

# Fort Lauderdale Prep School

# 2023-2024



## STUDENT / PARENT HANDBOOK

## &

## 'Code of Conduct'

PLEASE REVIEW THIS BOOK WITH YOUR CHILD(REN) SO THAT YOUR FAMILY IS AWARE OF WHAT IS AND IS NOT APPROPRIATE IN SCHOOL, DURING SCHOOL SPONSORED ACTIVITIES AND ON SCHOOL BUS TRANSPORTATION.

\*Parent(s) can be held responsible for the actions of their children, accordingly, it is in everyone's best interests that they are aware of the rules and consequences.

Your signature on the "Acknowledgement Form" is your acknowledgment that you have received this handbook and agree to abide by all school stated policies and guidelines.

\*Whenever the term 'parent' is used it also refers to either both parents, any guardian of a student and/or person in a parental relationship to a student, or any person legally exercising supervisory authority in place of a parent.

## WELCOME LETTERS FROM THE DIRECTOR

### TO THE STUDENT

Welcome to Fort Lauderdale Preparatory School (FLP). We hope that you will take advantage of the opportunities offered here: small class sizes, individual attention, experienced staff, and a safe and secure environment. Use them to achieve your potential and goals. This handbook is designed to help you become familiar with the policies and procedures of your school. During the first week of school we will be conducting assemblies to review the contents of this handbook. The policies and procedures have been instituted for your academic progress and enrichment. You are responsible to know the contents of this handbook and to adhere to school policies.

### TO THE PARENT

This handbook will apprise you of Fort Lauderdale Preparatory School's important policies and practices as they pertain to your child(ren). Important information for you is also included. Every good school is a working team of parents, teachers and administrators, but the most important element of the team is the students themselves.

Be reminded that Fort Lauderdale Preparatory School is founded on the premise that students are to strive for the best academic achievement and will maintain an acceptable standard of behavior. In the interests of the students, staff, and school program, the administration reserves the right to amend this handbook at any time it is deemed appropriate.

Sincerely,

*Anita Lonstein*

Anita Lonstein  
Director

***“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.”***

**Malcolm X**

## **Character Traits**

Character education is the deliberate effort to help people understand, care about and act upon core ethical values. An intentional and comprehensive character education initiative provides a lens through which every aspect of school becomes an opportunity for character development.

## **Benefits**

1. It promotes character development through the exploration of ethical issues across the curriculum.
2. It promotes a positive and more climate by engaging the participation of students, teachers and staff, parents and communities.
3. It teaches students to solve conflicts fairly, creating safer school that are freer of intimidation, fear and violence and are more conducive to learning.

**The following character traits are essential:**

### **Respect, Responsibility and Caring**

These are the cornerstones of good character!

#### **Respect**

Showing high regard for self, others and property.

#### **Responsibility**

Being accountable for individual behavior.

#### **Honesty**

Being truthful in word and action.

#### **Caring**

Showing concern for the well being of others.

#### **Justice and Fairness**

Demonstrating impartial, unbiased and equitable treatment for all.

#### **Citizenship**

Being an informed, responsible and caring participant in the community.

#### **Courage**

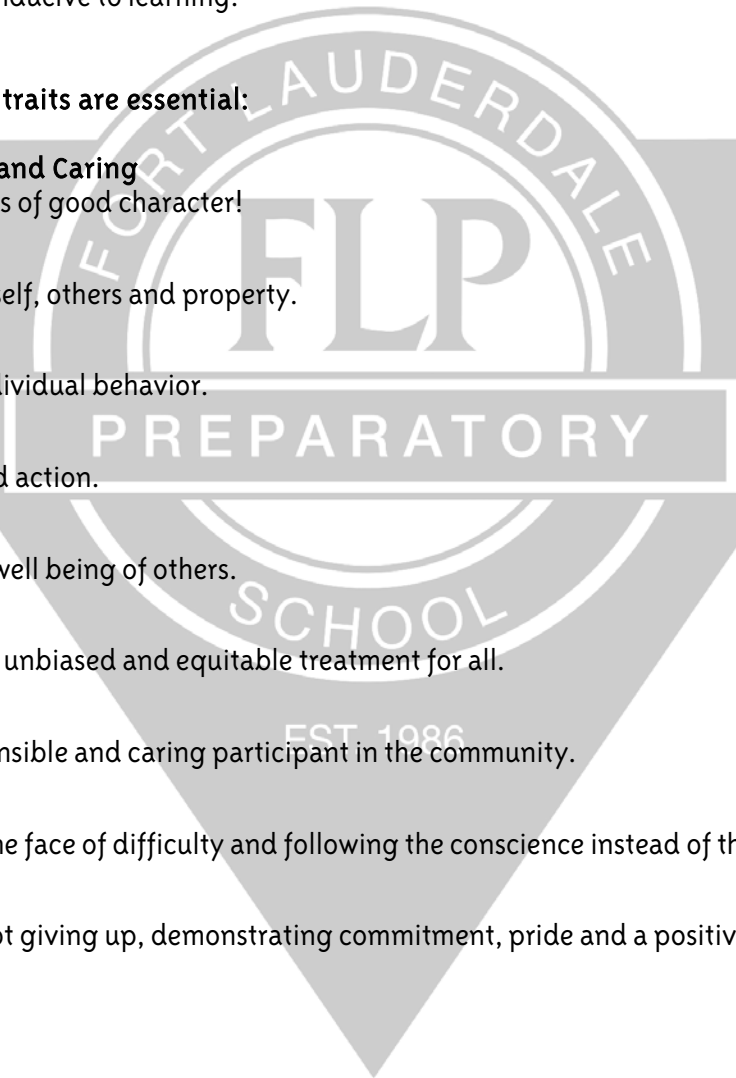
Doing the right thing in the face of difficulty and following the conscience instead of the crowd.

#### **Perseverance**

Staying the course and not giving up, demonstrating commitment, pride and a positive attitude in completing tasks.

#### **Hope**

Believing in success

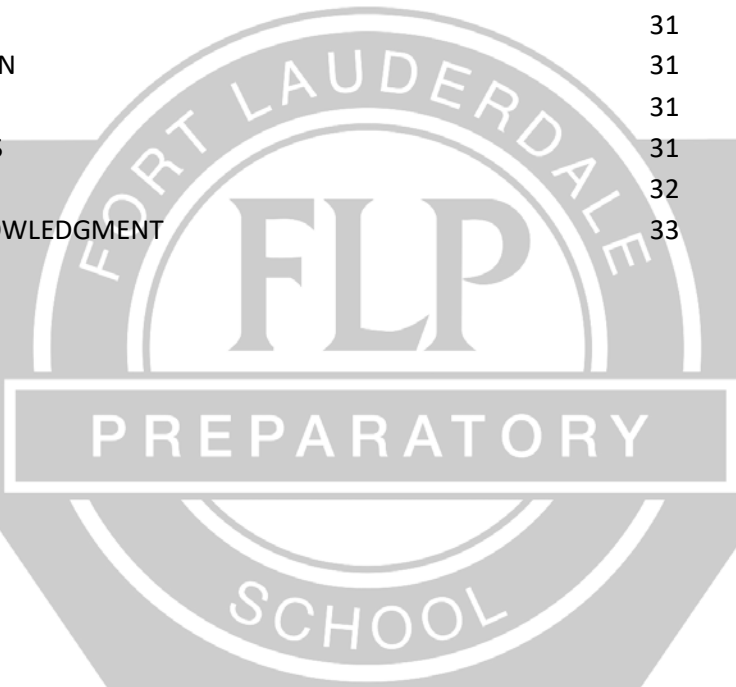


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EST. 1986

## **ABOUT FORT LAUDERDALE PREPARATORY SCHOOL**

### **MISSION STATEMENT**

Fort Lauderdale Preparatory School seeks to provide a 21st century education in a traditional school setting. To make available a supportive environment that recognizes each student as a unique individual. The school strives to foster excellence in the development of academic skills, the establishment of strong character and a positive attitude. To encourage tolerance of ethnic diversity, productive citizenship, respect for the ideals of a democratic society and to create enthusiasm for learning as a lifelong pursuit.

