are trained and certified in First-Aid and CPR.

## COMMUNICABLE DISEASES AND INFECTIONS

All students must be properly immunized at all times, per State Law. Students exempt from immunization must have proper documentation of file. Students with any type of communicable disease or with any kind of contagious infection will not be allowed inside our campus until a permission to return to school form is given to us, signed by the child's doctor. We will ask the student to be immediately picked up from school if any infectious disease is evident.

## XVI. NON-HARASSMENT POLICY

### **All forms of harassment are strictly prohibited at our school.**

- The term "harassment" includes, but is not limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age or disability.
- The term also includes sexual advances, requests for sexual favors, offensive touching and other verbal, graphic or physical conduct of a sexual nature. Violation of this Policy by either an employee or a student will subject them to disciplinary action which may include immediate discharge, expulsion or criminal charges.

## STAFF TRAINING

Staff, faculty members and students are trained and given information regarding sexual harassment at the beginning of each school year. Students are instructed to immediately report to a member of our school's Faculty or Administration any incidents of harassment. Once someone is identified as a harasser, a member of our Administration will document incident, confront the person being accused and commence a grievance procedure to determine the disciplinary action. All claims of sexual harassment will be thoroughly investigated and documented accordingly.

## HARASSMENT AND DISCRIMINATION

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status and/or citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his / her principal.

## ANTI-BULLYING POLICY

The school is committed to promoting a safe, healthy, caring and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated.

Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally or mentally harming a student.
- (2) damaging, extorting or taking a student's personal property.
- (3) placing a student in reasonable fear of emotional or mental harm.
- (4) placing a student in reasonable fear of damage to or loss of personal property.
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

## DESCRIPTION OF BULLYING AND HARASSMENT

Bullying may involve but is not limited to; teasing, name-calling, slurs ,rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social networking sites). Bullying includes students who either directly engages in an act of bullying or who, by their behavior, support another student's act of bullying.

This policy prohibits bullying that occurs either:

- On school premises before, during or after school hours.
- On any bus or vehicle as part of any school activity.
- During any school function, extracurricular activity or other school sponsored event or activity.

## REPORTING COMPLAINTS

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident or bullying, the incident must be promptly reported to the school principal.

## DISCIPLINARY ACTION

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

## THREATS OF VIOLENCE

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
- d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

## XVII. SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in written notices generated and distributed by the school. Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, and their officers and employees from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function. However, it is fully the responsibility of the parent/guardian to see to it that students are not in violation.

### BEHAVIORAL EXPECTATIONS FOR ALL SCHOOL SPONSORED EVENTS

1. Everyone is expected to act in a cordial and respectful manner. Have fun but be aware and mindful of others around you.
2. All school regulations in the handbook apply to school events.
3. No outside drinks, containers, or food of any kind is allowed at our school dances.
4. Drug testing may be conducted at any of our dances.
5. Students with dates from outside of our school will be held responsible for the behavior of their guests.
6. Once a person has entered the event, there is no dismissal until the time the event concludes (dances, Prom, etc.). Yet, it is the full responsibility of the parent/guardian to ensure that students are not violating any driving laws when attending a school sponsored event.
7. There is no leaving and re-entering dances once a person has formally checked into the dance.

## XVIII. DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will

result in disciplinary action, which may include expulsion from the school, even for a first offense. Any student selling drugs on school property or at school functions may be immediately expelled.

## DRUG TESTING

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

## RANDOM SEARCHES

A school may conduct random searches as set forth in this handbook. Areas searched but are not limited to lockers, backpacks and vehicle.

SMOKING and the use of any tobacco products are not permitted at any time in the school, on the grounds, in the vicinity of the school, on busses or whenever students travel as a school group. Violators are subject to disciplinary action, which may include expulsion from the school, even for a first offense.

**The Administration at Schoolhouse Preparatory reserves the right to implement the following measures:**

- Using narcotics canines to assist in the searches for drugs.
- Inviting police and legal authorities to the school to help investigate cases where possession or use of drugs is suspected.

