

Name: _____



**Florida Preparatory
Academy
Student Handbook
2015/2016**



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Message From The Dean

Dear Students,

The contents of this handbook are a compilation of our best efforts to inform you about the expectations we have of you as a student at Florida Preparatory Academy. An old saying goes, “Rules begin where common sense ends.” I believe that to be true, and I urge you to exercise your common sense and instincts to assist you in making good choices. In an ideal world, we might not need a handbook, but, in my opinion, as we attempt to educate all students in ways in which they learn to get along and live with others, some boundaries prove to be helpful. Many of the expectations are designed to provide you with an exceptional education and a safe and healthy environment.

Please read this handbook thoroughly so that you know and understand its contents. I encourage you to bring all questions to any Administrator, Faculty Member, The Principal, or even myself, Dean Graham.

While at school and in the community, I urge you to take advantage of the many opportunities that are made available to you as you define your career path.

“What is opportunity, and when does it knock? It never knocks. You can wait a whole lifetime, listening and hoping, and you will hear no knocking. None at all. You are opportunity, and you must knock on the door leading to your destiny. You prepare yourself to recognize opportunity as you develop the strength of your personality and build a self-image with which you are able to live.”

-Maxwell Maltz

Have a Great Year !

Sincerely,
David Graham
Dean of Students



Introduction

ABOUT THIS HANDBOOK

This student handbook is designed to help students become acquainted with the school. The teachers and staff are here to help you obtain the best education; however, it is up to you to work diligently and do your best. As representatives of the community and Florida Preparatory Academy, we trust that this year will be a positive, rewarding venture, filled with high expectations and achievable goals.

Like most communities, Florida Preparatory Academy (FPA) must ensure a balance between individual freedom and group welfare. The expectations described herein attempt to protect the individual's right to grow in an atmosphere that also protects the privacy, rights, and property of everyone.

No attempt is made to cover every detail of conduct or procedure. Using this guide as a reference - and emphasizing your own sense of good taste, concern for others, and personal integrity - will provide you with the directions you need to be a successful and responsible citizen of the Florida Preparatory Academy community.

Ignorance of the rules and expectations outlined in this student handbook does not constitute an acceptable excuse for inappropriate behavior or failure to adhere to rules and expectations. **All students must download and possess a digital copy of the most current student handbook and are expected to review it on a regular basis and be knowledgeable of its contents.**



History of The Academy

Over 80 years ago, Ernest Kouwen-Hoven erected the first building on what is now the Florida Preparatory Academy campus. It was a magnificent Spanish Mediterranean-style mansion, complete with authentic Art Deco interior. He used the mansion as his home for only one year, before selling it in 1926 to A.S. Widrig, who added extra rooms to it and re-named the property "The Lincoln Hotel." In 1957, The Lincoln Hotel was sold to August J. Rimer, the original owner of the Green Bay Packers. He re-named the hotel "The Belcelona." Mr. Rimer sold The Belcelona Hotel in 1961 to Jonathan Dwight, an educator and aviation enthusiast from New Jersey. Several months later, with his wife Emmy Dwight, he founded Florida Air Academy, a military-style college preparatory school for young men.

Today, the school is run by Jonathan and Emmy Dwight's children, with son James Dwight in his 25th year as the 4th President of the school. In 2004 their grandson, Kyle Dwight Powers, graduated from the Academy and now other grandchildren attend. The fact that FPA has been a family-run school for all of its 54 years creates a unique atmosphere that pervades all aspects of school life. Almost all of the faculty and staff send their children to FPA also, and many of them live on campus. FPA has the largest collection of historic buildings in Brevard County.

In the fall of 2005, Florida Air Academy began accepting female students in both boarding and day capacities. The girls have made an excellent contribution to the school and have raised the bar academically. There have been five female valedictorians since the school became co-educational. In 2011 the Academy celebrated its 50th Anniversary year!

In May of 2015, Florida Air Academy celebrated its last graduating class, before making its transition to Florida Preparatory Academy.



Chapter 1

FPA PHILOSOPHY AND OBJECTIVES

THE VISION OF FLORIDA PREPARATORY ACADEMY 1-01

Developing leaders for the 21st century.

THE MISSION OF FLORIDA PREPARATORY ACADEMY 1-02

To emphasize mutual respect and personal responsibility in order to focus on student success within our college preparatory tradition.

At FPA, we believe:

- Student learning is the chief priority for the school.
- In teaching and exemplifying cooperation, integrity, honesty, ambition, charity, courtesy, respect, and responsibility.
- A commitment to continuous improvement is imperative for our school to enable students to become confident, self-directed, lifelong learners.
- In working to instill a sense of integrity and self-worth in each student.
- In teaching better study habits, organizational skills, social skills, and the importance of good grades and proper behavior.
- Students learn responsibility by making their own decisions and realizing that they must live with the consequences.
- In preparing students for life by helping them develop character and become good citizens.
- Students learn best when they are actively engaged.
- Positive relationships and mutual respect among and between students, faculty, and staff enhance a student's self-esteem.
- Students should demonstrate their understanding of essential knowledge and skills, but also be actively involved in solving problems and producing quality work.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- All students are members of the FPA family. Students, faculty, and staff shall strive as a team to realize our vision of developing 21st century **skills and values**, leadership, school pride, and helping every student adjust to life at FPA.

HONOR CODE¹⁻⁰³

The Student Body operates on the basis of an Honor Code. The foundation upon which the Honor Code rests is integrity and trust. There are three violations of the Honor Code, described below.

1. LYING, including intent to deceive, covers all statements made in an official capacity, when the statement pertains to academic work, discipline, or in any other honor situation.
2. CHEATING includes plagiarism and receipt of unauthorized aid on any written work that a student submits as his/her own. Any student who – without authorization - gives information to or receives information from another student or other sources, such as the internet, concerning homework, a test, quiz, or examination is guilty of an Honor Code violation.
3. STEALING includes the taking of personal, private, governmental, and/or institutional property without the consent of the owner of the property. This includes, but is not limited to, shoplifting, unauthorized use of cell phones, and obtaining money under false pretenses. Stealing includes extortion by using one's influence or coercion to borrow money or other property.
4. For students who accept leadership responsibilities, there is a fourth tenet: Failure to report violations of the above offenses, as well as suspicious or irregular circumstance.

Florida Preparatory Academy regards direct violation of its rules as serious, and will adhere to its longstanding practice of investigating the situation and meting out consequences in a fair, firm, and consistent manner.



LIABILITY STATEMENT¹⁻⁰⁴

Florida Preparatory Academy cannot be held responsible for the loss or damage to any student's personal belongings including, but not limited to: cell phones, jewelry, watches, televisions, stereos, computers, and clothing. It is a student's responsibility to immediately report to their **Dormitory Supervisor (Dorm Supervisor)** or another FPA adult any theft they experience. Failure to do so, or delay in doing so, severely limits the possibility of assisting in any recovery effort.

Florida Preparatory Academy cannot be responsible for the loss or misuse of any money including credit cards, personal checks, or phone cards, nor will FPA act as a collection agency upon misuse or loss of these items. Students are limited to \$25 cash on hand.

In order to maintain a drug-free environment, you are subject to drug testing, either upon reasonable suspicion that drug usage has occurred, or at our discretion. This consent shall remain in full force and effective during all periods of time you are enrolled or in residence at Florida Preparatory Academy. Florida Preparatory Academy reserves the right to have drug-sniffing dogs at any undisclosed time on campus in order to further maintain a drug-free environment. The cost of the above said tests will be the responsibility of your parent/guardian.

Florida Preparatory Academy reserves the right to search your person, belongings, or vehicle at any time to determine compliance with Florida Preparatory Academy's Standards of Conduct.

Florida Preparatory Academy reserves the right to administer a polygraph test to determine the innocence or guilt of any student suspected of a serious infraction of the Standards of Conduct or other rules and regulations. The cost of the polygraph test will be the responsibility of your parent/guardian.



NATIONAL ASSOCIATION OF INDEPENDENT SCHOOLS' PRINCIPLES OF GOOD PRACTICE 1-05

OVERVIEW: Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners.

PARENTS WORKING WITH SCHOOLS¹⁻⁰⁶

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

SCHOOLS WORKING WITH PARENTS¹⁻⁰⁷

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.



21ST CENTURY SKILLS AND VALUES 1-08

- Character
 - Self-Discipline
 - Empathy
 - Integrity
 - Resilience
 - Courage
- Creativity & Entrepreneurial Spirit
- Real-World Problem Solving
- Public Speaking/Communication
- Teaming
- Leadership



Chapter 2

SCHEDULES

From ***To***

Monday-Thursday ^{2.01}

6:00	6:45	Morning Tours
7:00		Wake-up / Out of Bed
7:30	8:30	Sick Call
7:00	7:45	Breakfast
8:00		Inspection
		Day Students must arrive on campus prepared and on time prior to their first commitment
8:30	9:15	1 st Period
9:20	10:05	2 nd Period
10:10	10:55	3 rd Period
11:00	11:45	4 th Period / Lunch / Sick Call
11:50	12:35	5 th Period / Lunch / Sick Call
12:40	1:25	6 th Period
1:30	2:15	7 th Period
2:20	3:05	8 th Period
3:10	3:40	Community Time
3:50	5:00	Sick Call
3:45	4:15	Teacher Help

4:15	6:00	Activities
5:30	6:30	Dinner
6:45		Call to Halls
7:00	9:00	Study Hall
7:55	8:05	Study Hall Break
9:00	9:15	Sick Call
9:00	9:45	Canteen
9:45		Call to Halls
10:00		Lights Out – Middle School
10:30		Lights Out – High School
11:00		Lights Out – Seniors and Staff



Friday ²⁻⁰²

6:00	6:45	Morning Tours
7:00		Wake-Up / Out of Bed
7:00	7:45	Breakfast and Sick Call
8:00		Inspection
		Day Students must arrive on campus prepared and on time prior to their first commitment
8:30	9:15	1 st Period
9:20	10:05	2 nd Period
10:10	10:55	3 rd Period
11:00	11:45	4 th Period / Lunch / Sick Call

11:50	12:35	5th th Period / Lunch / Sick Call
12:40	1:25	6 th Period
1:30	2:15	7 th Period
2:20	3:05	8 th Period
3:10		Boarding student Formation in Halls
3:20		Sign out for Home Leave Begins
5:30	6:30	Dinner
9:30	10:00	Sick Call
11:30		Lights Out



Weekend Schedule ²⁻⁰³

Saturday

9:15	9:45	Breakfast
10:30	11:00	Sick Call
11:00		Inspection
11:30	6:00	School Trips, Town Leave
11:30	12:30	Lunch
5:00	6:00	Dinner
9:30	10:00	Sick Call
11:30		Lights Out

Sunday

9:15	9:45	Breakfast
10:30	11:00	Sick Call
11:00		Inspection
11:30	12:30	Lunch
11:30	6:00	Town Leave
5:00	6:00	Dinner
6:30	8:30	Academic Atmosphere
8:30	9:30	Canteen
9:00		Home Leave Ends – Return to Campus
9:30	10:00	Sick Call
9:45		Report to Halls
10:00		Lights Out – Middle School
10:30		Lights Out – High School
11:00		Lights Out – Seniors and Staff



Chapter 3

ACADEMIC POLICIES

ATTENDANCE POLICY³⁻⁰¹

If any student is absent for more than nine (9) class days during a semester, whether excused or unexcused, his or her academic credit for that semester will be jeopardized. Unexcused absences may result in a grade of zero (0) for all work missed. Excused absences are granted for the following only:

- religious holidays
- illness when accompanied by a doctor's note
- extended or chronic illness with medical documentation

Parents are required to call in to the Academic Office to report an absence no later than 9:00 am. If a student knows he or she will need to be absent from school for any reason other than ones listed above, his or her parents must notify the Academic Office, in writing, **a minimum of two weeks** in advance of the absence **using a pre-arranged absence form. These forms can be picked up at the Main Office.** Absences for family trips and personal leave for off-campus activities will NOT be excused. Family vacations should be taken outside the school schedule. If an absence is pre-arranged, the student should make arrangements to get all assignments prior to departure; **however, all tests and quizzes must be made up on return.** Even if an absence is excused, the student is always responsible for making up his/her work, and will be allowed one day for each day's absence to make up all work. For example, if a student is absent Monday and Tuesday and returns Wednesday, he/she must have all work handed in by the end of the day on Friday. If a student is absent Monday but returns Tuesday, he/she must have all work handed in by the end of the day on Wednesday. Teachers will enter zero's "0" for missed work until it is completed. If a student is absent on the day of a test or quiz, he/she must take the test or quiz on the day after he/she returns. Any long-term assignments are due on the day the student returns to class.

If you leave campus during the academic day for any reason, you are to check out and/or check in with the Academic Office.

Middle School day students who arrive prior to second period are to report to study hall.

CLASSROOM GUIDELINES³⁻⁰²

Be prepared. Always arrive with your iPad's, books, class folder, daily planner, pens, pencils, calculator, and any other required materials. Always maintain the high standards expected of you at FPA.