### **FORT LAUDERDALE PREPARATORY SCHOOL GOALS & OBJECTIVES**

Acquiring knowledge and specific skills through a superior academic program.

Building self-discipline by promoting good mental and physical health.

Fostering special talents: athletic, artistic, and academic abilities by providing enrichment programs.

Improving scores on college entrance exams (PSAT, SAT, ACT or Standardized testing).

Developing good study habits and enhancing critical thinking and problem-solving skills.

Developing proper habits of attendance, punctuality, and conforming to required due dates.

Developing responsibility for self.

Working harmoniously with others: students, faculty, administration, and parents.

Conforming to dress code and instituted rules of behavior.

Achieving high moral and ethical values.

Achieving high citizenship standards within the school, family, community, state, and nation or the world, and to accept the privileges and responsibilities of citizenship.

Providing developmentally appropriate programs and flexible teaching techniques at all levels.

Preparing students for living and working in the technological world.

## **ACCREDITATION**

Accreditation guarantees parents and students that our school is doing the things that it claims to be doing. It is the parents' assurance of legitimacy. Accreditation also assures financial stability, safety, qualified teachers, sound and proven curriculum, strong leadership and continuous improvement. This school has voluntarily undertaken rigorous self-studies during which we analyze all our programs and curricula. Following the self-studies, educators from other schools in the state visit the school to determine whether we meet a number of criteria and whether our philosophy and objectives are being followed closely. The committees focuses upon staff qualifications, the quality of the instructional program, the appropriateness of the facilities, and the stability of the school. We have always been found highly qualified for accreditation.

## **ACCREDITATIONS**

Cognia (AdvanceED/SACS)

National Independent Private School Association (NIPSA)

National Council For Private Schools (NCPSA) (Gold Seal Award Recipient)

## **ASSOCIATIONS & MEMBERSHIPS**

American Association of School Administrators Association for Supervision and Curriculum

Broward County Non-Public School Association College Entrance Examination Board Educational

Industry Association (EIA) Florida State Department of Education

National Association of College Admission Counselors National Association of Secondary School Principals National Association of Student Councils

National Elementary Honor Society / National Junior Honor Society / National Honor Society

National Council for Private School Accreditation South Florida Center for Executive Educators

The Orton Dyslexia Society

Additional advantages of membership in these organizations are the staff development opportunities afforded to the members and the annual conferences that provide administrators and teachers information about the latest advancements in the field. We also participate in a number of training opportunities. Among these are the annual series of seminars and workshops that have been designed for administrators and teacher leaders.

## **CONTINUOUS IMPROVEMENT**

While our school remains faithful to the sound program that is our philosophical basis, we also are dedicated to change when change can be of benefit to the students. We are always looking for opportunities to learn, and we encourage all our staff to do the same. We do not believe in change just for the sake of change; rather we believe in seeking out tried and proven programs. When we find such programs and innovations we are quick to apply these ideas to our instructional strategies. You can be assured that we remain alert to all that is happening in the field of education.

## **SCHOOL HOURS OF OPERATION**

Monday – Friday - 7:30 a.m. – 6:00 p.m.



## **SCHOOL LOCATION**

Fort Lauderdale Preparatory School is centrally located in Broward County at 3275 West Oakland Park Boulevard, Fort Lauderdale, Florida. For purposes of this handbook and the adherence to school stated policies, the school location means at school or on any school-owned vehicle or in any other school- approved vehicle used to transport students to and from school or school activities; off-school property at any school sponsored or school-approved activity, event, or function, such as field trips or end-of-school functions, or during the supervision of any student or students by an employee on behalf of the school. Any student who violates these stated policies may be subject to expulsion and/or referral to the appropriate law enforcement authorities for criminal prosecution.

## **ADMISSIONS**

The school welcomes children of all races, religions and national origins and does not discriminate in any way or in any policies, including admissions. School placement testing, a requirement, is used for confirmation and for determining placement. Medical evaluations may also be required.

Recommendations from former schools, previous evaluations and other indications of the child's needs may also be utilized in the proper evaluation of the child's potential. An initial interview with the parent and child is required and a visit to the school by the child. Whether the child can benefit from the school's program is the determining factor for admission.

## **FOREIGN STUDENTS**

Students who are not citizens of the United States must have a properly executed student visa, I-20 form, for admission. If English is your second language, you will be required to take a TOEFL test for college entrance at a designated Test Center. FLP is not a TOEFL designated Test Center.

## **NEW STUDENT PROBATIONARY PERIOD**

All new students to Fort Lauderdale Preparatory School are on a ninety (90) day probationary period before they can be a permanent student at school. This probationary period may also apply to current students when deemed necessary.

## **BOOKS & SUPPLIES**

All FLP students are supplied with their school textbooks. These books are expensive. It is the student's responsibility to keep track and safeguard them by writing their name in each book they receive from the school. Found items without names are returned to stock. Students will need to purchase replacement books. Parents will be billed for lost and/or damaged textbooks. Textbooks are not to be written in or on.

## **SAFETY**

The safety of every child is a vital concern. Every effort is made to insure that the children are in a safe and comfortable environment.

## **PARENTS, VISITORS & GUESTS**

We are happy to welcome visitors to Fort Lauderdale Preparatory School, including guests of our own students, with advanced permission from the Director. Student guests must observe all school rules and procedures (including the appropriate school dress code) so that instruction may continue without interruption. "Guests" must check in at the school front office with their host upon arrival to school as per Florida State law. All visitors to the campus, including parents, must have a visitor's pass from the office and must be accompanied by school personnel at all

times while on campus. The visitor will be required to leave his or her driver's license, which will be returned when the visitor leaves. No one is allowed to roam about the campus or enter classrooms without specific permission from the administration. Persons who do not acquire a pass will be asked to leave the campus. All faculty members and students are instructed to immediately report any violators of this policy. The safety of our children is our chief concern and the reason for these policies.

### **ACCIDENTS**

Should a student become ill or injured, he or she is to be sent to the office immediately. If the illness or injury is of a serious nature the school will immediately call the parents or emergency contact numbers, and in even more serious cases, '911', emergency rescue number.

### **FIRE DRILLS**

The school conducts fire drills on a monthly basis during different times of the day so that students may become familiar with this emergency procedure. A rapid evacuation of the building has always been accomplished during these drills. Students must follow directions and maintain proper decorum at all times during a fire drill. Failure to follow directions will result in disciplinary action. Students must remain silent. Any student activating a fire pull station or falsely yelling 'FIRE' in the school building will be expelled.

### **WEATHER / EMERGENCIES**

#### **HURRICANE WATCH**

The school will remain open during a hurricane watch.

#### **HURRICANE WARNING**

Should a hurricane warning be issued (a warning means that a hurricane will strike within 24 hours) the school will be closed in order to prepare the school for the storm.

#### **TORNADO WARNING**

A tornado warning means that a tornado has actually been sighted. Should that warning be issued for our area, children will be taken to the inside hall of the building and away from the windows. Parents should feel free to pick up their children in the event of this kind of warning.

#### **NATIONAL EMERGENCY**

In the event of a national emergency, the school will close. Parents will to have their children picked up immediately.

#### **CLOSING SCHOOL IN AN EMERGENCY**

Emergency procedures regarding the closing or opening of school will generally be broadcast on radio or TV. FLP will follow Broward County Public School's decision regarding weather or other situations. However, Fort Lauderdale Preparatory School may decide to close on its own if conditions warrant. Should it be necessary to close the school because of weather or some other emergency, a message will be sent via email and robo call to the parent/guardian number on file.

## **HEALTH & MEDICAL POLICIES**

All students are carefully monitored as to their health, and at any sign of illness parents are notified. Specific care is given to those children with unusual health problems, and in these cases the directions of the physician are followed to the letter.

Please do not send your child to school when he or she is ill. If a child has a fever they may not attend school. We cannot provide care for children who are sick. If your child becomes ill while at school the office will contact you and will ask you to pick up your child. Children are very uncomfortable when they are ill at school. You or your designee will have to make arrangements to pick up the child as soon as possible. We will have the child resting in the office until you arrive. Please be prepared and have a system in place to handle emergencies of this type. Should it be necessary for the school to ask a parent to pick up a child before the regular dismissal time we ask that you do it within 30 minutes.