**The Administration at Schoolhouse Preparatory is committed to helping the student obtain assistance, and thus also reserves the right to enforce any of the following procedures:**

- The parent(s)/guardian(s) of the student will be notified, if possible, and a consultation with the parents and student will occur.
- A mandatory drug test may be required at an independent laboratory of the school's choice. The results will be sent directly to the principal. All testing will be done at the family's expense.
- Enrollment in and successful completion of a treatment / counseling program may be required. Attendance records and progress reports by the program administrator will be sent to the principal on a bi-weekly basis.
- The student must submit to subsequent random testing at any time as long as the student attends Schoolhouse Preparatory. All testing will be done at the family's expense. A student who refuses to be tested may be dismissed immediately.

- A second positive testing of the student may result in immediate dismissal.
- The student will be required to meet with a counselor or administrator on a regular basis as long as the student attends Schoolhouse Preparatory.

## XIX. POLICIES REGARDING STUDENTS DRIVING A PERSONAL VEHICLE TO CAMPUS

Being able to bring a vehicle on campus is a privilege, not a right. All students who park or drive on the school campus must register the car and receive a parking decal from the Schoolhouse Preparatory Office. Parking spots will be assigned on a first come/first-serve basis. Students who park in an unassigned space will be subject to towing at the owners expense. Parking forms are available in the Schoolhouse Preparatory Office. Parking permits are non-transferable.

Schoolhouse Preparatory students who drive their personal car or vehicle to campus must register first with the school administration by providing:

- Copy of their Driver's License
- Copy of the car insurance
- Copy of the car registration
- Complete the Student Driver's Form (Attachment #5)
- Twenty-five dollar (\$25.00) fee

Once the student has registered their car, a Parking Permit will be issued to the student which must be displayed on the dashboard at all times. Cars not displaying the Parking Permit may be towed at the owner's expense.

Students are not permitted in the parking lot before the school day or during school hours without the permission of an administrator.

All rules of driving must be observed while on campus including the 5-mph speed limit. Dade County officers will be permitted to patrol the campus for enforcement. Speeding, parking in the wrong space, blocking traffic, reckless driving, riding on the hood of a vehicle, or other reckless usage of the privilege may result in a fine, disciplinary action and/or loss of parking privileges. Habitual violations may also result in the loss of parking privileges.

### VEHICLE SEARCH POLICY

Be advised that all vehicles parked on the campus of Schoolhouse Preparatory are subject to being searched by the school authorities, drug dogs, and, if necessary, law enforcement officials. Any contraband discovered during said searches will be seized and turned over to the proper authorities.

Any personal items and/or valuables left in the vehicle while parked on the school property will not be Schoolhouse Preparatory's responsibility in case of theft.

The car may not stay over-night on Schoolhouse Preparatory's premises. If any damage should happen to the vehicle, Schoolhouse Preparatory will not be held accountable.

## STUDENTS TRANSPORTING OTHER SCHOOLHOUSE PREPARATORY STUDENTS

In order for a Schoolhouse Preparatory student to transport another classmate, parental consent from both parents must be obtained and on file (Attachment #6). Students are prohibited from leaving campus for lunch. Any student who violates this policy will face immediate disciplinary action.

## XX. SCHOOL LOCKER POLICY

All lockers made available for student use on the school premises are the property of Schoolhouse Preparatory. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content (Attachment #3).

# **XX. ATTACHMENTS**



## PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I, as Parent or Legal Guardian, acknowledge that I have reviewed the contents of the Parent/Student Policies and Procedures Manual as posted on [www.schoolhouseportal.weebly.com](http://www.schoolhouseportal.weebly.com). I am aware of the entire contents of the manual and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in manual. I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian Name)

I, as the student, acknowledge that I have read the entire contents of the Parent/Student Policies and Procedures Manual and understand the consequences of any violations of the rules and policies of the school. I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Manual. I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Student Signature)



## CELL PHONE USE AGREEMENT FORM

- Cell phones are to be turned off from 8:30 AM to 3:05 PM
- Students who are serving a detention must turn in their cell phone to the teacher.
- Parents are not allowed to call or text students on their cell phone during school hours.
- Should a parent need to contact their child, please call the main office at 305-552-1200.
- Students cannot use their telephones during the school day for any reason unless authorized administration.
- Failure to comply with these requirements may result in the following actions:

First Offense: Confiscation of cell phone, lasting five school days.