The following will not be tolerated:

- Any disruptive behavior.
- Failing to work on the task at hand.
- Sleeping or laying your head on the desk.
- Use of any non-academic material such as food, gum, drink, magazines, etc.
- Destroying or defacing school property.
- Disrespect towards anyone or the learning process.
- Use or possession of cell phones or electronic devices without permission of the instructor.
- If students have reported to class but there is no teacher present, the students are to wait 15 minutes; at the **5-minute mark**, they are to report the teacher's absence to the Academic Office then return to the classroom for the remainder of the 15 minutes.
- **Headphones**
 - May be worn while seated only.
 - Will not be worn while standing or walking.
 - Will not be worn around the neck or in a manner other than their intended use.



ACADEMIC SUSPENSION³⁻⁰³

Students who commit a major infraction in the classroom are subject to suspension from the class as determined by school administrators. If a student is suspended from class, he or she may not be allowed to make up certain assignments missed during the suspension period.



EVENING STUDY HALL GUIDELINES (SELF-STUDY SESSIONS HELD IN THE DORMITORY)³⁻⁰⁴

All boarding students will attend Evening Study Hall. If a student is checked out during the day, he or she must return to campus by 6:45 to participate in Study Hall. All classroom guidelines for behavior apply. In addition, a student in Evening Study Hall will:

- Remain at his/her desk at all times.
- Not distract others.
- Refrain from talking, horseplay, etc.
- Work on the assignments given by teachers.
- Refrain from any non-academic activities.
- **Only authorized electronics may be used.**

GRADING SCALE AND GRADE POINTS³⁻⁰⁵

Grades are calculated as follows below:

Score	Grade	Points	Honors Points	AP Points
90-100	A	4.0	4.5	5.0
80-89	B	3.0	3.5	4.0
70-79	C	2.0	2.5	3.0
60-69	D	1.0	1.0	1.0
0-59	F	0.0	0.0	0.0



ACADEMIC DISTINCTIONS³⁻⁰⁶

Florida Preparatory Academy places a priority on academic excellence and encourages all students to work to their fullest capabilities. The following are goals to work toward:

- The President's List, which is composed of those students who earn a 4.0 GPA or higher, with all grades being an "A".
- The Honor Roll, which is composed of students who earn a GPA between 3.0 and 3.9, with all grades being an "A" or "B".

Any grade of "C", "D", or "F" disqualifies a student from the Honor Roll and President's List.



ACADEMIC ASSISTANCE³⁻⁰⁷

Students that are having any difficulties with academics will be placed on Academic Assistance (AA). For a student to be placed on academic assistance they will have had to earn a grade of a "D" or "F" in any academic subject on any published progress report or report card. Students enrolled in academic assistance will remain in AA until all academic grades are raised to a 70% or higher. When on AA the following items will occur:

- Students will attend teacher help daily from 3:45-4:15 p.m.
- Boarding students will attend AA study hall during the evenings from 7:00-9:00 p.m. Monday-Thursday.
- Students will report to the Principal's office after school on Mondays to obtain a progress report with their current grades.

COUNSELING AND GUIDANCE³⁻⁰⁸

The Florida Preparatory Academy Counseling and Guidance Department offers a comprehensive program with a variety of personal, academic, and college services for all students, grades 6th through 12th. The department assists students with programs to navigate middle and high school including:

ACADEMIC

- Course selection and scheduling.
- Extracurricular advisement.
- 5 year plan.
- Summer School Enrichment, programs, recommendations.
- Tutoring referrals.
- Scholarship search assistance.
- College planning and placement.
- Standardized testing advisement, preparation, and registration.
- Dual Enrollment registration and referral.
- Educational seminars for students and parents with college FAFSA, NCAA, etc.

SOCIAL/EMOTIONAL

- Personal and organizational guidance.
- Social and emotional development.
- Individual counseling on personal matters and issues.
- Large classroom guidance activities.
- Crisis Intervention.
- Referrals for in-depth counseling.

CLUBS FACILITATED BY COUNSELING DEPARTMENT

- CHILL- Culture Club (diversity and fellowship).
- TGIF- Thank Goodness I'm Female (discuss all issues female).
- Boys 2 Men (discuss all issues male).
- PAL- Peer assistance and leadership.

The Counseling and Guidance Suite is located on the 2nd floor in the Hall of Flags, but we can be found interacting all around campus. Office hours are 8am-4:30pm Monday through Friday or by appointment. Students should visit with counselors before or after school, during their lunch period, study hall, or community time (if not busy). Students are encouraged to send an email to the counselors if they need assistance. Students experiencing academic problems should first seek help from their teachers. The Counseling Office can help you get additional academic assistance, but the effort must first come from you!



Teacher Help Session³⁻⁰⁹

Monday through Thursday, from 3:45 to 4:15 pm, teachers are available to help students with any academic troubles. You may use this time to work on homework, study for tests, work on class projects, or review your standing with the teacher. The teachers want to help you—please take advantage of this opportunity any time you wish.



Tutoring³⁻¹⁰

Daytime Tutorial Option

- Sessions are provided during **the end of** the regular academic day.
- Students are excused from elective classes one to four times weekly to be tutored in their subject area of need.
- Sessions are usually designed around subject areas and meet in small classroom settings.
- Updates on student progress will be emailed to parents at regular intervals and upon request.
- Class size is limited to three students maximum.

Afternoon Tutorial Option

- Sessions are held from 3:45 to 6:00 pm, Monday through Thursday in 45 minute sessions.
- Students are assigned to meet with an individual tutor covering requested academic subject matter.
- Sessions are usually designed around subject areas and meet in small classroom settings.
- Updates on student progress will be emailed to parents at regular intervals and upon request.
- Class size is limited to four students maximum.

Individual Tutoring

One-on-one tutoring sessions are available for an additional fee.

Study Hall Tutorial Option

- Sessions are held during one or both hours of the evening study hall time.
- Sessions are usually designed around subject areas and meet in small classroom settings.
- Updates on student progress will be emailed to parents at regular intervals and upon request.
- Class size is limited to four students maximum.



Late Returns from School Events ³⁻¹¹

There are occasions when a school-sponsored trip or sporting event will return late in the night. If the school-provided transportation returns to campus:

- Before midnight (12:00 am), students are required to be in school the entire next day.
- Between midnight (12:00 am) and 2:00 am, students will be excused from 1st and 2nd periods, but must be in class at the start of 3rd period.
- Between 2:00 am and 4:00 am, students will be excused until the start of the class period immediately following his or her lunch period. For instance; if a student has 4th period lunch, he/she should be in class at the start of 5th period. If a student has fifth period lunch, he/she should be in class at the start of 6th period.

In all three cases above, students will be given one day to make up any missed work or uncompleted homework resulting from their late arrival.

Academic Cheating Guidelines ³⁻¹²

The general guidelines are as follows for offenses that reach the Dean's office:

- *Appearance of Cheating* results in 10 demerits for improper classroom procedure.
- *Guilty of Copying* another's homework and submitting it results in one full weekend restriction for both students and a zero on the assignment.
- *Guilty of Minor Plagiarism on Assignment* results in one full weekend restriction and a zero on the assignment.
- *Guilty of Cheating in Class, Major Plagiarism of Assignment – 1st Offense* – results in two weekends of full restriction and a zero on the assignment.
- *Guilty of Cheating in Class or Major Plagiarism of Assignment – 2nd Offense* – results in three weekends of full restriction and a zero on the assignment.
- *Guilty of Cheating in Class or Major Plagiarism of Assignment – 3rd Offense* – results in a likely recommendation of dismissal.



Chapter 4

FPA regards violation of its rules as serious. FPA will adhere to its longstanding practice of investigating the situation to determine the student's involvement. Corrective actions will be assessed in a fair, firm, and consistent manner.

CITIZENSHIP AND CONDUCT

Students are to maintain FPA standards by conducting themselves with thoughtfulness, courtesy, and responsibility at all times, whether on or off the FPA campus. They must understand they will be held accountable for their actions as long as they remain an FPA Student. All FPA rules, behavior, and appearance standards apply to all students (both boarding and non-boarding) on campus, while on school buses or shuttles, at all school related events, and while away from campus on school-related trips.

The standards are: 4-01

- Self-respect and pride in appearance as a member of the FPA Student Body, whether in uniform or not.
- Respect for others, whether students, faculty, or persons not members of the FPA community.
- Good judgment in relationships. Public displays of affection (PDA) are not allowed.
- Respect for property of the school and others.
- Being prepared for all classes, **assemblies**, and duties.
- Acceptance of guidance/discipline from staff and student leaders.
- Maintaining the FPA Student Honor Code.

GENERAL BEHAVIOR⁴⁻⁰²

All students will strive to uphold a high standard of conduct. Your **Dorm Supervisor** will assist you in this area. The following guidelines should be followed at all times:

- Respect all property.
- Sports or games are not to be played in any unapproved area.
- No fighting, horseplay, or wrestling is allowed.
- Profanity or other vulgar language will not be tolerated at any time.
- The sale, purchase, loan, or exchange of property or money is prohibited. Students are expressly prohibited from selling or peddling any articles in the dormitory or on FPA grounds, or otherwise engage in any profit-making enterprise.
- Do not litter, and clean it up if you see it.
- Do not spit, either inside or out.
- Do not shout, yell, or scream in a manner unbecoming a student at FPA.
- Musical instruments may be played only during the times and places authorized by a Dorm Supervisor.
- The formation of any group or organization other than those officially sanctioned by FPA is prohibited.
- It is the responsibility of every student to report any unsafe practices or incidents to adult authority.

HAZING, BULLYING, HARASSMENT⁴⁻⁰³

Any act of bullying, hazing, or harassment will be thoroughly investigated and addressed swiftly and decisively. Perpetrators of such actions will be afforded due process in accordance with FPA guidelines and protocols. Such actions will not be tolerated to any degree and are considered in direct conflict with FPA principles. Inasmuch, the offender will face stiff disciplinary action and can be asked to leave FPA in order to ensure that the community's values, traditions, and covenants are upheld without compromise. The final authority in such matters is the responsibility of the FPA President.



CONDUCT ON ACADEMY VEHICLES⁴⁻⁰⁴

All FPA discipline standards apply while in FPA owned or rented transportation to include daily school buses and vans. The chaperone or driver is in charge and every direction or ruling by the driver must be obeyed. Safety is the first concern, and the chaperone or driver will make decisions in the best interest of safety. Penalties will be assessed for misconduct and continual misbehavior may result in an escalation of penalties, up to and including being banned from using FPA transportation.



PENALTIES FOR OFFENSES⁴⁻⁰⁵

It is imperative that students and parents alike believe that the overall discipline system is firm, fair, and consistent. Typically, a student's failure to abide by the rules of FPA will be issued a corrective of the mildest degree. The corrective action assigned may warrant acceleration based on the nature of the infraction and/or the discipline record of the student involved.

1. **Morning Tours:** Morning tours or work periods will be assigned for various disciplinary infractions. Tours are an incentive for student to follow the rules, and will be scheduled as assigned throughout the week. Students must wear the duty uniform during all tours or work sessions and will be restricted to campus until all obligations have been fulfilled.
2. **Loss of Liberty:** When a student is assigned Loss of Liberty, it will be for the purpose of taking from that student all free, unstructured time. He or she will be afforded appropriate time to take care of personal hygiene, wellness center needs, and meals but will be under constant supervision. Assignment to Loss of Liberty will be for a period of time determined by carefully considering the student and the infraction.
3. **Friday Detention:** Friday detention is held Friday afternoons from 4-6 pm and may be assigned for continued patterns of noncompliance, particularly in regards to academic violations.
4. **Saturday School:** In an effort to effectively address behavior that results in a violation of FPA academic standards, the intent of Saturday School is to provide an opportunity for the affected student to engage in activity that serves to reinforce compliance with the delineated academic standards for the Florida Preparatory Academy community. Assignment to Saturday School is at the discretion of the Dean of Students and/or the Principal. Successful completion of the Saturday School program will be verified by assigned personnel who will direct, supervise, and evaluate the activities and behavior of those students.
Students reporting to Saturday School will sign in at Operations and surrender all electronics and cell phones to be kept at Operations. These items will be returned to the student at the conclusion. The charge for the Saturday School session will be charged to the student's account.
5. **Hours:** Hours may be assigned to students for various infractions that require a heavier penalty than tours or demerits. Hours will be issued in a lump sum for an infraction and are expected to be worked off under the supervision of the Operations Staff. Like weekend restrictions, students

will be expected to fulfill their hours through time spent working around campus, doing homework, physical training, and meals. Hours will be credited as completed when the student has satisfactorily served their total time at the discretion of the **Operations Staff**.

