Schoolhouse Preparatory

# SCHOOL POLICY ACKNOWLEDGEMENT FORM 2022-2023

I acknowledge that I have read the entire contents of the Policies and Procedures Manual posted on the Schoolhouse Portal. I 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 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)

_____ (Print Student Name)

_____ (Signature Parent/Legal Guardian Name)

_____ (Student Signature)

Date: _____

Date: _____

## PARENT/GUARDIAN AND STUDENT MUST INITIAL NEXT TO EACH POLICY

_____ **Cell Phone Use Policy**

**CELL PHONES, EAR BUDS, OR HEADPHONES** are not permitted to be used in classrooms during any class period. Students are required to place their cell phone ON SILENT at the beginning of each class period. Cell phones must be always on **SILENT**. 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 not the student. **Schoolhouse Prep is not responsible for LOST OR BROKEN CHARGING CABLES or CELL PHONES**. Failure to comply with these requirements may result in confiscation of cell phone or the loss of all cell phone privileges.

**CONSEQUENCES APPLY PER SEMESTER**

**1st Consequence**
Phone will be taken away and returned to the student at the end of the day.
**2nd Consequence**
Phone will be taken away for 3 days and must be picked up by parent.
**3rd Consequence**
Student will lose phone privileges and will not be allowed to bring the phone to school for the rest year.

_____ **Video Consent and Photo Release Form**

I give Schoolhouse Preparatory Inc., the absolute right and permission to copyright, use, publish and distribute all photographs and/or video in which my child taken at the school or in conjunction with any publicity, promotion, advertising, or educational purpose. I understand and agree that these photographs and video footage may be used for advertising, social media, promotion or for any lawful purpose whatsoever, without restrictions.

_____ **Yes,** I authorize my child to be videotaped and photographed.
_____ **No,** I do not authorize my child to be videotaped and photographed.
_____ **Technology Use, Bullying and Harassment Policies**

**STUDENTS ARE STRICTLY PROHIBITED FROM THE FOLLOWING:**

- Using any school computer without teacher's permission and direct supervision.
- Sending or posting inappropriate, threatening, abusive or harassing e-mails to any student or teacher via email or on Social Network sites such as Facebook, Instagram, Twitter, etc.

- Disclosing any type of personal information, including submission of inappropriate photographs or videos, on-line or via cell phone.
- Doing online chatting or Instant Messaging during school day.
- Accessing any inappropriate websites on any computer.
- "Hacking" into any program.

Schoolhouse Preparatory has zero-tolerance for bullying and harassment of any kind (see Bullying and Harassment Policies posted on school website.) If there is evidence that a student has bullied, harassed or threatened another Student, Teacher or Staff Member in person, on-line, in a chat room, on any Social Network site, via e-mail or phone text, instant messaging, etc. student will face immediate consequences, including possibility of expulsion.

_____ **Absences**

Parents must call in to the school a student absence by 9:00 am. A medical note must be submitted for an excused absence. Students are allowed a maximum of 9 absences per semester. Students absent more than 9 times during a semester will be required to serve a Saturday detention from 7:30 am – 3:30 pm as well as pay a $30 Fee. Students with 18 or more absences, including medical, during the school year will be required to attend summer school. Seniors with excessive absences will not be allowed to participate in any senior activities such as Prom and Grad Bash.

_____ **Tardies**

Students must be in class by 8:20 am. Students who arrive late will be required to wait in the lobby until the next class period. A medical note must be submitted for an excused Tardy. Students tardy nine (9) or more times during a semester will be required to serve a Saturday detention from 7:30 am – 3:30 pm as well as pay a $30 Fee. Students with 18 or more Tardies, including medical, during the school year will be required to attend summer school. Seniors with excessive Tardies will not be allowed to participate in any senior activities such as prom and grad bash.

_____ **Early Release**

Early dismissals are limited to 2 per academic quarter and count as a partial absence. All appointments should be scheduled after 3:00 pm. Only a parent or guardian can sign out a student before dismissal. **UNDER NO CIRCUMSTANCES should a student arrange to go home when ill or arrange to be picked up early from school without the school administration's knowledge**. Students who drive their cars to school can't sign themselves out of school unless there is an emergency. In such case, the parent must call the school and gives us authorization to release the student. Students who have left early more than 4 times during a semester will be required to serve a Saturday detention from 7:30 am – 3:30 pm as well as pay a $30 Fee. Students with 9 or more early releases during the school year will be required to attend summer school.

_____ **Schoolhouse Preparatory holds the right to conduct random searches**

The administration of Schoolhouse Preparatory holds the right to conduct a random search based on probable suspicion. Areas searched but are not limited to may include lockers, backpacks, and vehicle.

_____ **Student Drivers**

Students who drive their car to school must give the school a copy of their driver's license and Insurance Policy.

_____ **Personal Appearance and Uniforms**

Students will not be admitted to school without their proper uniform. Only Schoolhouse Uniforms bearing the school logo are allowed. Uniforms must be neat, clean and in good condition without excessive wear and tear.

**Students can't wear ripped jeans, leggings, or joggers**.

**Boys:** hair must be cut above the collar, can't have beards or any form of facial hair, nor wear earrings.

**Girls:** aren't permitted to wear leggings or skin-tight pants; Bermuda shorts must be knee length.

**Tattoos:** Any students with visible Tattoos must keep them covered at all times.