Second Offense: Confiscation of cell phone, for two weeks.

Third Offense: Confiscation of cell phone until the end of the school year in addition to the loss of all cell phone privileges

**Confiscated phones will only be returned to a parent or legal guardian.**

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Student Name/Date

Student Signature

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Parent Name/Date

Parent Signature

**Offense Log:**

Offense #1 Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Offense #2 Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Offense #3 Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Attachment #3



## LOCKER POLICY AGREEMENT FORM

All lockers made available for student use on the school premises are the property of Schoolhouse Preparatory, hereby known as the school. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not minimize the school's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

### LOCKER RULES

In order to implement the school's policy concerning student lockers, the school adopts the following rules and regulations:

1. LOCKS. The school will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. USE OF LOCKERS. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students will be expected to keep their lockers in a clean and orderly manner.
3. AUTHORITY TO INSPECT. The school retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal, the director, or a member of the administrative staff designated in writing by the principal.

#### 4. INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS.

A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in Section 5 of this policy.

B. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

#### 5. INSPECTION OF ALL LOCKERS.

A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, or staff reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

- (1) an interference with school purposes or an educational function,
- (2) a physical injury or illness to any person,
- (3) damage to personal or school property, or
- (4) a violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- (a) When the school corporation receives a bomb threat;
- (b) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
- (c) At mid-term, end of grading period, or before school holidays;
- (d) When there is a reasonable belief that weapons are stored in the lockers.

B. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. STUDENT MATERIAL. When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.

7. DISPOSAL OF CONFISCATED CONTRABAND. All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including:

- (1) return to the proper owner or place, unless it poses a threat to health or safety;
- (2) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under rules in the handbook;
- (3) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
- (4) destruction.

8. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.

A. The principal, or assistant, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- (1) to identify substances which may be found in the lockers; or
- (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

B. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

9. LOCKER CLEANING. Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out:

- A. lockers from time to time in accordance with a general housekeeping schedule, or
- B. the locker of the student no longer enrolled in the school.

10. PUBLICATION OF RULES. A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

_____	_____	_____
Student Name (Print)	Signature	Date
_____	_____	_____
Parent Name (Print)	Signature	Date



## VIDEO CONSENT AND PHOTO RELEASE FORM

I \_\_\_\_\_ give Schoolhouse Preparatory Inc., the absolute right and  
**Parent/Guardian Name**

permission to copyright, use, publish and distribute all photographs and/or video in which my child

\_\_\_\_\_ may be included, taken at the school or in conjunction with any publicity,  
**Student Name**

promotion, advertising, or educational purpose. I understand and agree that these photographs and video footage may be used for advertising, promotion, or educating other families who have children with special needs; or for any lawful purpose whatsoever, without restrictions.

\_\_\_\_\_ Yes, I authorize my child to be videotaped and photographed for the purposes described above.

\_\_\_\_\_ No, I do not authorize my child to be videotaped and photographed for the purposes described above.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Parent/Guardian Signature**



## PERMISSION FORM ALLOWING STUDENT TO DRIVE TO AND FROM SCHOOL

I, \_\_\_\_\_, parent to \_\_\_\_\_, allow him/her to drive their car to and from school. I understand that Schoolhouse Preparatory is not responsible for any loss, theft or vandalism caused to the vehicle while on school property. Additionally, I will provide the necessary documentation that Schoolhouse Preparatory has requested in order for my child to be allowed to drive to and from school.

Please check box if applicable:

- I authorize my son or daughter to drive to and from Schoolhouse Preparatory.
- I authorize my son or daughter to transport other students to and from Schoolhouse Preparatory.
- I **do not** authorize my son or daughter to transport other students to and from Schoolhouse Preparatory.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



**PERMISSION FORM ALLOWING STUDENT TO TRANSPORT  
ANOTHER STUDENT TO AND FROM SCHOOL**

I authorize my (son/daughter) \_\_\_\_\_ to be transported by \_\_\_\_\_  
(student of Schoolhouse Preparatory).

I understand that Schoolhouse Preparatory will not be held liable for any incident that may occur.

\_\_\_\_\_  
Parent Signature of child being transported

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name