6. **Weekend Restrictions:** When a student accumulates excessive tours, or the nature of the offense requires more serious punishment, they will be assigned a Weekend Restriction. This restriction may be an A, B, or C restriction as explained below:
- a. Restriction A
 - i. Friday, 5:00 pm to 10:00 pm.
 1. Extended if not successfully completed.
 - ii. Restricted to Hall of Flags from 10:00 pm until Lights Out.
 - iii. Check in with Operations Staff or sign in at Operations each hour from 5:00 until 10:00 pm.
 - b. Restriction B
 - i. Friday as explained above.
 - ii. Saturday, **9:00 am to 5:00 pm**.
 1. Extended if not successfully completed.
 - iii. Restricted to campus from **5:00** pm until Lights Out
 - iv. Check in with Operations Staff or sign in at Operations each hour from **9:00 am** until 10:00 pm
 - c. Restriction C
 - i. Friday and Saturday as explained above.
 - ii. Sunday, from **9:00 am** to 1:00 pm.
 1. Extended if not successfully completed.
 - iii. Restricted to campus from 1:00 pm until Lights Out.
 - iv. Sign in at Operations each hour from **9:00 am** until 10:00 pm.

During the restriction hours, students will spend 40% of their time working around campus, 30% studying or doing homework, 20% in physical training, and 10% eating meals or snacks. If a student knows he/she is on restriction, but the Operations report doesn't show it, the student is still expected to report for restriction.

All electronic devices will be collected during restriction.

A restricted student will not leave campus during the weekend. However, if his or her parents choose to take the student off campus for the weekend, the student will serve the restriction on the next available **weekend in its entirety**. Restricted students may have visitors **with prior approval**; however, the visitation will take place in the Hall of Flags. In addition, a student serving weekend restriction may choose to attend a church service on the weekend, but he or she will be **required to wear their "Sunday Best" and be approved by an Operations Staff member**. They are also required to bring back to campus a program or bulletin from the service signed by an official of the church they attend. They will not receive restriction hours credit for the time they are attending the service.

Student athletes who are on weekend restriction may attend games or events, but will not get any credit for hours until the hours are served. The student will not be required to serve restriction the day of a game if it is a post-season game.

Restricted students will incur a charge to their account to reflect the restriction assigned. Day students who fail to report to restriction are subject to a doubling of their assigned restriction. Parents will be charged a penalty fee if the student fails to report for an assigned restriction.

7. **Saturday Demerit Restriction:** If a student has ten (10) or more demerits by Wednesday night, he or she will be assigned Saturday Demerit Restriction, which comprises the following:
- a. Students will serve Saturday from **9:00 am until 5:00 pm**.
 - i. Extended if not successfully completed.Parents will be charged a penalty fee if the student fails to report for an assigned restriction.
8. **In-School Suspension:** Students who commit a serious violation of school rules may receive an in-school suspension. If a student is serving an in-school suspension, he or she will be allowed to make up any assignments missed during the suspension period for credit. A school

administrator and/or a discipline board will decide the in-school suspension as well as the length of the suspension; other punishments may be applied along with the suspension (i.e. restriction, DTs/work periods, and demerits). Students who are assigned an in-school suspension will not attend sports practices on the day of their suspension. In addition, all electronic devices will be confiscated while a student is serving an in-school suspension, and returned after a successful completion.

9. **Out-of-School Suspension:** Certain violations are serious enough to warrant an out-of-school suspension. If this occurs, the student **may** not be allowed to make up for credit the assignments missed during the suspension period. School administrators and/or a Discipline Board will determine the out-of-school suspension, as well as the length of the suspension.
10. **Academic Suspension:** Students who commit a major infraction in the classroom are subject to suspension from the class as determined by school administrators. If a student is suspended from class, he or she may not be allowed to make up assignments missed during the suspension period. Boarding students on academic suspension will not receive their allowance that week.
11. **The Discipline Board (DB):** Students whose behavior does not meet the standards set by FPA may be called to appear before the Discipline Board. The board members will make their recommendations to the President for his final determination. Any recommendation resulting in dismissal or other extreme consequence requires the approval of FPA's President.
12. **Dismissal:** The mission of FPA is to educate; therefore, all reasonable steps are taken to avoid dismissal without compromising standards. FPA will provide discipline, guidance, and counseling to students to correct unacceptable behavior. Students who break major school rules or show a pattern of chronic misbehavior may be beyond FPA's ability to correct and may adversely influence other students. Such cases may result in dismissal. The Dean of Students will present the findings to the FPA President for consideration. Only the FPA President can dismiss a student.
13. **Appeals Process:** Should a student feel he or she has been given an erroneous conduct report, he/she shall have the opportunity to appeal. Such appeals may be written or verbal and submitted to the Dorm Supervisor no later than 24 hours after the student has been notified of the demerits. Appeals should contain a clear, straightforward, and concise summary of the facts connected with the offense. Appeals that are disrespectful or contain argument, equivocation, criticism, irrelevant remarks, or significant errors in spelling and composition may not be accepted. Please see Appendix for a flow chart of the Appeal System.
14. **Referral to Appropriate Authorities:** School administrators may contact or refer to appropriate legal authorities if circumstances warrant such action.



Chapter 5

STUDENT AND RESIDENTIAL LIFE

FLORIDA PREPARATORY ACADEMY TRAVEL ⁵⁻⁰¹

FPA can provide students with transportation to and from the Orlando International Airport (MCO) and the Melbourne International Airports (MLB) for a fee.

Students holding any passport or immigration papers (I-20, I-94) are required to submit these items to the Travel Manager for safe-keeping. When they are required for travel, the Travel Manager will return them to the student. Students are responsible for returning these documents to the Travel Manager upon their return to campus.

For flights home outside the posted school breaks, all travel arrangements must be made and reported to the Travel Manager no later than Wednesday preceding the weekend. Travel must be arranged by parents and a copy of the flight itinerary sent by fax or email to the Travel Manager. Departing campus without prior approval may result in a charge of AWOL.



AIRPORT PICK-UP⁵⁻⁰²

If flying to FPA, please provide a copy of your ticket or itinerary to our Travel Manager (travel@flprep.com or fax 321-728-7233) at least 72 hours in advance. If there is any concern, our Operations Staff is available 24 hours a day to take your phone call and confirm that you are on the pick-up schedule.

Students arriving at the Melbourne Airport or Melbourne Greyhound Station should call the Operations Office (321) 723-3211 ext. 30025 for pick up, then wait just outside of baggage claim or, if arriving by Greyhound, at the Greyhound bus terminal (which is on airport property).

Pick-Up of First Time Students^{5-02.1}

Students who are NOT unaccompanied minors will be met by an FPA driver or authorized Shuttle Service at the baggage carousel. The driver will be wearing an FPA shirt and will have a card with your name on it. Do not leave the baggage claim area for any purpose as the driver will be expecting to find you there.

Pick-up of Returning Students 5-02.2

At Orlando International Airport, all students will be met in the baggage claim area; however, an FPA van will circle through the arrivals area outside the baggage claim area at Melbourne International Airport, so you must watch for them to approach and signal them.



AIRPORT DROP-OFF 5-03

We will make every effort to deliver you to the airport a minimum of two hours prior to departure time. You should allow four hours between school dismissal and the departure time of your flight to allow for travel to the airport and check-in once there.



UNACCOMPANIED MINORS 5-04

Some airlines consider those under age 15 traveling alone as unaccompanied minors and will require additional paperwork and fees to coordinate this service. As a result, there will be an additional fee charged to have an FPA staff member or driver escort you. If you require this service, you must arrange it with the Travel Manager **no later than 10 days prior** to travel.



FLORIDA SHUTTLES (WEEKEND HOME LEAVES) 5-05

FPA transportation is available to all boarding students to and from Miami, Orlando/ West Coast, and Jacksonville, with numerous stops along the way. These shuttles will run after school is dismissed on Friday and will return on Sunday evenings. **Boarding students are given first priority for availability.** Students must sign up no later than Wednesday for a weekend shuttle. Failure to sign up by the posted deadline will incur a penalty.

Note: Any unforeseen changes must be immediately coordinated with the Travel Manager. Late sign-ups are a demerit offense and may result in there being no shuttle available.



LIFE IN THE DORMITORIES 5-06

Upon your arrival at FPA, your Dorm Supervisor becomes an important part of your life. The principal function of your Dorm Supervisor is to mentor students in their Hall and to instill discipline, responsibility, and integrity. He/She will help you acclimate to life as a boarding student. They are here to help you; not only do they keep the hall a fair and orderly place to live, they will help you individually in many ways.

Your Dorm Supervisor works closely with your teachers and other administrators to help guide and direct you. Teachers will communicate any behavior incidents and performance status to your Dorm Supervisor so that he or she has a full picture of how you are doing as a boarding student. Directions given by your Dorm Supervisor must always be obeyed.

STUDENT ROOMS 5-07

- You shall reside in the room and hall to which you are assigned and use the bunk you are assigned.
- Your room and all of its contents are subject to inspection at any time. At all times the room shall be kept in a neat and orderly fashion (see - Inspection Standards).
 - There are daily morning inspections during the week and on weekends.
- Do not move, rearrange, damage, or deface room furniture.
- The walls can be decorated with posters and pictures as long as they are in good taste. All posters, pictures etc. will be hung with approved 3M™ (or similar) products that will not harm the wall finish such as Command™ picture hanging strips. Small framed pictures may be displayed on the desk. Do not display stickers, posters, flags, or any type of decoration on the wall locker. **DO NOT WRITE OR MARK ANY PIECE OF FURNITURE IN THE ROOM.**
- The chair issued to you at check-in will remain your chair throughout the year even if you change rooms.
- There shall be no food or drinks of any kind, except plain bottled water, in student rooms.
- Close and lock foot and wall lockers at all times and turn off all appliances and computer equipment prior to leaving the room. Locks are to be school-issued locks; if you choose to use your own lock, FPA reserves the right to remove the lock.
- When students are in their rooms, doors are to be propped open. When the room is not occupied the door is to be closed and locked.
- A student may have no more than \$25 in his possession at any time while on FPA property.

LOCK UP VALUABLE PERSONAL BELONGINGS AT ALL TIMES!!

Florida Preparatory Academy cannot assume any liability for items lost or stolen as a result of a student's failure to properly secure them in his or her assigned wall locker.



SAFETY AND SECURITY 5-08

FIRE AND OTHER EMERGENCIES 5-08.1

Students are required to know and follow fire drill procedures.

When the fire alarm rings, FPA Administration will execute fire evacuation procedures. Students must follow proper fire drill procedure. Fire drills are practiced at all hours so that the buildings can be evacuated, the gathering completed, and an accurate report taken within a short period of time. The fire alarm is a piercing, repetitive alarm. Fire drills are periodic and unannounced.

Misusing or tampering with any fire protection device/equipment of any nature is a felony and may result in dismissal from FPA and possible arrest and/or fines.

EVACUATION OPERATIONAL PROTOCOL 5-08.2

Following are the steps to be taken when evacuation is required:

1. Activation of the emergency notification system will be sounded.
2. Students are expected to comply with the directives issued by the on-site supervisory personnel. This includes, but is not limited to, FPA employees (administrators, faculty, FPA staff, Dorm Supervisors, etc.) and Student Leadership as well as emergency response personnel.
3. Evacuation will occur through every available exit point. These will be clearly marked and reviewed with all residents on campus.

4. Once the emergency notification occurs, all persons are expected to react and respond immediately. All persons are expected to respond accordingly and will be held accountable for their actions. Each person will be required to exit their location and, where possible, turn off lights and other electronic machines as soon as possible without delaying their prompt exits from the area.
5. Each person will proceed to the nearest emergency exit and immediately report to Falcon Field in order to ensure accountability. Swift movement to this area is expected while minimizing the risk of injury and/or delay.
6. Once on Falcon Field, each individual is expected to remain calm and quiet so that an accurate attendance can be obtained by the appointed person. If persons are deemed missing within a reasonable time, a search of the area will be conducted by the primary supervisory personnel in an effort to locate the person(s) absent.
7. **Members of the Student Leadership Council will serve as directional leaders on Falcon Field during an evacuation or evacuation exercise.**
8. The rally point for evacuation is Falcon Field behind the Hall of Flags.
9. When on Falcon Field in formation, students are expected to remain quiet and prepare to respond to the directives issued by adult or student leaders.
10. Hall Directors will report to the Dorm Supervisor the status of their Hall with regards to accountability.
11. Once the all-clear has been issued, persons will return to the Hall of Flags and resume normal operations as permitted. The Dorm Supervisors will check and secure all emergency exits in their respective Halls.



SCHOOL UNIFORMS ⁵⁻⁰⁹

Florida Prep uniform standards are to prepare students for real world standards of grooming and proper hygiene. Students' uniform choices should be conservative in nature and reflect a level of professionalism. Florida Prep has partnered with Land's End to provide uniforms for the students. All Florida Prep uniform items are to be ordered through the Land's End website. Returning students may continue to wear their Florida Air uniforms this year.



ACADEMIC UNIFORM

Middle School ^{5-09.1}

- Dark blue pants or shorts, worn at the waist, with an academy polo shirt.
 - Females have the option of wearing the plaid skort.
- Middle school students may wear the Navy and Maroon academy polo shirts.
 - If undershirt is worn, it must be a white v-neck or tank-style.
- Students may wear the FPA fleece jacket.