Children need to be “fever free” before returning to school. In some instances a doctor's note may be required before returning to school.

## **IMMUNIZATION REQUIREMENTS**

Hepatitis B Vaccine Series  
Tetanus-Diphtheria booster  
Measles Vaccine (preferably the M.M.R. vaccine).

**THESE INNOCULATIONS MUST BE DOCUMENTED AND THE ORIGINAL RECORDS ON FILE WITH THE SCHOOL PRIOR TO THE FIRST DAY OF SCHOOL.**

Immunizations must be kept current. All student entering VPK, Kindergarten, Grade 7 and Grade 12 need updated immunizations. Documentation must be provided to FLP within 12 days after the start of school. Students without current immunizations may not attend school until updated. All students in grades VPK, Kindergarten, 7th & 12th grade are required to have a current physical examination on form HRS 3040. A record of immunization HRS 680, Part A, B, or C, is required for all children entering Kindergarten through Twelfth Grade. These forms are available from any doctor's office or the County Health Department.

An original birth certificate and Social Security card is required to be brought to the school for all students. This also must be on file WITHIN THE FIRST TEN DAYS of school.

It is a Florida State requirement that the school must have the proper health records on file. Failure to supply these records WITHIN TEN DAYS after the start of school will result in suspension until all required records are received.

## **MEDICATION**

Some children are required by their physician to take prescription medication during school hours. For those children, a medical authorization form (available in school office) and the original medication container are required. School personnel then administer medication at the times prescribed. No exceptions to this policy can be allowed. When the school deems it necessary, a doctor's note may be required before a child may return to school. Teachers are not allowed to administer medication.

School personnel must administer any medication, prescription or non-prescription. Children are not allowed to possess medication of any kind (prescription or non-prescription) or to take medication on their own. In order for medication to be given to students in school on a short-term basis (less than two weeks), a medication form must be filled out and returned to the school (see staff in the front office).

All medications must be checked in at the front office upon arrival at school. This regulation includes aspirin and other non-prescription drugs. The original labeled prescription bottle with the child's name and dosage must accompany the child for either prescription or over-the-counter medication (The pharmacist will give all necessary extra bottles with prescription labels on them). For the safety of the child, any non-properly labeled medicine brought to school will not be administered.

**IT IS THE PARENTS' RESPONSIBILITY TO UPDATE, IN WRITING, ANY CHANGE OF ADDRESS, PHONE, EMAIL ADDRESS, EMERGENCY AND MEDICAL INFORMATION DURING THE SCHOOL YEAR.**

#### **SPEAKERS BUREAU**

On occasion, our Speaker's Bureau may include subject matter about health issues and information regarding the prevention of diseases including sexually transmitted diseases, etc.

#### **ARRIVAL AND DISMISSAL**

The roadway around the school is ONE-WAY ONLY, and the speed limit is 5 MPH. Parents are reminded that great care must be used in the parking area while picking up and dropping off children. Cars are to stay in one lane.

#### **DROP-OFF PROCEDURE**

Students in Grades K-12 must be are dropped off and picked up at the North entrance, behind the school building near the lunch area picnic tables, where school personnel will greet them.

Cars must stay in line and should not park in front of the school building. Pre-K school students must be walked to the front office and signed in. As per Florida State law, parents are not allowed outside the school lobby without an Administrative escort.

#### **BEFORE-CARE PROGRAM**

School begins at 8:30 am. Teachers are on duty at 7:30 am. If you require Before-Care, contact the school. Students should NEVER be dropped off at school and/or left unattended before 7:30 am.

#### **DISMISSAL**

Children are allowed to leave with their parents when school is dismissed. Any departure from this policy will require written permission from the parents (see SIGNING IN & OUT). All students in grades K-12 are to be picked up at the East entrance to the building between 2:30-2:45. In the afternoon teachers will be on duty and will supervise students to be picked up. Do not leave your car at any time. If a child is to go home with a friend, parents must complete a Consent and Release Form obtained from the office; call the school and speak with an administrator.

Visitors are reminded never to park in the pick-up lanes and that the roadway around the school is one-way only. Driver's may not make U-turns or drive the 'wrong way' against the posted direction of traffic as this creates a dangerous situation.

If a student is not picked up by 3:30 pm, please refer to the AFTER-CARE PROGRAM section. Pre-K children must be picked up at the appropriate time, or will be charged additional fees.

### **AFTER-CARE PROGRAM**

Grades K-12: School hours are from 8:30 am to 2:30 pm.

Students remaining after 3:30 p.m. will be assigned to After Care.

Aftercare is from 3:30 – 6:00 pm. - THERE IS AN ADDITIONAL FEE FOR AFTER-CARE. Students who are at school after 6:00 p.m. will be charged a \$5 per minute, per child late fee until they are picked up.

**IF A STUDENT IS NOT PICKED UP AND A PARENT OR GUARDIAN CANNOT BE REACHED, THE AUTHORITIES WILL BE CONTACTED.**

### **EARLY DISMISSAL**

Early dismissal should only be requested when it cannot be avoided. Taking a child out of school interrupts his or her lessons and the continuity of the day. In cases where early dismissal is necessary, the parents should notify the school before they arrive. When arriving at the school they should report to the office and sign the child out. Students may not wait outside for parents. You must pick the child up at the office. Should it be necessary for the school to ask a parent to pick up a child before the regular dismissal time, we ask that you do it within 30 minutes of being notified. In the event a student driver must leave school early, s/he must see an administrator and sign-out in the front office and provide either written or verbal parental permission.

### **SIGNING IN & OUT**

Should it be necessary for you to remove a child from school the following procedure should be followed:

Notify the office of the time that you will need to pick the child up. Go to the office and sign the child out. Upon returning, bring the child to the office and sign the child back in.

Any and all late arrivals to school must sign in at the front desk. All VPK students must be signed in and out by their parent at the front desk.

### **ALTERNATE TRANSPORTATION / STUDENT VEHICLES**

If a student plans to take alternate transportation on any given day, the student must have written parental permission (a signed FLP Consent & Release Form), and the school must be notified in advance. The Consent & Release Form must be completed by a parent or guardian and on-file in the school office. If an alternate ride involves two FLP students, (driver and rider), a parent or guardian of each student must sign the consent form. This form must be on file in the office prior to students leaving. ASK IN THE OFFICE FOR A CONSENT & RELEASE FORM.

Students using bicycles must leave them locked in the assigned area.

The school assumes no responsibility for student vehicles or any property left therein.

## **STUDENT DRIVERS**

Students with a valid driver's license and who have permission from the administration may drive to school. THE SPEED LIMIT IN THE PARKING LOT IS FIVE (5) MPH, AT ALL TIMES. Prior to ANY student driving a vehicle on school grounds, school approval from the Administration must be granted. Students must complete a Driver Instruction form and provide copies of their license, registration, and insurance. A parking spot will be assigned. Failure to park in an assigned spot may result in the loss of driving privileges. Careless or hazardous operation of a student-driven vehicle or any infractions of the above rules may cause the school to withdraw the privilege of driving to school. Infractions of safety or use of vehicles during the school day without permission may also result in driving privileges being rescinded. If the violations are severe, a student may be suspended or expelled. Drivers must leave school grounds immediately upon dismissal.

Student drivers MAY NOT transport any other students without signed FLP Consent & Release Forms from both the school and parents. Failure to adhere to this policy may result in loss of on-campus driving privileges and/or suspension or expulsion. Authorization forms may be obtained in the school office. Students must be sure to take everything needed with them from their vehicle when they arrive at school, because returning to their car during the school day is NOT ALLOWED. Student drivers are urged to make sure that they lock their vehicles and must not leave any item that is visible and may attract vandalism.