Freshmen and Sophomores ^{5-09.2}

- Dark blue or khaki pants, worn at the waist, with an academy polo shirt.
 - Females have the option of wearing the plaid or khaki skort.
- Freshmen and Sophomores may wear the Navy, Maroon, and now may add the Gray academy polo shirts.
 - If undershirt is worn, it must be a white v-neck or tank-style.
- Students may wear the FPA fleece jacket or cardigan.
- For certain events, students will be expected to wear the dress uniform. The dress uniform is the FPA broadcloth shirt (blue or white) with their navy or khaki pants.

Juniors and Seniors ^{5-09.3}

- Dark blue or khaki pants, worn at the waist, with an academy polo shirt.

- Females have the option of wearing the plaid or khaki skirt.
- Juniors and Seniors may wear the Navy, Maroon, Gray, and now may add the Light Blue academy polo shirts.
 - If undershirt is worn, it must be a white v-neck or tank-style.
- Students may wear the FPA fleece jacket or cardigan.
- For certain events, students will be expected to wear the dress uniform. The dress uniform is the FPA broadcloth shirt (blue or white) paired with the FPA blazer with their navy or khaki pants.
 - Students have the option, but are not required, to wear the Land's End gray dress slacks.
 - Male students have the option of wearing a coordinating tie.

All Students 5-09.4

- School uniforms need to be worn with a black or brown leather belt.
- Appropriate conservative closed-toed and closed-backed, flat shoes will be worn at all times.
- “Cool Weather” uniform options include the uniform long pants or shorts and the FPA polo or oxford shirt. In addition to Florida Prep fleeces and cardigans, students may choose to wear a solid-colored navy blue or gray sweater, cardigan, or lightweight fleece/sweatshirt.
 - Note: If you choose to purchase a fleece or sweatshirt it must not be hooded. (Returning students who currently possess hooded sweatshirts branded Florida Air Academy or FAA may continue to utilize them through the end of the academic year.) Large “team style” logos are also unacceptable; however, a small logo may be featured on the chest pocket.



PE UNIFORM, ATHLETIC UNIFORM 5-09.5

Commonly referred to as PE's, this uniform is the performance gear shirt and shorts. The following clothing rules apply:

- Items must be FPA approved.
- Prohibited from wearing academic uniform items with the PE uniform.
- Solid-colored crew socks will be worn and must extend above the ankle bone.
- Conservative close-toed and close-backed, flat shoes only; however, when participating in PE classes, appropriate athletic shoes must be worn. Crocs and slippers are not approved athletic shoes. Cleats may not be worn in the Hall of Flags.
- Polo shirts cannot be worn with PE bottoms.
- Academic uniform pants and shorts cannot be worn with PE tops.



OFF CAMPUS UNIFORMS 5-09.6

Students will wear the assigned uniform for off campus activities and trips. The prescribed uniform for a trip will be determined by weather, the nature of the activity, and any other pertinent factor. Once prescribed, the uniform is mandatory for all students participating on the trip.



PERSONAL HYGIENE AND GROOMING 5-10

In addition to being clean, well groomed, showered, and dressed each and every morning in a proper and clean uniform, you must have an appropriate haircut or hairstyle.

For **Male** students, many styles are acceptable, but all must adhere to the following criteria: 5-10.1

- Hair is neatly groomed and in good taste at all times, and will never be dyed or otherwise colored or altered.
- Head will not be shaved.
- Males will be clean shaven at all times.
- Personal cleanliness and hygiene also require that all Students bathe daily.
- Sideburns shall extend no lower than **bottom of the ear**, and be neatly squared and trimmed.
- Students are forbidden to dye their hair or wear it in any unsightly manner (i.e. shaved heads, mushroom cuts, or thatched cuts).
- Eyebrows will not be cut, shaven, or otherwise altered.
- Under no circumstances shall students perform haircuts.
- No mohawks, excessive hair gel, scully, or “do-rags.”
- No visible piercings.

For **Female** students, the following criteria apply: 5-10.2

- Hair pins, combs, headbands, elastic bands, and barrettes that are conservative and similar to their hair **or uniform** color are permissible.
- Hair will be clean, well groomed, and neat. If dyed, hair will look natural. Wigs and hairpieces will be in accordance with the same standards required for natural hair, will be of good quality, will fit properly, and will not exceed limits stated for natural hair.
- Cosmetics must be conservative and in good taste.
- Fingernails must be clean and well groomed. Nails, whether real, false, or acrylic, shall be no longer than $\frac{3}{4}$ ” when measured from the base of the nail to the tip. Nail polish may be worn if it is with the following stipulations:
 - Color may be **conservative and non-distracting**.
 - Chemicals used in the application of acrylic nails are **NOT** permitted in the Halls.

For Both: 5-10.3

- **Jewelry** : **Jewelry must be conservative and in good taste**. Bracelets must be less than 1" in width. Necklaces may be worn if concealed under a collar or undershirt. Females are authorized to wear one earring per earlobe, not to be bigger than a dime. **Gauges**, facial, and/or tongue piercings are not allowed.
- **Sunglasses** : **Sunglasses may not be worn indoors without medical authorization granted by the Nurse**.
- **Ornamental Orthodontic Devices**: No student may wear “grills” or other removable ornamental orthodontic devices at any time he or she may be a representative of Florida Preparatory Academy, either on or off campus.
- **Tattoos** : **Tattoos are prohibited at Florida Preparatory Academy. Any student with tattoos must keep them covered. Any student getting a tattoo during the academic school year, with or without parent/guardian consent, may result in disciplinary action.**



KP (KITCHEN PATROL)⁵⁻¹¹

KP Duty is assigned on a rotating basis; all students will participate. Under the direct supervision of the **Dorm Supervisors**, students will play an integral role in the cleanliness and order of the dining hall. **Student Leadership** is responsible for the KP performance and conduct while on duty.

- Prior to the start of each meal, all KP students must be at their respective posts.
- **KP students will report immediately to the meal, go to the front of the line for meals, and remain in the Dining Hall for the entirety of the meal duration.**
- It is the responsibility of the dining hall Student Leader to determine why a KP student is absent, and the absence is reported to the Operations Desk; the Student Leader will find a replacement for the absent KP student.

- KP students wipe the tabletops clean and prepare the tables for the next meal.
- KP students will also be responsible to sweep the Dining Hall floor.

Students assigned KP will NOT leave until properly relieved by dining hall Student Leadership.



INSPECTIONS ⁵⁻¹²

Inspections are an integral part of maintaining order and cleanliness at Florida Preparatory Academy. Learn and follow closely these procedures.

DAILY INSPECTIONS ^{5-12.1}

Every school day at 8:00 am, all halls are to be cleaned and ready for inspection and all students in the prescribed uniform awaiting inspection. During this inspection there should be no moving or talking. Following the inspection, students will be released to class.



ROOM INSPECTION GUIDE ^{5-12.2}

At 7:55 am, all students will be in their rooms and ready for inspection (except Hall Director & Assistant Director). Remain in your room until the entire hall has been inspected and released. All electronic equipment will be turned off by 7:55 am, and rooms will be kept in inspection order throughout the day.

General inspection information: For standardization purposes, there are eight steps to this inspection.

- 1. Common Areas** (Hallway, Bathroom)
 - a. Hallway will be clean and free of trash.
 - b. Bathroom floors cleaned and free of clothing and/or trash.
 - c. Toilets flushed.
 - d. Mirrors cleaned.
 - e. Counter tops cleaned.
 - f. Trash Cans emptied and cleaned, and new liners installed.
- 2. Individual Inspection**
 - a. Proper uniform, neat and clean, free of wrinkles and worn correctly.
 - b. Haircut/style and facial hair in compliance with uniform standards, clean shaven (males) unless medically accepted.
- 3. Student room**
 - a. Windowsills and tops of wall lockers free of dust.
 - b. Floors vacuumed and lint picked up.
 - c. Trash Cans empty and leaning against the wall upside down, fresh liners installed.
 - d. Baseboards, walls, and doors clean and free of marks.
 - e. Footlockers:
 - i. Only one footlocker per student may be kept in the room. Up to one additional foot locker and no more than two suitcases per student may be stored in the footlocker storage shed on campus.
- 4. Bed** (Falcon Bed)
 - a. The pillow will be centered at the top of the bed.
 - b. The bed will present a neat and wrinkle free appearance.
 - c. Extra foam padding added to the bed by the Student will be trimmed to fit the exact size of the mattress and can not exceed two inches thick.

Note: Custom mattresses are available for purchase upon request.

5. Towel

- a. Hung on the hook provided. Students will always have a towel on display.
- b. A washcloth and/or bathrobe may be hung with the towel if wet.
- c. Bathrobe must be hung on a hanger.

6. Laundry Bag

- a. Laundry bag is never filled more than half full.
- b. All students have at least two bags and must have one displayed at all times.
- c. Marked with the last name, student number and hall number .

7. Desk area and under desk.

- a. Free of dust, loose papers, and books.
- b. All books must be neatly arranged on the bookshelf. Classroom books shall be placed in a book bag with the book bag placed in the student's chair, with the chair under the desk, ready for departure.
- c. Only item allowed under the desk is the computer CPU. Storage is provided for luggage. Students may not keep suitcases or storage boxes in their rooms.

8. Wall Locker: Neat & Orderly

- a. Uniform items **should be hung in a neat and orderly fashion.**
- b. Drawers: All items will be **folded or rolled neatly.**
- c. Footgear will be arranged in the bottom of the wall locker. There is a limit of six (6) pairs of shoes in the wall locker. All others will be kept in the foot locker.
- d. **Wall locker must be locked at all times when the room is not occupied by student. (If found unlocked during a Dean's Inspection, the wall locker is subject to an additional inspection.**



Weekend Inspections 5-12.3

Rooms are to be ready at ALL times throughout the day.

A pass/fail inspection will be held each weekend morning at 11:00am prior to opening Town Leave. Students will be expected to be awake and present; on-the-spot corrections will be made. Demerits are assessed at the discretion of the Inspecting Staff Member.



Dean's Inspections 5-12.4

On a regular basis, all Halls are thoroughly cleaned and made ready for a formal inspection. Consequences are assessed at the discretion of the Inspecting FPA Staff Member. **Any hall scoring under an 80 for the week will be subject to a "white glove" inspection in the evening.** There is a weekly competition between Halls for the best inspection record.



LIFE OUTSIDE THE CLASSROOM⁵⁻¹³

NON-UNIFORM ATTIRE 5-13.1

You must be in proper uniform at all times. At those times when non-uniform attire is allowed, good taste and decorum govern what you wear on and off campus. If you are not sure what is acceptable, ask. For example, earrings or other exposed jewelry, tattoos, "do-rags," and ragged, obscene, or otherwise vulgar styles of clothing are absolutely prohibited at all times. "Goth" style clothing will not be tolerated at any time. Pants will be worn at the waist.

PEs or FPA warm-ups shall be worn while practicing or working out unless authorized by the Dorm Supervisor or the Coach. Gym clothing will be in good taste in accordance with established FPA guidelines for non-uniform clothing.

The following guidelines are set forth to ensure that all are aware of the expectations for **non-uniform** attire. Final determination of what is acceptable is at the discretion of FPA administrators. As deemed necessary, students will be required to make adjustments as directed by the FPA administration.

- No showing midriff.
- No low cut, see through, or provocative tops.
- No inappropriate language/ slogans / artwork / logos.
- Cleats may not be worn in the Hall of Flags.
- Tattoos are prohibited, (As Stated prior in this handbook in the “Grooming” section.) They must be covered in a discrete manner.

Jeans may be worn – if there are tears / rips they must not be inappropriate. Skirts must adhere to the finger rule – they cannot be shorter than the fingers when the hand is measured along the outside of the leg / thigh.



TOWN LEAVE 5-13.2

Eligible high school students may go on town leave only at the designated time and day, and only with permission from your Dorm Supervisor. Town Leave is open from 4:00 to 6:00 pm on Fridays and during the days on Saturday and Sunday, unless otherwise determined by your Dorm Supervisor. Each student is to sign him or herself out and back in at the Operations Desk, and no student may go without one or more additional students. Upon returning to campus you are subject to inspection before you are allowed to return to your hall. Remember that Town Leave is a privilege and can be revoked. In town, you are expected to adhere to the same code of conduct that applies while on campus. Non-uniform attire may be worn while on town leave.

You may not take town leave if any of the following conditions exist:

- **You are not a high school student.**
- **You have been assigned disciplinary action.**
- **Your file indicates your parent/**guardian** has not given you permission to take Town Leave.**

Town leave, whether by foot or by taxi, is a privilege granted to high school students only.

- Parental/**guardian** permission needs to be given as part of the annual enrollment agreement.
- Separate permissions need to be given for town leave within walking distance and town leave by taxi.
- Students must sign out to go on town leave and must provide the following information:
 - Name
 - Student ID Number
 - Time Departing Campus
 - Destination
 - Taxi Company (if student is not walking)
- Students may not sign in or out for other students.
- Only pre-approved taxi companies may be used.
 - Students will pay cash or use their own credit card.
 - Student must be in high school.

- **Permission is required from BOTH the student's parent AND the Dormitory Supervisor.**
- Town Leave must always begin and be completed within daylight hours.
- Never ride in a vehicle driven by another student (including Day Students), or anyone else under 25 years of age. Violation of this policy will result in corrective action.
- Sign in immediately upon return and change into uniform.
- Do not leave if you are restricted, have study hall, or for any other reason your presence will be required on campus.

Town Leave Boundaries ^{5-13.13}

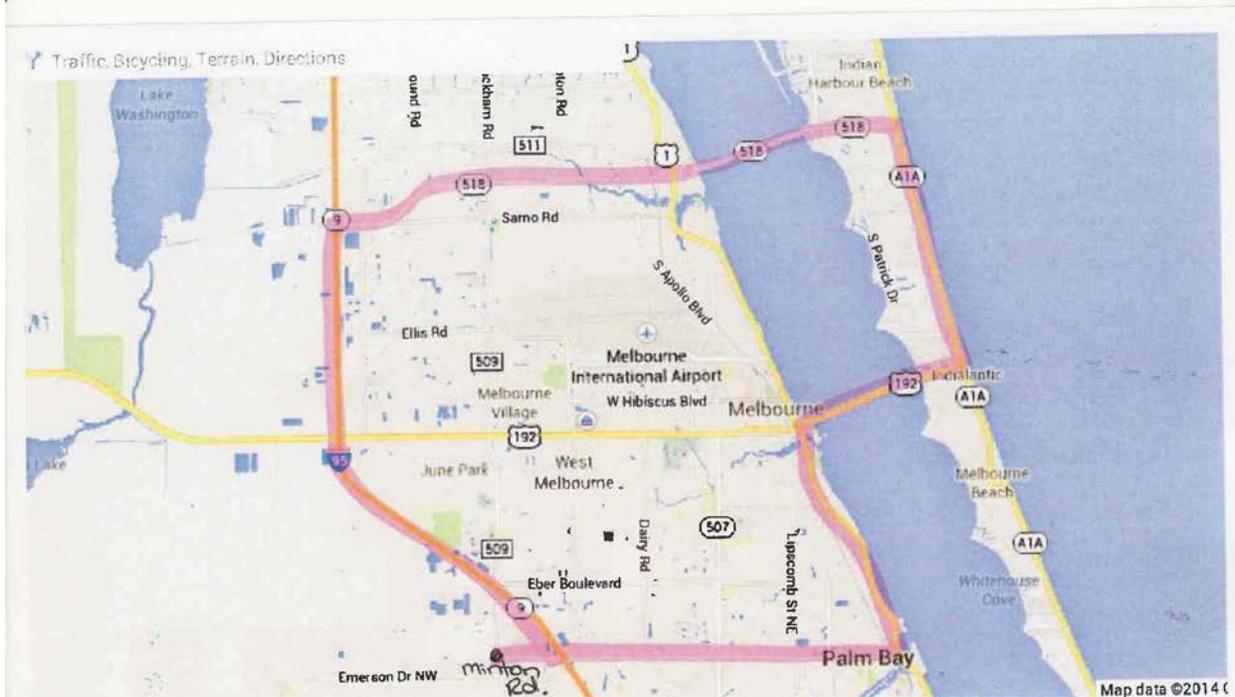
- By Foot:
 - North to the Sonic at Apollo Boulevard via Airport Boulevard, a distance of 1.7 miles.
 - East to the railroad tracks at Downtown Melbourne on New Haven Avenue, a distance of 1.5 miles.
 - South to New Haven Avenue.
 - West to the Bank of America on New Haven Avenue, a distance of 2.9 miles.
- By Taxi:
 - North to Eau Gallie Boulevard.
 - East to the beaches south of Eau Gallie Causeway and North of the Melbourne Causeway.
 - South to Palm Bay Road.
 - West to I-95.

NOTE: The 7-11 store at Airport Boulevard and New Haven Avenue is off-limits at all times.

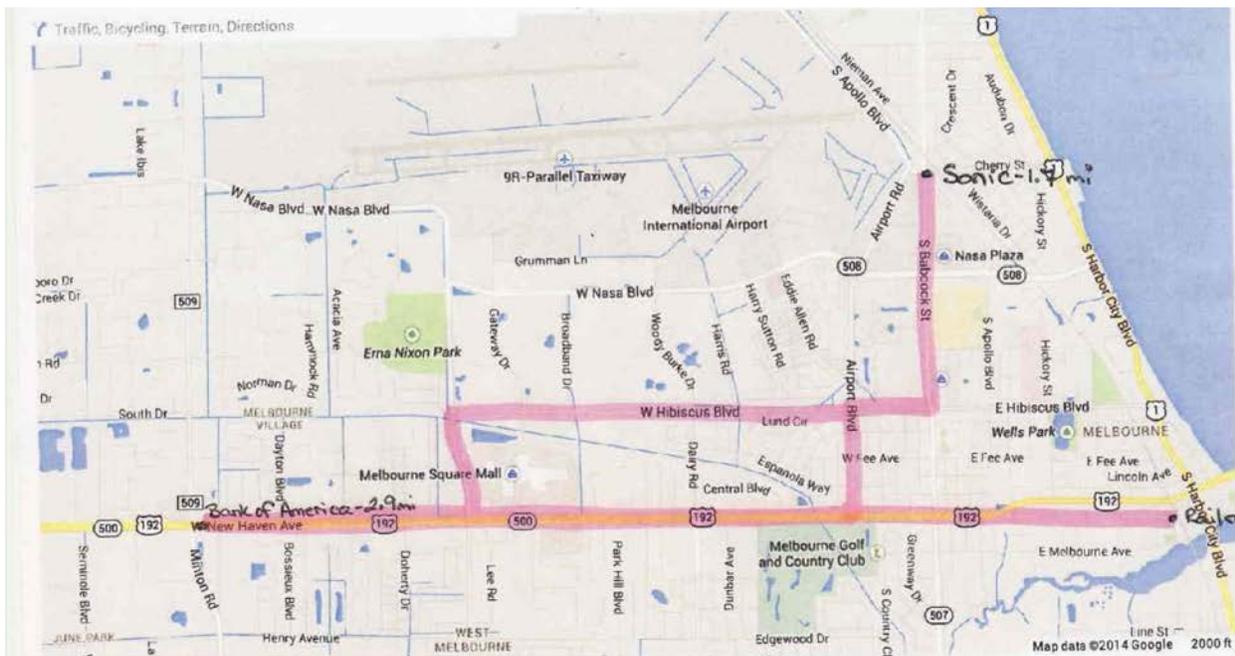
Local Businesses Accessible by Foot

Publix Supermarket (2)	Target	Bank of America (2)
Wells Fargo (2)	Makoto's Japanese Steakhouse	Historic Downtown Melbourne
Melbourne Square Mall	Sports Authority	Best Buy
TGI Friday's	US Post Office	Cheddar's
Olive Garden	Wendy's	Walgreens
CVS Pharmacy	Arby's	Sabai Thai
Red Lobster	Woody's BBQ	The Oaks Movie Theater
Ben & Jerry's	Chinotle	Starbucks
McDonald's	Subway	Jimmy John's
Suntrust Bank	Sakura Japanese Buffet	Steak 'n Shake
BJ's Restaurant	Red Robin	Outback Steakhouse

For Town Leave Walking and Taxi Boundaries, please see maps on following page.



Taxi Boundaries



Walking Boundaries

CAMPUS BOUNDARIES 5-13.4

Learn and know the campus boundaries. When not on authorized town leave, all property outside these boundaries is off limits and shall not be crossed by any student without proper authorization.

- NORTH: Espanola Way (except for Dwight Hall)
- SOUTH: New Haven Avenue (Highway 192)
- EAST: Airport Boulevard
- WEST: Fence bordering athletic fields

IMPORTANT: Any student activities after dark will be held within the immediate Hall of Flags area of campus. This includes the front porch in front of the Hall of Flags, the Pavilion and Tiki Hut area, the Canteen, the bleachers and the sidewalk in front of the bleachers, and the area of the Hall of Flags back door. ***Being on any roof on campus can result in dismissal from Florida Preparatory Academy.***



Off-Limit Areas 5-13.5

The following Campus areas are **off limits after regular use hours and without adult supervision:**

- Classrooms and library.
- Operations (unless assigned as Operations Staff).
- Gym, locker room, and weight room.
- Storage facilities.
- Maintenance and faculty restrooms (off limits at all times).
- Faculty lounge.
- Any hall other than your own (off limits at all times).
- Any area west of the bleacher fence line.
- Blatt, Dwight, Phelps Halls.
- Any Faculty or Staff Residences.
- External Hall stairwells.
- FPA Gardens.



Running Circuit 5-13.6

For those students who wish to run without the Track Coach's presence, there is an approved running circuit as described below. **Students must have Dorm Supervisor permission before using the running circuit.** Students must sign out at Ops and pick up a reflective vest before running.

- Students may run from the back of the Gym on Espanola Way west to Dairy Road, a distance of one-half mile, then return via the same route for a total of one mile. You may not cross Dairy Road.

HOME LEAVE 5-14

Home leave is available to all boarding students unless they have been assigned corrective action to be served on the weekend. You are required to complete a home leave request for approval by your Dormitory Supervisor by Wednesday of the relevant weekend. It is extremely important to understand and abide by the home leave policy and procedures in order to ensure the safety of our students and account accurately for their whereabouts. The procedures have been written to protect all involved parties. Any and all permissions sent by parents for home leave and visitation with other students must be emailed or faxed to the Operations Department (Operations@flprep.com or fax 321-728-7233).

Following is the process for requesting Home Leave: 5-14.1

1. Before Wednesday, ask your Dorm Supervisor for a Home Leave Request form and complete it in preparation for the upcoming weekend.
2. Sign up for shuttles (Miami, Orlando/West Coast, or Jacksonville) before lights-out on Wednesday.
3. Your Dorm Supervisor will review the request and approve or disapprove it initially on the basis of conduct, grades, and parent permission regarding home leave.
4. If you wish to visit another student's home or any person other than those listed in your file, you must have, by Wednesday:
 - o A written invitation from the host family.
 - o Written permission from your parent/guardian to stay with the inviting family.
 - Phone calls are not accepted for invitations or permission.
5. At Friday check-out, students who have been given their copy by their dorm supervisor should present the form to Operations personnel when they are ready to sign out or be signed out by a parent/guardian/host family or board the FPA shuttle for home.
6. Parents who come to campus to take their children home for the weekend are required to be present at the Operations Desk to sign out their child in the Home Leave Log; parents **must ALSO accompany the student to the Operations Counter to sign in upon returning to campus** following Home Leave.
7. Your parents will not be able to sign you out until you have attended your Hall briefing and passed room inspection.
8. All students returning from home leave will have their baggage inspected before they are allowed to return to their rooms. This will apply to students returning on the Florida shuttles, by car, or by air. Upon return to campus, the student will bring his or her baggage to Operations, sign in, and wait for a Dorm Supervisor to inspect their belongings.
9. At least one member of the Student Leadership Council must remain on campus each weekend.
10. Once the weekend has begun, parents may show up unexpectedly and check out their own child overnight but not other students without specific permission granted by the Dean of Students.



ROOM SET-UP FOR DEPARTURE 5-15

Prior to home leave, or any time a student will not sleep in his/her room for the night, the room will be set up as follows:

- The bed will be stripped to the bare mattress and linen secured in the wall locker.
- The desk and shelf will be cleared and items secured. Should the student choose to leave anything not secured they assume all responsibility.
- The chair will either be secured in the wall locker, in the lounge, or left under the desk. Check with your Dormitory Supervisor to make a final decision.
- Trash can will be empty and turned over. A fresh, empty bag will be left on top, neatly folded.
- The floor will be vacuumed.
- The room key will be left secured in the wall locker.
- Wall lockers and footlockers will be locked.

- Windows will be locked.
- Curtains will be closed.
- All electronics will be turned off.
- Lights will be turned off.



VISITORS 5-16

Anyone who is not a member of the faculty, administrative, or maintenance staff, or of the student body is a visitor, and must register with Operations to obtain a Visitor's Badge. This includes parents, friends, and former students. Parents should depart the campus no later than 10:00 pm.

Students may not bring visitors to school. If a student receives an unexpected visitor, no matter how short the stay, the student must immediately notify the Dean of Students or an administrator.

Students who have been dismissed must have permission from the Dean of Students before entering campus. Dismissed students are not permitted to return to campus for any reason other than for publicly-held events or with specific permission from the Dean of Students or the President of FPA.

Unauthorized persons on campus are to be considered trespassers and reported to the Dean of Students.