## **ATTENDANCE**

In order to gain the most benefit from Fort Lauderdale Preparatory School, regular attendance is required. Children are required by law to be in attendance during the days that the school is regularly in session. Excessive absences detract from the school's ability to properly educate the child. Please plan to take your child on family trips during regular holidays only. Students are expected to attend class every day of the school year unless excused for a legitimate cause. Attendance is used as part of the consideration to select students as part of Honor Roll & Honor Society. Grades will be impacted when classes are missed.

Students who are absent must check the FLP Homework and Daily Assignment webpage at [www.flpshomework.com](http://www.flpshomework.com) for nightly assignments. Nightly assigned HW is generally posted by 4:00 pm. All missed assignments are due on the day the student returns to school.

## **EXCUSED ABSENCES**

An excused absence or excused lateness will be allowed only with an email, written note, or telephone call from the parent, guardian or doctor. Absences from school will be excused for the following reasons. **PARENT NOTIFICATION TO THE SCHOOL IS REQUIRED.**

## **STUDENT ILLNESS**

Medical, dental, or legal appointment  
Authorized college visit (approved in advance)  
Severe illness or death in the student's family

If absence is due to a reason other than illness, a parent or guardian must notify the school prior to the absence. Excessive absences (excused or unexcused) will be evaluated by the school Administration with student and parents and may result in loss of credit or dismissal.

## **EXCESSIVE OR UNEXCUSED ABSENCES**

Excessive absences (excused or unexcused) will be evaluated by the school Administration with student and parents and may result in loss of credit or dismissal.

Any student that accrues more than 5 (unexcused) absences in any marking period may be dropped from that class or classes, and any credit will be forfeited.

Students earning high school credits who accumulate an excessive record (in excess of 5 times - unexcused absences or lateness) during any one marking period may be removed from the course with grade of FAILURE.

\* Students receiving state scholarship(s) have an attendance requirement and may jeopardize their eligibility due to excessive absences or lateness.

## **LATENESS**

Punctuality is very important. Students are to be in their seats and ready for work when the period bell rings. A student who is late to school (on occasion) because of unusual transportation delays (either by private car or school bus) over which the student has no control will be excused but will still have to make up missed time and class. Students who arrive after 8:30 am must report to and sign in at the office. Students arriving late for any class period, WILL NOT be allowed to enter class. Parents are responsible to see that students arrive at school on time. Students in Grades K-12 who arrive after 8:40 am will not be admitted to their class - BUT WILL BE RESPONSIBLE for the all classwork and homework. All missed class time must be made up to receive a grade and/or credit for that class. Grades will be impacted for lateness. Late arrival to class is a violation of school policy. Students who arrive late may miss important announcements and instruction.

If a student arrives late to a class without an administrator, the teacher must refer the student to the office they will not be admitted into class. The administration will notify the student's parent/guardian if this occurs with frequency.

## **MAKE-UP CLASSWORK/HOMEWORK**

The student is required to make up any missed classwork and homework assignments. Assignments that are not made up will reflect in their grade. (Each student is responsible for completion of make-up work.) Check for homework at: [www.flpshomework.com](http://www.flpshomework.com). Homework assignments are available online. All make-up work is due the day the student returns to school and should be turned in to the appropriate teacher.

Incomplete class work and homework will result in a grade of 'I' (Incomplete), and no credit will be granted for the course.

**IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN MISSED WORK AND COMPLETE IT IN A TIMELY MANNER BUT NO LATER THEN TWO (2) WEEKS AFTER THE END OF ANY MARKING PERIOD, OR THE 'I' BECOMES A 'F' (Failure).**

## **PARENT: WHEN YOUR CHILD IS ABSENT**

Parent or guardian should phone (954 485-7500) the school by 9:00 a.m. to inform the school of a student's absence on or before the day of absence. The information or note should include the first and last name, dates of absence and reason for absence. Phone call or email is required. If the absence is due to a doctor's appointment, please bring a note from the doctor to the school front office.

## **STUDENT APPEARANCE**

The following sections deal with students': dress requirements, behavior, and what they are NOT allowed to have in school or on campus.

### **DRESS CODE**

Fort Lauderdale Preparatory School and its students take pride in themselves and their appearance. Dress is a direct reflection of self-esteem. All FLP students are required to adhere to the dress code - there are no exceptions.

**ALL SCHOOL CLOTHING MUST BE PURCHASED FROM THE UNIFORM COMPANY AND MUST FIT PROPERLY.** The salespeople are aware of what the dress code is and will gladly provide you with the appropriate choices. Please refer to the CURRENT school year's uniform list.

### **THE FOLLOWING PERTAINS TO ALL - BOTH FEMALE AND MALE STUDENTS.**

**COLD WEATHER ATTIRE:** School outerwear ONLY. Any other outerwear is NOT allowed.

**PANTS:** Uniform pants (Dickies or Dennis' brand ONLY) shorts or pants must fit properly and be worn on the waist. Each student must wear a solid color belt. NO LARGE SIZED OR BAGGY PANTS ARE ALLOWED. No cargo type Dickies (with side pockets) may be worn. Shirts must be tucked in at all times.

**WEDNESDAYS:** Dress uniforms are REQUIRED with school oxford button down shirt. school tie and belt.

**SHOES:** Shoes must be low-top or high-top sneakers. Topsiders (deck shoes), dress shoes, and penny loafers are also acceptable. SOCKS ARE REQUIRED. Combat boots, belts hanging below the waist, cowboy boots, flip-flops and sandals of any kind are not allowed. Necklaces must be worn inside school shirts, not on the outside.

**OTHER UNACCEPTABLE CLOTHING ITEMS or ATTIRE: NO CHAINS, SUNGLASSES, HATS, FISHNET STOCKINGS, CAPS, OR KERCHIEF HEAD COVERINGS ARE ALLOWED IN THE SCHOOL BUILDING DURING THE SCHOOL DAY.**

The administration reserves the right to disallow any item of clothing or adornment not considered to be in keeping with the school's philosophy or policies.

**IF YOU DO NOT COME TO SCHOOL IN PROPER SCHOOL DRESS CODE, YOU WILL NOT BE ALLOWED TO ATTEND CLASSES.**

### **DRESS CODE VIOLATION CONSEQUENCES**

Your parents will be informed and asked to bring appropriate clothing. If they cannot, then you will spend the day in internal suspension. A second offense will require a meeting with your parents before you rejoin the regular school program.



A third offense will result in an out of school suspension or dismissal. You will be allowed to return to school only after a meeting with you and your parents has been held. Further offenses may result in dismissal from school.

Students must be clean shaven and may not have any bizarre haircuts or hair colors. NO shaved writing or designs in hair or Mohawks allowed.

### **HAIR**

Hair is to be kept neat and clean. Extreme haircuts, Mohawks, writing or designs in hair and/or unusual colorings are not acceptable. Students coming to school with unacceptable haircuts or coloring will not be allowed to attend class. Parents will be notified and students may return to class only after their hair meets acceptable standards as deemed by the school. Male students must be clean shaven.

### **JEWELRY**

Only conservative jewelry may be worn (at the discretion of the administration).

No visible necklaces

No piercing other than ears (No more than 2 holes per ear)

No tongue or body piercing.

No eyebrow, nose, mouth or lips piercing.

No visible tattoos allowed.

No non-medical dental apparatus; i.e. grills, etc.

No wallets or keys attached to chains.

Boys in K-6th grade MAY NOT wear earrings.

### **CODE OF BEHAVIOR/DEPARTMENT IN SCHOOL**

Fort Lauderdale Prep School students accept the responsibility of upholding the standards of conduct necessary for the health, safety, and academic well-being of themselves and the school community. Rules and expectations are designed to encourage respect for differences. Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, stealing, illegal downloading, using false identification, or using profanity etc., is a violation of school policy and will result in disciplinary action. Serious offenses may result in suspension or expulsion from school. Students who do not abide by these rules and expectations become subject to disciplinary action.

Understanding the guidelines of what is acceptable and what is not should enable all of us to move freely into a productive year.

### **PROHIBITED STUDENT BEHAVIORS**

#### **THREATS**

In Florida, a threat made against a school is a second-degree felony. Students also face school disciplinary measures as outlined in the Code Book for Student Conduct, including expulsion.

#### **BULLYING**

This policy sets forth guidelines for the identification and reporting of bullying--as the overall goal of the initiative is the protection of students and their increased feelings of safety and belonging.

The Florida Department of Education mandates that all schools adopt Anti-Bullying policies. Fort

Lauderdale Prep School has adopted measures to protect students and employees from physical and psychological harassment. Bullying means systematically and chronically inflicting physical hurt or psychological distress on students or employees of Fort Lauderdale Prep School. The FLP Anti-Bullying Policy specifically prohibits bullying of or by any student or employee of Fort Lauderdale Prep School, with consequences for those acts that meet the definition of bullying as defined in the policy. This also includes “cyber-bullying”; the use of information and communication technologies, which includes the use of cell phones, email, and text messages both in and outside of school, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

## **HARASSMENT**

FLP’s policy regarding harassment relating to students: FLP will neither condone nor tolerate harassment of students by any school personnel or by other students. FLP will undertake the education of students about harassment and any other matters relating to the prevention of harassment. Students who feel they have been or are being harassed must notify the school administration immediately.

FLP will investigate all complaints and take appropriate measures to:

Determine if harassment has taken place.

Stop the harassment if it is going on.

Remove the harasser if found to have committed harassment.

Maintain confidentiality and privacy unless it is necessary to involve outside authorities, i.e. police, courts, etc.

Any person (student or other) accused of harassment will be entitled to explain their position regarding any complaint brought against them.

## **SAFETY IN PRIVATE SPACES ACT - HB 1521**

Under the bill, known as the Safety in Private Spaces Act - HB 1521 - all students (or employees) must use public restrooms or changing facilities aligned with their sex assigned at birth. This applies to the use of bathrooms at facilities such as public schools and universities, state and local government buildings, prisons and jails. Failure to comply with this new law will result in disciplinary consequences including suspension or expulsion.

## **UNACCEPTABLE PERSONAL POSSESSIONS/ITEMS - NOT ALLOWED IN SCHOOL OR ON CAMPUS**

Smart watches

Ear buds

Hats

Headphones

CD/Cassette Players/i-Pods/MP3 players/CD’s/Tapes (Music/Movies)

Recording devices

Cameras

Toys - i.e., Game Boys, etc.

Coffee

Soda

Energy drinks

No Gum chewing or candy allowed in school, including lunch area and during PE

Laptops/tablet devices (without Administrative approval)

Ear pods / Head phones  
Smart watches

Items that are not allowed in school will be taken and may be returned to parents on the first offense. If there is a second offense - the item will be confiscated and returned to the parent. If a 3rd offence the item will not be returned until the end of the school year. The school is not responsible for items brought to school.

**AS A CONDITION OF ENROLLMENT FORT LAUDERDALE PREPARATORY SCHOOL HAS THE RIGHT TO EXAMINE THE CONTENTS OF ANY LOCKER, BOOK BAG, HANDBAG VEHICLE AND/OR PERSONAL ITEMS ETC., OF ANY STUDENT AT ANY TIME.**



## **CELL PHONES**

Cell phones may not be used at any time or anywhere (inside or outside the school building) while on the 5 acre campus. If brought to school, phones may not be used at any time while on campus, including the school building and the lunch area.

FLP reserves the right to confiscate and/or search student's cell phones (as well as other items of personal property and areas on campus) if it suspects that a school policy has been violated. This includes but is not limited to suspected 'texting' of any kind. Parents that need to contact their child should do so by calling the school at 954 485-7500.

If a student is found in possession of a cell phone (i.e. if it vibrates, rings, or is visible):

1st offense: phone returned to student at end of day and parent informed.

2nd offense: phone taken away and returned to parent only.

3rd offense: phone taken away and returned to parent only.

4th offense: phone taken away and kept for 30 days

5th offense: phone taken away and kept till the end of the school year.

If you need to speak with your child, call the school at 954 485-7500 and we will get them for you. Please do not call or text them on their cell phone.

## **USE OF TOBACCO**

FLP prohibits the use and/or possession of tobacco and/or tobacco products, including vaporizers, in school buildings, on school grounds, school buses, or participating in any school-related event. For purpose of this policy, use of tobacco shall mean all use of tobacco, including cigar, cigarette, pipe, snuff, or any other matter of substances that contains tobacco or tobacco-like substances.

## **GUM**

Gum is not allowed on the school's 5 acre campus - including the lunch patio area and PE.

## **ADMINISTRATIVE ACTIONS FOR VIOLATION OF POLICIES THE ADMINISTRATION WILL TAKE APPROPRIATE ACTION IN CASES INVOLVING STUDENTS WHO ARE IN VIOLATION OF THESE POLICIES:**

Possession or use of drugs, alcohol, weapons of any kind, including stun guns, mace, pepper powder, "stink bombs", etc. Use of or the discussion of same is also considered a violation.

Abuse or harassment of fellow students or a staff member (physical or verbal).

Using gang-related or cult-related gestures and or signs.

Travel in a vehicle without CONSENT and RELEASE forms from your parent and from the parent of the driver.

Endangering your safety or the safety of others.

Leaving school grounds without permission.

Cutting classes (absence without permission).

Late arrival at classes (unexcused).

Lack of class decorum or attention.

Disruption of any school activity or class.

Destruction of any kind of books.

Willful defacement, destruction, or vandalism of school property. Parents will be billed for the cost of repair or replacement.

Infringement of Fire Drill rules and procedures.  
Writing on themselves or others.  
NO Hats, NO ELECTRONIC DEVICES, DVD, audio, radios.  
NO Ear-buds / headphones

\*laptops, \*tablets, \*net books, cellular phones, game boys, iPods etc. Items may be taken away and, in cases of repeated offenses, not returned. \* Unless educationally prescribed and/or approved by the Administration.

Using abusive, obscene, or profane language or gestures.  
Harassment of anyone based on their color, creed, nationality, handicap or sexual orientation.  
Inappropriate display of physical affection.  
The printing, distribution or possession of obscene or pornographic literature, drawings, papers with the writing of obscene words or drawings on school property. Unauthorized presence on the school property.

Possess, display, transmit, or handle pens/pointers and other laser devices in a manner that could potentially harm or injure another individual

Serious consequences may result for violations of school rules. Such consequences may include detention, suspension, loss of scholarship awards, or expulsion from school.  
Verbal/Physical altercation

#### **CONDUCT AWAY FOR THE SCHOOL PROPERTY**

Students may be disciplined for conduct away for the school property that violates the 'Code of Conduct' and that has or may have a direct and immediate impact on the orderly and efficient operation or of the safety of individual in the school environment.

*FLP reserves the right to add behavior requirements when necessary.*

#### **DRUG POLICY**

It is a violation of FLP policy for any student to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage or other intoxicating liquor. In addition, the unlawful manufacture, distribution, dispensing, possession, or use of, or being under the influence of any illicit drug before, during, or after school hours, at school or in any school location is a violation of FLP policy. This includes discussion of same which may result in suspension and/or expulsion. The school reserves the option of requiring testing(s) for drugs. **The offense may be reported to the proper authorities.**

#### **PUNISHMENT FOR INFRACTIONS**

##### **CORPORAL PUNISHMENT**

FLP prohibits any type of corporal punishment and has zero tolerance for any type of abuse or molestation to any child and/or person. The school and all personnel have a duty to report actual or suspected cases of child abuse, abandonment or neglect to the proper authorities.

##### **DETENTION**

Students may be assigned break, after school or Saturday detentions for various infraction of school rules, policies and procedures. Failure to attend mandated detentions may result in loss of credits or suspension and/or possible expulsion. Detentions must be served on assigned days.

## **DETENTION POLICY - (PER EACH MARKING PERIOD)\***

\* Note: This policy may be modified at any time at the school's sole discretion.

### **Grades 3-12**

#### **HOMework**

1. After a 3rd occurrence of homework not being turned in, a student must serve an in-school detention.

*If there are multiple homework assignments not turned in on the same day (after the 3rd occurrence), student(s) will earn a detention for each assignment not turned in.*

2. When a student has not turned in any 5 homework assignments, they must serve a mandatory Saturday detention at school (8:30 am - 12:30 pm).