Additional guidelines for all guests:

- Visiting hours are 4:00 to 6:00 pm Monday through Friday, and from 12:00 noon to 5:00 pm on Saturday and Sunday.
- There will be no overnight guests.
- Guests may not enter Halls or other off limit areas.
- Visitor badges must be prominently displayed for the duration of the visit.
- All visitors must leave the campus immediately when directed to do so.
- The main parking lot should not be used for socializing with guests.
- Day students who have completed their last commitment for the day are expected to be off campus by 5 pm.



AUTOMOBILES AND OTHER MOTORIZED VEHICLES 5-17

Use of automobiles and other motorized vehicles is at the sole discretion of the Dean. Only those students with written authorization from the Dean will be allowed to have vehicles at school. ***Under no circumstances should you drive a car to FPA without first having received permission*** and submitting all required paperwork (copy of vehicle registration, vehicle insurance, and student driver license). Please see Operations Office for additional information and requirements.

Students are not authorized to ride in or drive privately owned vehicles, including transport to and from school, without permission from parents and prior FPA approval. ***The keys to all boarding student vehicles will be kept in the Operations Office*** and issued when appropriate. ***The collection of Day Student keys will be at the discretion of the Day Student Supervisor.***

The following apply to students who are granted permission to have a car on campus:

- Day students on any school team of any type **may be permitted** to drive their cars to an away event with the permission of their parents, the coach or teacher, and the Dean of Students.
- Day students may not ride with approved driving students or their parents unless both families have previously completed the required form (available from the Operations Manager) and received approval from the Dean of Students.
- Day students who have permission to drive will **use their assigned student parking slot near FPA's tennis courts.** Overflow day student parking will be in assigned spots in the Dwight

- Hall parking lot. At no time and under no circumstances may a day student park his or her car in any other location on campus. Failure to abide by this rule may result in loss of driving privileges
- Boarding students who have permission to drive will park their cars immediately behind Dwight Hall in **assigned** spots so marked. At no time and under no circumstances may a boarder park his or her car in any other location on campus. Failure to abide by this rule may result in loss of driving privileges.
 - Seniors only have the privilege of decorating their assigned parking spot. Students who decorate their spots are responsible for painting over it at the end of the year to restore it to its original condition. Please note the following requirements:
 - Paint should be a water-based latex paint.
 - Paint should be purchased in one-quart cans only to enable easier clean-up in the event of an accidental spill.
 - Painters must wear gloves and eye protection when applying paint.
 - Painters are responsible for their own materials, cleanup, and proper disposal.
 - Students may gain access to their vehicles during the week (boarders) or the day (day students) ONLY with approval.
 - FPA is not responsible for lost or stolen items or damage to vehicles (see Liability Statement).
 - All boarding students must turn in their complete set of car keys at the Operations Desk immediately upon arrival on campus.
 - No other student may be in your vehicle at any time.
 - You may not be a passenger in a vehicle or private aircraft without specific approval, in writing, from the President of the Academy, the Dean of Students, or their direct representative.
 - Students must display their parking permits at all times.
 - Cars parked on campus are subject to random visits by drug sniffing dogs from the Police Department.
 - Day students on any school team of any type **may be** allowed to drive their cars to an away event with the permission of their parents, the coach or teacher, and the Dean of Students.
 - The following **first offense** penalties apply to misuse of the driving privilege:
 - Driving a student in your vehicle without permission will result in a penalty of 50 hours for the driver and 25 for the passenger.
 - Riding in an unauthorized vehicle – not a student with driving permission – will result in 50 hours being assessed.



LOST AND FOUND⁵⁻¹⁸

If you discover any lost or misplaced items, turn them in to the Operations office immediately. It is kept there with a description including the name of the person turning it in, the date it was found, and its location. If you have lost anything, follow these steps:

- Notify your Dorm Supervisor or Operations personnel immediately.
- Hand in a completed incident report of the loss.

To claim lost items, you must:

- Provide a detailed description of the item in question.

Items will be kept until the end of the school year. Those items not claimed within 14 days of the end of the school year will become the property of FPA.

HALL OF FLAGS ETIQUETTE ⁵⁻¹⁹

The Hall of Flags is a common area utilized by all students. In order to maintain a welcoming and relaxing environment, students will practice the following etiquette:

- Hats will not be worn while inside.
- Shoes will not be placed on furniture.
- Students will not sleep on furniture.
- FPA policies regarding public displays of affection will be strictly enforced.
- Personal blankets or pillows will not be used.
- No food is to be brought into, or eaten in, the Hall of Flags.
- No drinks except plain water in the Hall of Flags.
- Cell phones may be used, and students must be seated while doing so.
- Headphones
 - May be worn while seated only.
 - Will not be worn while standing or walking.
 - Will not be worn around the neck or in a manner other than their intended use.
- No loitering at Hall entrances.
- No running.
- No shouting.
- No Non-Uniform Attire.
 - When signing out for town leave or home leave, students may be in Non-Uniform Attire (20-minute grace period).

The point of contact for this information is your Dorm Supervisor, Operations Staff in Charge, or the Dean of Students.



STUDENT LEADERS IN THE HALLS OF THE OPPOSITE SEX⁵⁻²⁰

This memo is meant to clarify our regulations of Student Leadership of the opposite sex walking through the Halls. The following regulations must be observed:

- This is limited to the Student Leadership Council and should only be done in conjunction with their official duties.
- All entry to a specific area in the dorm of the opposite sex must have the specific permission of the Dorm Supervisor beforehand.
- Upon entering an area of the opposite sex, the student officers must announce themselves in a loud voice: "Male on the Floor," or "Female on the Floor."
- No visitation will ever take place prior to morning inspection or after conclusion of evening study hall.
- Student Leadership, when visiting a room of the opposite sex, will stand in the doorway to each room and will not allow the door to close.

Should you have any questions about this policy, please see the Dean of Students as soon as possible.

WEEKEND LIFE ⁵⁻²¹

ON CAMPUS ^{5-21.1}

The gymnasium, weight room, soccer field, baseball field, tennis, and basketball courts are all available on weekends with authorized supervision. Pool, ping pong, foosball, large screen TV, competitions, games and various club activities are also offered.



OFF CAMPUS ^{5-22.2}

Students who do not go on home leave are eligible to participate in any special trips or events that occur on the weekend, providing they are not on restriction or serving some other correction action penalty. Sign up beginning on Monday for the coming weekend.

At least one major trip per month is planned to the many attractions in Central Florida. These may include: Disney World, Disney Quest, Universal Studios, Islands of Adventure, Wet 'N Wild, Blizzard Beach, EPCOT Center, Sea World, Busch Gardens, Kennedy Space Center, Halloween Horror Night, Aquatica, Orlando Magic Basketball, Sleuth Dinner Theatre, University of Central Florida Football, Medieval Times Dinner Theatre, Air boating, Disney Boardwalk, Universal Citywalk, ESPN Zone, Orlando Predators Arena Football, Andretti Thrill Park Go Carts, laser tag, roller skating, ice skating, rock climbing, bowling, and of course, the beach.



ORDERING FOOD ^{5-21.3}

Food ordering is a privilege given to students in good behavioral and academic standing. Students will report to operations and sign the food ordering log. After signing, the student will remain at operations to place an order from an approved vendor in the presence of a staff member. Students will order only during approved times, which are as follows:

- Friday: 6:45 pm to 8:00 pm
- Saturday: 11:30 am to 9:00 pm
- Sunday: 11:30 am to 5:00 pm

Students are required to wait in the Hall of Flags after placing an order to wait for the food to arrive. All transactions are to be completed at the Operations desk. Students may not exchange money or receive food from the delivery drivers anywhere other than the Hall of Flags. It is expected that the students will give the delivery drivers an appropriate tip as is customary. Food may never be taken into the Halls or dining hall and may only be eaten in the approved areas, which are: the oak tree picnic tables, the canteen area, and the bleachers. After eating, students will properly clean up after themselves and dispose of all trash in appropriate containers. Students who violate any of the conditions listed risk forfeiture of their food.

- Domino's is an approved vendor. After following the procedure listed above for ordering, high school students in good behavioral and academic standing may walk over to Domino's and pick up their order. Middle school students will never walk to Domino's without being escorted by a Dorm Supervisor **or a student leader with permission from the Dorm Supervisor**. Domino's staff will be extended the same courtesy and respect that is expected of students at all times.

LEADERSHIP SKILLS PROGRAM⁵⁻²²

The Mission of Florida Preparatory Academy's Leadership Skills Program is to build better and more effective leadership skills for the student body. Prior to the start of each academic year, Leadership Skills Course (LSC) provides an opportunity for motivated students to utilize their skills, as well as, learn and implement new skills and abilities. The LSC consists of a rigorous combination of team building activities that will: facilitate communication, motivate, promote creativity, develop critical thinking, and problem-solving skills. The LSC experience will be essential to the success of these students and FPA as these students continue to take a more active role in all aspects of campus life. Students who attend the LSC will be considered for leadership positions within the student body.



Chapter 6

STUDENT SERVICES

CAMPUS STORE AND CANTEEN ⁶⁻¹

The Campus Store and Canteen are open at certain times each day. In addition to your initial issue, you may purchase toiletries, school supplies, FPA memorabilia, and personal items at the Campus Store. The Canteen offers a variety of hot and cold snacks and beverages for your purchase. You may buy items with your FPA Canteen Book or with cash or credit card.



DINING HALL ⁶⁻²

A key element of life at FPA for boarding students is mealtime. Students should feel comfortable eating and socializing with their friends and peers while maintaining an appropriate standard of conduct and etiquette. Meals are served in the Dining Hall according to the current posted schedule.

Day Students are provided the lunch meal as part of their tuition; however, for any meal other than lunch, a day student must sign in on the sheet posted at the entrance to the dining hall so that the appropriate charge can be made to their student account.

Food, tableware, flatware, and cups are not to be taken from the Dining Hall, nor are any staff or faculty to send students to the Dining Hall for their own purposes.

Electronic devices may not be used in the Dining Hall.



IDENTIFICATION BADGES ⁶⁻³

Students will be issued a student identification badge soon after arriving at FPA. The card should be with you at all times while on campus as you are required to produce your card at certain times such as when buying items from the school store or Canteen, for Hall of Flags game equipment check out, for mail and packages, and when boarding FPA transportation.

WELLNESS CENTER 6-4

Sick Call is the proper time to go to the Wellness Center for medications or medical problems. Medical emergencies will be taken care of as they occur. Sick call hours are posted in the schedule section of this handbook.

- A student requiring treatment at any other time must have a note from a teacher or the Main Office to go to the Wellness Center.
- Except as indicated above, the Wellness Center is off limits to all students.
- The Director of Health and Wellness must be advised of all medical appointments at least 24 hours in advance.
- All medication, whether prescription or non-prescription (including vitamins and topical medications), must be turned in to the nurse for storage and dispensing! There will be no exceptions. The nurse may approve selected topical medications for room use, but these will be labeled by the nurse. Inhalers may be kept with students with a label from the nurse.

Outpatients 6-4.1

- No student shall remain in bed in their rooms.
- Any student too sick to get up at wake-up shall have his/her roommate report that fact to the Director of Health and Wellness (or the Dorm Supervisor after hours) so the sick student may be immediately moved to the Wellness Center.

Inpatients 6-4.2

- The nurse admits students to the Wellness Center as in-patients at her discretion. In cases requiring immediate care, the nurse will notify the Main Office immediately.
- Students are not allowed to visit in-patients or deliver food or drinks of any kind to the in-patients unless requested by the nurse in charge.
- In-patients must obey all Wellness Center regulations.

Light Duty 6-4.3

Only the nurse can medically excuse a student from sports, classes, assemblies, and/or activities.

Bio-Hazards and Waste 6-4.4

No student shall touch any human waste or other bio-hazardous materials.

Medical Leave of Absence 6-4.5

When a student requires an extended or unknown length of time away from school for any health related reasons, a medical leave of absence (MLOA) will be initiated. To initiate a MLOA, the Director of Health and Wellness must approve the absence. The criteria to return from a MLOA, involves written health documentation covering the absence from the physician or other health professional (Counselor, psychiatrist) that has provided the care during the absence and includes a statement that the student is able to return to school within established health and safety standards, and a re-entry meeting including the student, student family or representatives, Dean, Director of Health and Wellness, and any other Administrator involved in the care of that student.

LAUNDRY 6-5

Laundry service is available on weekdays. Check with your Dorm Supervisor for the current schedule.

Every student will receive school issued laundry bags upon check-in. You are required to label the bags with your name and hall number using a permanent marker. You are responsible for the delivery and pickup of your own laundry.

Ideally, you should take no more than one bag per day to drop off. If you turn in multiple laundry bags on the same day, you can expect to receive only one bag back 24 hours later; it may take longer for the additional bag to be washed.

On days when the volume of laundry to be processed is excessive, employees are out, or equipment failure occurs students may have to wait an additional day for the return of their personal bags of laundry or uniform items.

Laundry Guidelines 6-5.1

- Personal laundry bags will get much cleaner if you make sure the bag is no more than half full, clothing is right side out, and socks are separated - not rolled up.
- Uniform stains should be brought to the attention of the laundry personnel for pre-treating since most stains will come out.
- You must double check pockets for paper, pens, markers, highlighters, etc. These items will ruin clothing and you will be responsible for damage to equipment or clothing that occurs as a result of these items being turned in with your laundry or uniform.
- Female students will be issued a small laundry bag for their undergarment items to be laundered separately. Make sure laundry bags have your name and Hall number clearly marked with permanent marker in the provided areas.

Note: **AFJROTC Cadets**, be sure to turn in your uniform items separate from your laundry bag as these uniform pieces will be dry-cleaned. The turn-around time for dry cleaning is two to three days.



Linen Exchange 6-5.2

Towels, blankets, sheets, pillowcases, etc. should be exchanged for clean ones every Tuesday and Thursday mornings. Each student is expected to exchange his or her linens regularly and will be issued replacements on a one-for-one basis.



LIBRARY 6-6

The library is open Monday through Friday. It will also be open Monday through Thursday **after school** and in the evenings during Study Hall. You are responsible for knowing the library rules and procedures. Charges will be assessed for late, damaged, or lost items. Violations can result in severe disciplinary penalties. There is no food or drink allowed in the Library.

MAIL 6-7

Mail is distributed Monday through Friday; however, mail will not be distributed between 8-4, during the academic day. No student will receive another student's mail. Students who receive "certified", "registered", or "special delivery" letters or packages are required to sign for them at Operations. The student, in the presence of a member of the Operations staff, opens all packages. No student is to receive cash or food through the mail.



COMPUTER, INTERNET, AND ELECTRONIC MAIL ACCEPTABLE USE POLICY⁶⁻⁸

Florida Preparatory Academy agrees to provide computer network service to all students under the following terms and conditions:

All students will have use of the student computer network to access, save, and print information for the purpose of enhancing his or her academic experience while at FPA. Certain technologies are available for all students, including:

- Set up of network accounts for the student
- Dormitory room wireless access to the internet
- Lab and Library computer access with internet and printing capabilities

Our Student network will be used in an appropriate manner as determined by the Administrators of FPA. Access to our network service will be discontinued if abused or used in any inappropriate manner. Network access rules are as described following:

- All systems and services on this network are considered private property. Any unauthorized access or alteration of any system, its files, and/or its data on this or any other FPA network is strictly prohibited.
- Students should never download or install any commercial software, shareware, or freeware onto FPA owned local drives, network drives, or disks.
- Students are not to copy other people's work or intrude into other people's files.
- Students are forbidden to collect, distribute, or sell any copyrighted files or programs, including, but not limited to illegal reproductions of games and music.
- Any student who knowingly and willfully harbors, creates, or uses any virus, hacking, or cracking program, with or without the intent to use it against FPA, is subject to immediate dismissal and possible legal action.
- **Any student who jailbreaks iPads belonging to FPA shall be responsible for the replacement of the iPad and may face disciplinary action.**
- Students are prohibited from using applications that were designed for and by system and network administrators on any accessible FPA network. Such programs include, but are not limited to, virus programs, Trojan horse applications, backdoor/background control programs, "sniffer" programs, packet decoder/capture applications, password cracking programs, IP discovery/intrusion programs, protocol analyzers, TCP/IP port scanning applications, NetBIOS scanning programs, and scripting codes such as JAVA, XML, Active X, and others.
- Students should not use profane, abusive, or impolite language to communicate on the network, nor should materials be accessed which are not in line with the rules of FPA behavior.
- Students are never to access sites intended for adult viewing. If accessed by accident, it should be reported to a faculty or staff member immediately so that the offending page can be blocked from the network.
- Students may not email FPA on behalf of their parents without acknowledging they are doing so.

- **Unauthorized use of password or account will result in 50 hours of restriction.**

In relation to the Network Access Rules, the Dean's Office will control access to the student network and internet services as he/she determines necessary. Services are routinely turned off daily after lights out in the Halls.

Student responsibilities are as follows:

- Students are not to borrow or loan electronic computing devices to each other.
- Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the school grounds.
- Students are responsible for their own actions in accessing and utilizing the school's computer resources.
- Students are not to share their username or password with other students.
- Students are advised never to access, keep, or send anything that they would not want their parents, guardians, or teachers to see.



CELL PHONE POLICY 6-9

FPA is not liable for any theft or loss of any cell phone brought to campus by a student or their family, including misuse or theft of cell minutes by another student or anyone else. FPA will not mediate resolution between student families over such losses.

Enrollment at FPA includes agreement of the student, parents, and FPA, to abide by FPA policies, rules, and regulations. That includes agreement to the cell phone confiscation, disposal, and the liability policy described above. Parents must sign the "Understanding of Policy and Waiver Agreement," contained within the Enrollment Kit.

Students must abide by the following rules of cell phone use:

1. Cell phones may only be used:
 - a. During lunch outside the Dining Hall.
 - b. After the school day and before study hall.
 - c. After study hall and before Call to Halls.
 - d. Weekends after wake-up and before Call to Halls.
 - e. In the Halls or – while seated – on the bleachers, at the Canteen, and under the oak tree.
 - f. **IN THE HALL OF FLAGS, STUDENTS MAY USE CELLPHONES WHILE SEATED ON THE COUCHES.**
2. At no time should students use their phone for calls or texts while walking or running.
3. Day students should leave them locked in their locker, and boarders in their wall lockers.
4. Phones are not to be used during the Academic day or in the Academic areas unless authorized.
5. **Phones may not be used in Assemblies or any other formal gatherings in a public forum.**
6. If phone use is distracting a student from staying on task with FPA curriculum or daily life events, he or she may be directed by any adult staff at FPA to cease use of the phone at that time. The student must comply within only a few seconds to tell the other party they must go.
7. Any student with more than one cell phone must inform their Dorm Supervisor.
8. **An up-to-date cell phone number must be kept at Operations at all times.**
9. Violations of the rules above may result in a variety of consequences, as determined by the Dorm Supervisor. They will consider the situation; the behavior record of the student involved, the nature of the violation, and as with all discipline at FPA, makes a sound decision on consequences. Some examples:
 - a. Cell phone use after lights out, like any other lights violation, could range from an on the spot correction to multiple restrictions, depending on the record of such offenses by the student, and the responsiveness to the correction at the time of the incident.

- b. Cell use, ringing, or even bringing it into the classroom may result in immediate confiscation, restriction(s), and loss of cell phone privileges. The classroom sanctity is paramount.
- c. Theft of a cell phone will be treated like any other theft at FPA and is a disciplinary offense.
- d. If your cell phone is confiscated due to improper or unauthorized use, corrective action will be assigned at the discretion of the Dorm Supervisor, the Dean of Students, or the Principal.



PERSONAL SPENDING MONEY 6-10

Students are not allowed to carry or possess more than \$25.00 at any one time while on campus.

An ATM is located within the Hall of Flags; however, FPA does not monitor, govern, or manage the personal financial activities of any student.

KEEP YOUR MONEY EITHER WITH YOU OR LOCKED UP AT ALL TIMES.



MIDDLE SCHOOL STUDENT LIFE 6-13

The Middle School daily life requires different daily procedures for these younger students to assure a healthy and wholesome environment. Differences between the High School daily schedule and Middle School daily schedule are based on physical requirements and maturity levels of younger students and their abilities to handle liberties and privileges. The schedule supports a greater level of supervision.

For Middle School Boarding Students 6-13.1

Weekends are yours to relax, spend time with friends on campus, and engage in outdoor and indoor activities. Each weekend, middle school students will have an opportunity to get off campus, under the supervision of a Dorm Supervisor or other FPA staff member, and go to the mall or the movies or some other planned activity. Until a student is in high school, he or she will not be able to go on town leave without an FPA staff member or Dorm Supervisor to chaperone.

Other activities will occur during the school year which may be for senior high students only; however, every effort will be made to provide appropriate alternative activities for the younger students.



Chapter 7

SPECIAL ACHIEVEMENTS AND RECOGNITION

PRESIDENT'S LIST ⁷⁻¹

Florida Preparatory Academy places a priority on academic excellence and encourages all students to work to their fullest capabilities. The President's List is composed of those students who earn a 4.0 GPA or higher, with all grades being an "A". Those boarding students who earn a place on the President's List will enjoy the opportunity to take town leave every Wednesday after school. See town leave limits and times for more information.



STUDENT OF THE MONTH ⁷⁻²

Those students who are selected as the Students of the Month will have priority food service (go to the front of the line) in the Dining Hall & Canteen.



THE FOUNDER'S CLUB AWARD ⁷⁻³

The Founder's Club Award was established in 2014 and is named for the founders of the Academy. An Award will be presented to students who submit an application and who have earned the minimum 26 points based on the criteria that follow; Dorm Supervisor's approval is also required. Students of any age or grade are eligible to apply; however, only high school students will have the option of extra town leave.

- Criteria 1: Academics (10 points minimum required)
 - All grades A+ or better earn 12 points
 - All grades A or better earn 10 points
- Criteria 2: Behavior (10 points minimum required)
 - A maximum of 9 recorded demerits per marking period earns 5 points **OR**
 - Receiving no recorded demerits during a marking period earns 7 points
 - Earning more than 10 merits for a boarder and 5 merits for a day student during a marking period earns 5 points
- Criteria 3: Extra-curricular activities (5 points minimum required)
 - AFJROTC Cadet- 5 points
 - Competitive team member – 5 points
 - Participation in a recognized club (minimum 10 hours) – 3 points
 - Community Service (10 documented hours per quarter)– 3 points
- Criteria 4: Dorm Supervisor's recommendation (1 point required)

Privileges granted to students who are awarded the Founder's Club Award are:

- Town leave after your last commitment of the day on weekdays. Such leave shall normally end at dusk (time to be determined by the Dean each season).
- Founder's Club Award Ceremony.
- Day Students & **Middle Schoolers** will be allowed to wear PE gear each day.
- Other privileges as may be outlined by the Administration.

The period of designation and privileges shall be one marking period, commencing the first Wednesday following the end of a given marking period, and terminating on the first Tuesday following the end of the next marking period.

Students are to complete and submit an application each quarter if they desire consideration for the Founder's Club Award. Privileges are subject to revocation should discipline and/or academic issues arise.

Appendix

Alphabetical List of Demerits

The Appeal System

Definitions

FPA DEMERIT VALUES – ALPHABETICAL	DEMERITS
Absence – Unexcused	10/DB
• Class, tutorial, evening study hall, meals, practice/game, assembly, Discipline Board, Saturday School, Restriction, KP, Hall Call, DTs	
Absent – General appointment	2
Absent – Signed up / no show	3
Abuse of Privilege	1
Academic Defiance, Negligence (1-10)	3
Antagonizing a Student	2
Appeal – late	2
Appliance (improper possession)	5
Articles not secured (backpacks, clothing, etc.)	2
Boarder allowing day student in dorm room	10/DB
Car Keys – failure to turn in all keys to Operations	5
Careless Statement	3
Chewing Gum	5
Dangerous Conduct 1-10/Discipline Board	10/DB
Day Student locker problem	1
Day Student Trespassing in Squadron	10 /DB
Day Student not signing in for meal	5
Day Student trespassing in parking lot	3
Day Student on campus after hours	5
Day Student parents not calling in by 9:00 am	1
Day Student parents not calling in medical	1
Day Student reckless driving reported, 1 st offense	5
DDO 1 = Student Leader (disobeying a direct order)	2
DDO 2 = Faculty/Staff or Student Leader after warning	3
DDO 2 AW = Faculty or Staff after warning	5
Dean's/Operations Office – misuse during class time	2
Defacing FPA/Private Property	5/DB
Destruction of FPA/Private Property	10/DB
Disc. Conduct – Faculty/Staff	5
Disc. Conduct – Student Leader	2
Disrespect – Faculty/Staff	10/DB
Disrespect – Student Leader	2
Disturbance (in class, dorm, study hall, etc.)	2
Doing other work in class	1
DSO 1 (Disobeying Standing Order)	1
DSO 2	2
DSO 3	3
Electronics left on – room empty	1
Electronics misuse after lights out	2
Electronics misuse during academic day	2
Electronics misuse before or after academic day	2
Evasive and Irresponsible statement	5
Failing to report to the line after classroom ejection or leaving class early	10
FFI 1 – to Student Leaders (Failure to Follow Instructions)	1
FFI 2 – To Faculty	2