*Please Note: Failure to attend required Saturday detention will result in a 1 day external (out of school) suspension that begins that following Monday.*

*A note from a doctor can postpone a Saturday detention. Said detention must be made up the next scheduled Saturday detention day.*

#### **PROGRESS REPORTS**

*If a student receives 2 negative Progress Report in any class, they must serve a Saturday detention.*

#### **BEHAVIOR**

1. In the event a student is written up on the Daily Sheet for an infraction, i.e.; talking during class, being disruptive, not listening to a teacher, not working, the student must serve an in school detention after the 2<sup>nd</sup> occurrence.
2. If any student is written up for being disrespectful, using profane language, or acting threatening in any way, depending on the severity, a student will serve a minimum of 1 in school detention. More serious situations will result in external suspensions.

#### **GUM**

*There is no gum allowed on the school's 5 acre campus.*

1. The 2nd offense will result in 1 detention.
2. The 3rd offense will result in 3 detentions and 3 clean up days
3. The 4th offense will result in a Saturday detention and 5 days of clean up
4. Any further offenses will result in 1 day external suspension.

## LATENESS / TARDINESS\*\*

\*\* NOTE: Excused lateness, doctor appointments, illness etc. will not be counted as infractions.

If a student arrives after 8:30 am, they are considered late to school.

1. Any student late to school after Sept. 4<sup>th</sup> (2 weeks after school begins), will be issued an in school detention for each occurrence.
2. For every 3 times a student is late to school, they must serve a Saturday detention  
*If a student is late to school 6 times in one marking period, they will serve 4 in school detentions and 2 Saturday detentions.*

*Please note:*

*In grades 9-12, if a student continues to arrive to school late (more than 5 times in any 1 marking period) they may lose that class.*

*In grades 6-8, if a student continues to arrive to school late (more than 5 times in any 1 marking period), their 1st period class grade will be impacted.*

3. If a student is late to class during the school day, they will receive an in school detention for each occurrence - up to 4. If a student is late to class 5 times in one marking period, they must serve a Saturday detention.

## CELL PHONES

*In the event a student has a cell phone infraction (see Cell Phone Policy on pages 17 18, in addition to the cell phone being taken away, after the second occurrence an in school detention will be issued.*

1. The 2nd offense will result in 1 detention.
2. The 3rd offense will result in 2 detentions.
3. The 4th offense will result in a Saturday detention.
4. Any further offenses will result in 1 day external suspension.

## ELEMENTARY (Grade K-2)

### A BEHAVIOR

1. When a student has 3 occurrences of missed homework, planner not signed and or behavior issues, then they must miss 'specials' for the day. Multiple occurrences can result in missing specials for a week or more. Parent conferences will be scheduled as needed.

## **STUDENT LIFE**

The following sections describe what student life is like at FLP.

### **STUDENT RESPONSIBILITIES**

You, as students will share the responsibility to improve our academic achievement by:

Doing homework, studying every day, and asking for help when needed.

Reading everyday outside of school.

Giving parents or guardians all notices and information that are received in school.

Come to school each day with all needed materials properly dressed per the school dress code and with PE uniform on the appropriate days.

Be polite and respectful to all school staff and fellow students.

Comply with all rules set forth in this document.

### **LOCKERS**

Grades 7-12 students are assigned lockers. All students are required to keep their lockers locked with a FLP lock at all times. If a locker is found unlocked or without a lock, contents will be removed and students will need to see an administrator. Failure to keep a locker locked at all times may result in loss of locker privileges. Valuables and money should not be kept in lockers. The school assumes no responsibility for locker security. School locks are the property of the school and must be returned at the end of the school year. Missing locks must be purchased from FLP and replaced.

Students may not leave the classroom to visit their locker each period. Be prepared to take books for at least two classes at a time. Students should **ONLY** go to lockers 4 times per day:

Before School

1st Break

2nd Break

After School

**FORT LAUDERDALE PREPARATORY SCHOOL HAS THE RIGHT TO EXAMINE THE CONTENTS OF ANY LOCKER, BOOK BAG, VEHICLE AND/OR PERSONAL ITEM OF ANY STUDENT AT ANY TIME.**

### **SOCIAL MEDIA**

Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom will be inappropriate online. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents. Linking to other websites to support your thoughts and ideas is recommended when appropriate. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts, images, designs, etc. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under "Creative Commons" attribution. How you represent yourself online is an extension of yourself. Do not misrepresent



yourself by using someone else's identity. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away. Students who do not abide by these guidelines may lose their opportunity to take part in the project and/or access to future use of FLP online tools. In addition, disciplinary or legal action may apply. Parents will not attempt to destroy or harm any information online. Instead report objectionable material to a school administrator. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws. Parents are highly encouraged to be aware of their child's electronic communications and participation in social media projects. Parent participation is encouraged to help ensure that student involvement in social media networking is appropriate and that the privacy concerns are protected.

### **TELEPHONE CALLS**

School telephones are for emergency use only. See the secretary in the office. In an emergency, before or after school, and during the extended breaks, students may use the school phone **ONLY WITH THE PERMISSION OF AN ADMINISTRATOR**. If a student is not feeling well, please ask an Administrator to call a parent/guardian.

Students must not receive or make phone calls at school, unless there is an emergency, and then only with permission from the administration.

**CELLULAR PHONES ARE NOT PERMITTED TO BE USED AT ANY TIME ON CAMPUS OR THEY WILL BE CONFISCATED.**

### **SEATING PLAN**

Each student may be assigned a specific seat in each class. Attendance is checked at the beginning of class; if a student is marked absent, the time and all assignments will need to be made up. See Attendance section on pages 13-15.

### **STUDENT BREAKS**

Regular nutritious meals are essential to proper health and to promote learning. Monthly lunch plans are available for purchase. See the school secretary.

Break times are an opportunity for students to have lunch and/or purchase snacks from the snack bar, use the rest rooms, get their books for their next class, and/or talk to friends. If bringing a snack/lunch from home, please remember that no glass containers, no soda or energy drinks, no pull-tops, or bottles of any kind are allowed at school. No Red-Bull, Monster or any other 'enhanced' Energy type beverages are allowed to be brought to and/or consumed at school.

School lunch is available for purchase monthly. Lunch menus are available to be picked up each month. The snack bar stocks a variety of foods, including pizza, muffins, bagels, pita pockets, water, juice, milk, fruit, and chips. Prices range from \$1.00 to \$5.00. A monthly menu is available in the office.

Students are **NOT** allowed to have or bring coffee, soda, energy drinks and/or any other drink that is deemed non-nutritious. Grades 2-12 - foods brought from home must be in microwavable containers with any utensils needed (plates, spoons, forks, etc). FLP does not supply them.

VPK & Kindergarten & Grade 1 must bring food that does NOT need to be heated.

Students are expected to clean up after themselves. Refuse should be placed in the garbage containers outside the snack bar. Please use recyclable items. All snacks and drinks must be finished before re-entering the building. Students are not allowed to eat or drink in the school building. On most days, students will eat outdoors under the canvas awning. If the weather is extremely bad, an announcement will be made for students to eat inside, in assigned classrooms. No athletic games will be played during the breaks. This is a time for eating and socialization.

### **PHYSICAL EDUCATION**

Grades are based on evaluation of active participation, good sportsmanship, and proper dress. If a student is well enough to attend school, s/he is usually well enough to participate in Physical Education classes. If a student needs to be excused, s/he must have a written note from a physician. Students are expected to dress out for classes.

### **PHYSICAL EDUCATION UNIFORM**

PE SHORTS AND SHIRTS MAY NOT BE WORN AS A SCHOOL UNIFORM. Students must change into and out of their PE uniforms at school. PE shorts and shirts are available at the uniform store. Students need a minimum of two (2) sets of PE uniforms. Navy plain cotton sweat pants (NOT NYLON) are acceptable during cold weather.

### **SCHOOL FIELD DAYS & TRIPS**

Several times during the school year, special field days and field trips may be held. These days are to build school spirit, serve as a reward for work well done, and to enrich your educational experience. These days are regular school days and absences on these days will be treated as if it were an absence on a normal school day. Everyone is required to participate (unless excused by a doctor's note). Any student who is absent on any such day must bring in a note from a doctor or it will count as an unexcused absence, and the time must be made up. Proper dress code will be required in order for a student to be eligible to participate.

### **EXTRA CURRICULAR & AFTER-SCHOOL ACTIVITIES**

Students are encouraged to participate in sports, activities, trips, clubs and student government. This may also include Literary and Art activities as well as assigned special events and assemblies that occur during the year.

### **COMMUNITY SERVICE**

In compliance with guidelines from the Florida Department of Education and in recognition of the importance of developing in students the values of charity, concern for others, appropriate social skills, tolerance, patience, sharing, teamwork, and productive participation in the community, we require all students to perform 160 hours (one credit) of Community Service in grades 9-12 in order to earn a high school diploma. Community Service may also be performed outside of school in the community. All hours served outside of the school must be documented.

Students performing Community Service hours at FLP must follow the directions of the teacher and at no time are students allowed to be doing their HW or other school work. In-School Community Service may include:

Office Aide, Classroom Aide, Early Childhood Aide, Peer Tutor & Scribe for testing  
**Orientation Meeting (Required attendance)**

Other categories of Community Service at school may be developed from time to time by the Administration. Service performed outside the school is approved on a case-by-case basis and will include: a letter from the student's supervisor describing the nature of the service and a completed FLP Volunteer form documenting all hours worked. A final letter from the student's supervisor must accompany the documentation detailing the total number of hours of service performed.

A student community service journal needs to be kept which includes entries for every session of community service performed at FLP.

160 hours shall earn the student one Carnegie credit. The Community Service program will be under the supervision of a designated member of the administrative team, who will be responsible to monitor, evaluate, and present reports concerning the program to the Director and other members of the administrative team.

### **TECHNOLOGY POLICY**

Student access to the school's technology resources is authorized exclusively for academic purposes.

Resources include, but are not limited to, Internet access, electronic records and databases, electronic mail, computer software and hardware. Students in grades 4-12 are assigned FLP email address. Proper use of FLP email is required.

Students shall not use any such resource for private business, personal use or gain, non-curricular related computer gaming, and/or non-curricular related Internet browsing.

The school has established guidelines which detail the accepted standards of behavior for students while using school technology. Violation of this policy or the guidelines required by this policy may result in disciplinary action. A student's access to school's technology shall be contingent upon the student complying with the school's Technology Guidelines and that the parent and or legal guardian.

Any use of school's technology will require permission of the instructor which conforms to the guidelines the school's Director has mandated. Any programs and or files on a Fort Lauderdale Preparatory School computer and/or disk and/or thumb/flash drive are the property of Fort Lauderdale Preparatory School.

Students must print their class work, reports, etc., at home. There is no student printer in the school computer lab. No computer disks, thumb, or flash drives may be used on any FLP computer without approval from the Administration. All students in grades 4-12 receive an school email address. Students may email themselves work that needs to be printed at home.

### **MISUSE OF THE TECHNOLOGY LAB MAY RESULT IN LOSS OF CLASS AND CREDIT FOR THAT CLASS AND/OR EXPULSION FOR THE SCHOOL YEAR.**

Students technology contracts will be reviewed and signed by each student who uses the school computer lab during the first week of class.

## **FLORIDA VIRTUAL SCHOOL (FLVS)**

FLP utilizes the Florida Virtual School (FLVS) to enhance our school academics. All students in Grades 9-12 must complete one on-line course as a requirement for graduation. This course may be in a core subject, elective and or foreign language.

In addition to the FLP Technology Policy and Cheating / Plagiarism / Academic Integrity Policy, students must also comply with FLVS rules and regulations. Failure to do so may result in the loss of class and or Carnegie credit, resulting in delay of a student's graduation date.

## **DUAL ENROLLMENT**

FLP partners with Broward College that enable eligible students to earn both high school and college credits simultaneously. Students must meet Broward College eligibility requirements and receive FLP approval.

## **HOMEWORK POLICY & STUDYING**

It is our belief that children need homework to develop responsible work habits, to enforce continuity of instruction, to develop independence, and to bring their important school work into the home setting where parents can share their child's successes and challenges. The parent's interest in this work is essential to the overall success of the child. Homework is assigned nightly and a regular studying regime is necessary. Homework must be completed or made up. Grades will be lowered for late homework. Students in Pre-K thru 6th grade will be assigned homework in all subjects. Students in Pre-K thru 8th grade are required to have their parent's signature on the homework assignment book each night. Grade 9-12 students are required to use the homework assignment book and parent's signatures may also be required, as needed.

## **STUDENT HOMEWORK PLANNERS**

All students are issued a homework assignment planner. Parents should review and sign assignment books for students in grades Kindergarten-8 each night. In certain cases, high school students may be required by a teacher or Administrator to have parents review and sign as well. This planner is also a communication tool for parents and teachers.

## **PARENTAL RESPONSIBILITY**

Parents can help their children develop good habits and good attitudes toward schoolwork. Schoolwork should always be taken seriously. Specific ways that parents can help their children are:

Checking and signing the homework planner daily. You will help the child remember his or her responsibilities and help to focus the child's attention on his or her work.

Ensure that a regular studying regime is adhered to.

Providing a comfortable, well-lit place to work.

Keeping the TV off and monitoring cell phone and internet use.

Show your interest.

Don't help your child too much; the work is his or hers. It is more important for the teacher to understand where the child may need help rather than to see a paper with all the correct answers that was done mostly by the parent.

Have a regular time each day for work at home

Parents should also take note of upcoming events such as weekly spelling tests, quizzes, term papers, projects etc.

## **CHEATING/PLAGIARISM**

The integrity of any academic institution depends on the honesty of all those involved in the learning process. Academic dishonesty in any form is a serious offence in any institution of learning. The majority of our students work hard to present their own ideas in their schoolwork. Those who choose to be academically dishonest cheat not only themselves and their teachers, but also all other students who show integrity in their efforts.

Cheating is also passing off someone else's work as your own. It includes plagiarizing, but it also includes any type of fraud such as copying another student's answers on a test or homework or turning in a project as your own when it was really done by someone else.

When a student is referred to an administrator for a cheating or plagiarism incident, in addition to in school detention(s), the following will occur:

- 1st offense: the student receives a grade of 'o' on the assignment; parental contact
- 2nd offense: the student receives a 'o' on the assignment and a grade of 'F' is averaged in for the marking period; parental contact
- 3rd offense: the student fails the course for the year/or semester; parental contact

## **PLAGIARISM**

Plagiarism is the use of and representation of other people's words and ideas, in whole or in part, as the student's own work. This definition applies to, but is not limited to the following: words or ideas taken without proper acknowledgement from any published source, such as a collection of literary essays, Spark Notes et al., from any site on the Internet, from any essays written by other students, from any class notes taken by a student of a teacher other than the student's own.

Plagiarism may take many forms, including the following:

Copying word for word from any outside source without proper acknowledgement. This applies to use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words and phrases. Paraphrasing ideas from any outside source without proper acknowledgement. Submitting in whole or in part a paper written by another student. Submitting in whole or in part an assignment written for another course.

Allowing one's essay, assignment, and/or test answers to be copied by another student including text messages and/or photos.

## GRADES

Notebooks and folders must be turned in each marking period and will be assessed as part of the each student's grade.

Grades for credit (passing):

A+ =	100	C+ =	79-77	I =	Incomplete
A =	99-93	C =	76-73	P =	Pass
A- =	92-90	C- =	72-70	W =	Withdrawn
B+ =	89-87	D+ =	69-68		
B =	86-83	D =	67-65		
B- =	82-80	F =	64-0 (Failure)		

Incomplete grades must be made up (within 2 weeks) of the end of each marking period, or will result in an F (grade).

0 - 64 = a grade of F (Failure) and will not earn credit and the course will have to be repeated. To earn  $\frac{1}{2}$  credit for a semester, the average of your three marking period grades plus your semester exam must be greater than an F (grade) 64-0.

## GRADING POLICY

Students receive letter grades to denote their performance in every area; each subject area has its own method of evaluation. In reading, students are tested using an informal reading inventory. In mathematics a series of pre-skill and post-skill tests is used in conjunction with chapter tests from the text. In Language Arts we use a spelling inventory together with other tests specifically designed to determine each child's achievement in handwriting, language, grammar, spelling, and creative writing. On-going chapter and unit tests determine science and social studies results. Students in grades K-12 are required to take end of semester and final exams.

## PROGRESS REPORTS

Progress Reports or other communications may inform parents of students considered to be performing below expectations, receiving a low grade, or in danger of failing. Progress Reports may be issued any time as needed or at the parent's request. In specific cases it may be necessary to monitor a child more often. When this is necessary, the school will make special arrangements with the parents to communicate either in writing using a Student Daily Sheet and/ or through a parent conference.

## REPORT CARDS

Grades K - 12 students will receive six report cards during the school year, every six weeks (see yearly school calendar for when marking periods ends). Report cards are emailed directly to parents and guardians. Pre-School students will receive report cards three times per year. The report card is an evaluation of the child's progress. Report cards will not be sent if there are any outstanding financial obligations.

## **GRADUATION REQUIREMENTS**

Twenty-four (24) credits are required for graduation from Fort Lauderdale Preparatory School. One credit is equivalent to a full year's course of study. It is suggested that students applying to universities complete Math courses through Pre-Calculus (Algebra I, Geometry, Algebra II/Trigonometry & Pre-Calculus). Students planning to attend university should also plan on taking a fourth year of Science and Social Studies.

### **\*REQUIRED COURSES TO GRADUATE (24 credits)**

**\*\* MAJOR SUBJECTS (14 Credits)** English - 4 credits

Mathematics - 4 credits

Science - 3 credits (at least 2 credits w/ lab)

Social Studies - 3 credits (World, American, Govt./Econ.)

### **REQUIRED SUBJECTS (7 Credits)**

Performing/Fine Arts - 1 credit

Community Service - 1 credit

Computer Education - 1 credit

Foreign Languages - 2 credits (Must be consecutive/Required for University acceptance)

Life Management Skills - .50 credit

Personal Fitness - 1 credit

Health - .50 credit

### **ELECTIVES (3 credits - Required)**

**\*STUDENTS CAN EARN A MAXIMUM OF 6 CREDITS PER SCHOOL YEAR. ADDITIONAL FEES APPLY FOR CREDIT(S) EARNED IN EXCESS OF SIX (6), DURING ANY SCHOOL YEAR. ADDITIONAL CREDITS MAY BE EARNED SOLELY AT THE DISCRETION OF THE SCHOOL. ONE ONLINE COURSE IS REQUIRED.**

**\*\* AAA + SUFS + MCKAY + PLSA + GARDINER SCHOLARSHIP STUDENTS ARE SUBJECT TO CERTAIN RESTRICTIONS REGARDING ONLINE COURSES.**

EST. 1986

## **COLLEGE GUIDANCE**

Each year high school students are oriented by the college advisor to understand the requirements for preparing for college, FLP's credit requirements and grades (GPA), college entrance exams, financial aid/scholarships/grants, community service, extra-curricular activities, and other important college prep criteria.

### **7th & 8th GRADE**

These students are introduced to college prep school curriculum and may be invited to select college planning and other informational events.

### **9TH & 12TH GRADES**

The college search begins in Grade 9. Special assemblies and classes are conducted throughout the year to prepare for PSAT, SAT and ACT exams.

### **11TH GRADE**

Juniors take PSAT exams in October to see if they qualify for the National Merit Scholarship. Juniors are encouraged to register to take the Spring SAT.

## **12TH GRADE**

Seniors are required to register for the SAT test administered at Fort Lauderdale Prep. FLP is a designated school testing center.

### **JUNIORS & SENIORS:**

Throughout the year administrators or staff are scheduled to meet juniors and seniors to share important information and to answer questions. All Juniors and Seniors are required to take college entrance exams (SAT, ACT). Junior and Senior parents are contacted at the beginning of the school year to meet with the college advisor to discuss their child's credit evaluation, ACT and SAT tests, college applications, etc. Parents are asked to contact the college advisor ANYTIME during the school year to set up an appointment to discuss their child's college plans and progress and needs.

### **TRANSCRIPT REQUESTS**

Transcript requests must be made in writing with the name and complete address of where it needs to be mailed. Request forms are available in the office. Official transcripts can only be mailed directly to another educational facility and will not be released if there is a financial obligation.

### **GUIDANCE PROGRAM**

The guidance staff assists students in achieving maximum growth mentally, emotionally, and socially. We welcome the opportunity to discuss concerns with any student, parent, or teacher.

Guidance includes:

Helping students feel at home in our school.

Individual conferences whenever a student, a teacher, or administrator deem necessary.

Evaluative testing to help students discover their capabilities and potential.

### **ADDITIONAL (5TH ) YEAR OF HIGH SCHOOL - GRADE 13**

A 13th year of high school is available for those students requiring additional time to complete the courses needed to graduate and/or to provide additional time to master the needed information and skills for college or other vocations.

### **HONORS PROGRAMS**

Students are encouraged to strive for the following honors at Fort Lauderdale Preparatory School:

Advanced Placement and Honors classes

Director's, Headmistress's Honor Roll

National Honor Societies - Grades 4-12

Duke University Talent Search (Grades 4, 5, 6 & 7)

\*Valedictorian and Salutatorian - selected students who achieve first and second rank in G.P.A. Grades 6,8 and 12

Awards - Florida Academic Scholars Awards, N.I.P.S.A., Art Award, Best in Class Award, Coach's Award, Athletic Award, Citizenship Award, President's Academic Achievement Award, Key Club Achievement Award, & Student of the Month.

Pinnacle Award (Broward County Non Public School Award)



University & College Book Awards  
Bright Futures Scholarships  
Silver Knight Award  
Hebert Haffner Memorial English Award

\* Student must be in attendance at least 2 years at FLP to be considered for selection. Success and achievement of these awards are recorded on student records which will be favorably noted on College Entrance Requirements and Applications. A minimum of a “B” average must be maintained to receive Honors credit.

### **SCHOLARSHIP AWARDS**

Scholarship awards are announced at the beginning of each school year. These awards may be revoked for any student who violates the rules of behavior, decorum, and attendance and/or fails to maintain at least a ‘C+’ grade point average.

### **PARENTS AND FLP**

#### **CHANGE OF INFORMATION**

If you move, change your telephone numbers, address, or email address keep the School Office informed. It’s the parent’s responsibility to ensure that your current address and telephone number is accurate so that we can communicate with you as needed.

#### **PARENT CONFERENCES**

We welcome conferences with parents who may be concerned about their child’s progress and feel that they would like to speak with an administrator. We do insist, however, that parents make appointments by calling the office and setting up a time and day for the conference. Conferences are usually available by appointment anytime during the school day. If a parent(s) wishes to visit with a specific teacher they should notify the office who will set up an appointment. The Director must arrange all formal discussions (that is discussions for which an appointment is made and formal reports of student behavior and progress are to be reported.) A time will be set aside for the meeting of the parents, teachers, and administrator of the child in question. Informal discussions (for instance, those that take place in the parking lot) are discouraged. Often, incorrect impressions are given to the parent because the teacher does not have the records before him or her. In addition, parents are not to speak to teachers in the hallways or other areas of public access during class hours. Teachers have specific duties during the day and both before and after school that must be respected by all if we are to operate the school efficiently, protect students and preserve safety.

#### **PARENT RESPONSIBILITIES**

Parents will support their children’s learning in the following ways:

Monitoring attendance and tardiness. Checking HW assignment books nightly to see the homework is completed and help students plan for other long-term quarterly projects.

Monitoring the amount of TV watching, video game playing, online activity, including all social media i.e., Snap-chat, Facebook etc., by their children. Staying informed by promptly reading all notices from the school and communicating with the school. Making sure that their children have all necessary books and supplies and the correct uniform each day and that it fits properly.

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