Fighting 1 (pushing match)	3
Fighting 2 (hard contact)	5/DB
Food in class or dorm	2
Food – out of Dining Hall	5
Food Ordering Violation (example: Dominos)	3
Guest after hours	3
Guests not signed in at Operations	3
Haircut Required	1
Hall of Flags – improper etiquette	1
Homework – not done	2
Homework turned in late	1
Homework turned in incomplete	1
Horseplay	3
Housekeeping	3
Hygiene violation	1
ID – not in possession (Identification Badge)	1
ID – lost, needs to be replaced (allowance)	1
Improper classroom procedure	10
Improper conduct – after lights out	5
Improper conduct/General	3
Improper log entry	5
Improper performance of duty	2
Improper performance of duty - COD watch	3
Improper verbal response (IVR)	1
Inattention in class	1
Infirmary immunization needed	1
Infirmary misuse, no show	2
Infirmary physical (failure to obtain)	1
Jewelry infraction	2
Key – not in possession	1
Key – lost, needs to be replaced (Charge Slip \$5/\$15/\$25/\$30)	1
Language infraction – 1 (minor swearing)	3
Language infraction – 2 (more severe)	5
Last word – Student Leader	1
Last word – Faculty	2
Late, 1 to 5 minutes	1
Late, more than 5 minutes (3-10)	2
Late return from Home Leave (Weekend)	2
Late return from Home Leave (Weekend) – extremely late	3
Late to restriction	1
Late to Saturday School	1
Late sign-up for shuttle	1
Late sign-up (event or activity)	1
Laundry problems	1
Leave Slip – filled out incorrectly	1
Leave Slip – not left/returned, unsigned	10/DB
Leave Slip – submitted / Student ineligible	3
Leave Slip – submitted late	2
Leaving class early without permission	3

Leaving restriction early (and no credit)	1
Leaving Saturday School early	1
Lighter/Matches (possession)	5/DB
Lights – on after lights out	1
Littering on campus	5
Magazines – Improper possession	2
Medicine – Improper possession	10/DB
Money – exceeding possession of \$25 limit	2
Noise Pollution – inappropriate noise	1
Neglect of Duty – Student Leader	1
Out of Bounds – specific areas not to go	5
Out of room during Study Hall	2
Out of room after lights out (less than 1 hour)	2
Out of room after lights out (more than 1 hour)	3/DB
Parking violation	2
PDA on campus	5/DB
Passing notes in class	2
Piercing violation	3
Reckless Driving reported – 1 st offense	5
Recycling violation	1
Restricted list – not signing on time	1
Room entry w/o key to your own room	10
Room entry w/o key to another student's room	10/DB
Room left open / door ajar – no occupants	1
Room requested to be opened	3
Room door closed while occupied	3
Room door locked while occupied	5
Shave required	1
Shaving cream – misuse	3
Sign-in / Sign-out infraction	2
Sleeping during room study or in class	2
Spitting violation	3
Striking a Student – 1 (pushing)	2
Striking a Student – 2 (hard contact)	5/DB
Striking a Student – needs medical attention	10/DB
Talking – in class	2
Talking violation	1
Telephone misuse – wrong time/place	2
Threatening a Student	5/DB
Thrown out of:	10/DB
• Class, tutorial, evening study hall, meals, practice/game, assembly, Discipline Board, Attendance, Saturday School, Restriction, DT's	
Uniform Violation 1 (minor daily uniform violation)	1
Uniform Violation 2 (major daily uniform violation)	3
Uniform Violation 3 (improper uniform of the day)	5
Uniform Re-Inspection (no show/absent)	3
Uniform Re-Inspection (show/not corrected)	2

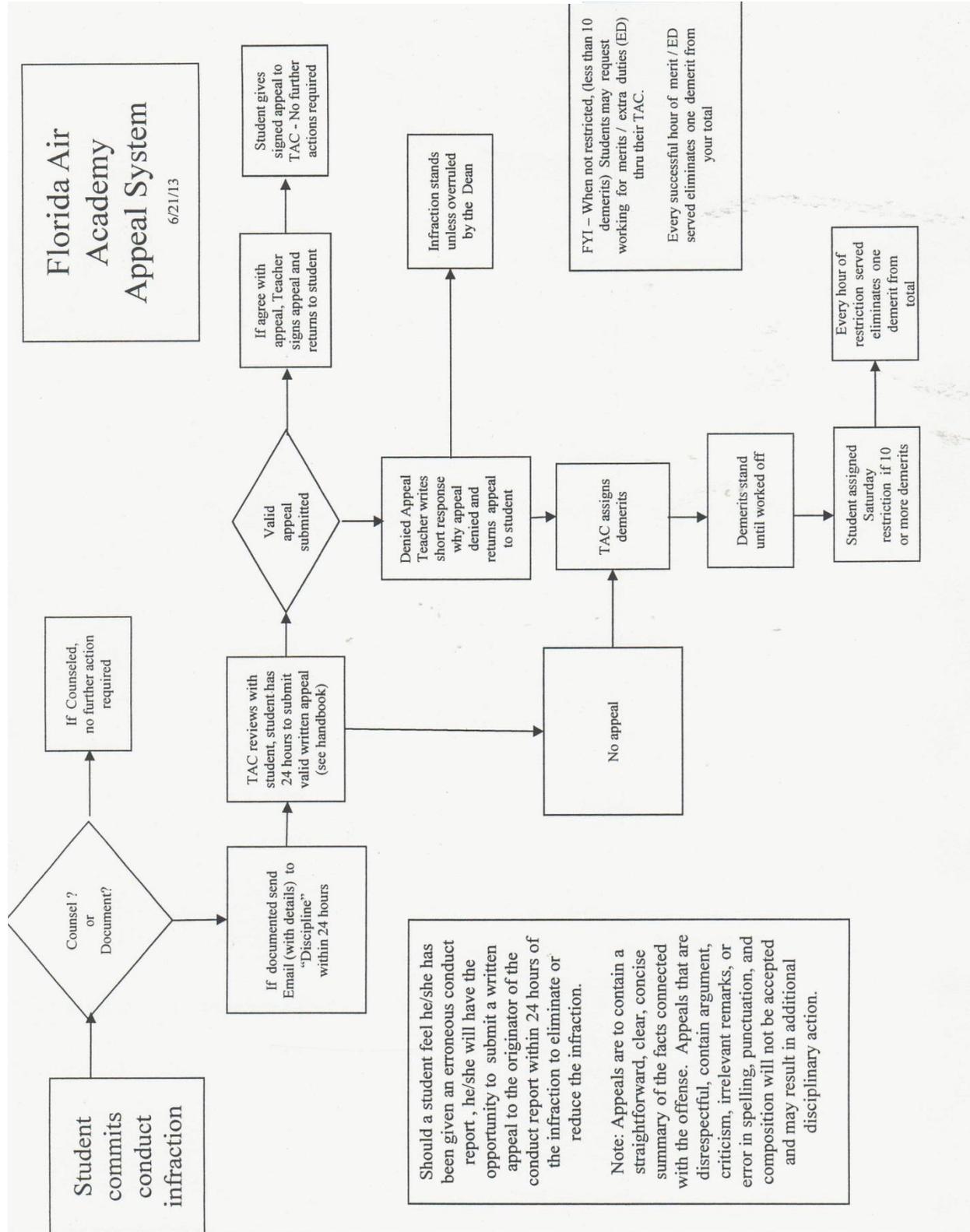
Unauthorized use of Authority	3
Unprepared for class	1
Vacation – Room failure	10
Vacation – Room Inspection Sheet not left at Operations	10
Valuables – Failure to secure properly	5
Videos, Improper Possession	5
Wasting time in class, room study, study hall	2

More serious infractions can result in greater demerits, suspension, or dismissal, including, but not limited to, the following:

1. Absence, Unauthorized over leave or without authorized leave.
2. Absence, Unauthorized from school while on restriction.
3. Appropriating for his or her own use the property of another – or theft – or shoplifting.
4. Indecent exposure.
5. Assault, fighting or threatening.
6. Conduct prejudicial to good order and discipline.
7. Conduct unbecoming a Student and a gentlemen/lady.
8. Direct disobedience to a Faculty Staff or Administrator.
9. Drugs, use and/or possession of (non-prescribed).
10. Fraud, lying, cheating, falsehood.
11. Hazing, gross insubordination, obscenity, malingering, profanity, vulgarity.
12. Possession, use of, trafficking in, or attempting to persuade others to engage in the use of marijuana, depressants, hallucinogens, related stimulants, or other controlled substances.
13. Possession, use of, trafficking in, or attempting to persuade others to engage in the use of alcoholic beverages.
14. Possession of marijuana or narcotic paraphernalia.
15. Vandalism.
16. Use of tobacco.
17. Possession or use of e-cigarettes, vaporizers, or inhalants.
18. Deliberately defacing or destroying FPA property.
19. Unauthorized forming of clubs, groups, fraternities, or other combinations.
20. Cheating.
21. Making a false official word or statement, or falsely checking out or in.
22. Unauthorized handling of or tampering with fire or electrical equipment, public address systems, telephones, cameras, etc.
23. Possession or use of ammunition, gun, pistol, rifle, explosives, fireworks, flares, flammables, smoke bombs, air- or spring-type rifle or gun, slingshot, or any weapon or weapon-like item.
24. Use of unauthorized electrical appliances.
25. Possession or use of any printed or audio/visual literature or material considered inappropriate or pornographic by FPA officials.
26. Gambling.
27. Making an evasive or misleading statement to Faculty Staff or Administrator.

28. Possession of, use of, or trafficking in false or altered identification documents, whether private, FPA, or official state or federal.
29. Puncturing of aerosol cans.
30. Unauthorized possession of FPA keys.
31. Unauthorized sign out at Operations Desk.
32. Entering room, unauthorized, when occupants are absent.
33. Hitchhiking.
34. Dangerous conduct.
35. Falsifying or tampering with a drug test.
36. Tampering with or defacing the ATM.

THE APPEALS SYSTEM





DEFINITIONS

1. **Control of Florida Preparatory Academy:** Students are under the control of FPA:
 - a. While on grounds.
 - b. While off grounds with an FPA sponsored trip or activity.
 - c. While in uniform.
 - d. While coming to or leaving from FPA.
 - e. While on liberty or town leave.
 - f. At any time their actions reflect upon FPA in a positive or negative way.
 - g. Day Students, or Boarding Students on leave, may be considered responsible to FPA for their actions any time they are with Students still under the jurisdiction of FPA.
2. **Absent Without Leave (AWOL):** Students are forbidden to absent themselves, without proper authorization, from school, duty, halls, or any detail to which assigned. Such absences shall be considered a serious offense.
3. **Appliances, Unauthorized:** The possession or use of electrical air conditioners, hot plates, coffee makers, kettles, heating pads, refrigerators, irons, etc., is prohibited in the Halls.
4. **Beverages, Intoxicating:** Students will not possess or traffic in alcoholic beverages of any description. Any Student found guilty of purveying drinks, or found under the influence of an alcoholic beverage, or found drinking or having consumed alcoholic beverages, or bring or cause same to be brought within the limits of FPA, or have same in his/her possession **may be subject to dismissal** from FPA. Students are forbidden to enter any liquor store, bar, cocktail lounge, Hookah Bar, or similar establishment while under the control of FPA.
5. **Bullying:** Any act or action that serves to intimidate, embarrass or humiliate is deemed bullying and is considered in direct contradiction to the core values of FPA and its traditions. Any individual(s) involved in such action(s) will be afforded FPA's due process and can expect to receive disciplinary action as a result. A thorough investigation will be conducted and will be reviewed to determine the most effective method to address the matter and prevent such an incident(s) from reoccurring. Individual(s) engaging in such a manner will be subject to disciplinary action up to and including dismissal from FPA.
6. **Cheating:** Cheating on any exam, test, quiz, essay, research paper, term paper, or assignment – in or out of class – is a serious offense and is considered a violation of Florida Preparatory Academy's Honor Code. Plagiarism is a form of cheating and may be subject to the same penalties. Plagiarism is any attempt to claim the work, words, structure, or ideas of another as one's own. All work taken from another, including quotations, paraphrasing, or sentence structure, must be properly credited.
7. **Clubs, Fraternities, Organizations, Societies, etc.:** No club or other combination will be formed among Students without the approval of the Administration. Any combined or joint action among Students, for the purpose of expressing disapprobation or censor of any activity, service, person, or regulation connected with FPA is expressly forbidden. Students are forbidden

to organize any type of entertainment or association, or act as the agent for any firm, in any business activity while at FPA without permission of the Administration.

- 8. Computer Violations:** Misuse or abuse of a computer or the school's network is considered an Honor Code violation and is subject to a loss of access to technology privileges and possible suspension or expulsion from school. Any violation of the signed Acceptable Use Policy may be grounds for serious discipline and/or discontinuation of the student's access to a school account. Use of, of "breaking into" another's account, the school's databases, or other software not intended for student use is subject to serious discipline.
- 9. Contraband:**
 - a. No medications or drugs, either prescription or over-the-counter, may be kept in the Halls without written approval by the Director of Health and Wellness. All medications will be turned in to FPA's Nurse at Check-In for monitored dispensation.
 - b. Any supplement or protein.
 - c. Caffeine or energy drinks.
 - d. Alcohol in any form.
 - e. Tobacco and all related paraphernalia.
 - f. E-cigarettes, vaporizers, or inhalants.
 - g. Florida Preparatory Academy is a gum-free facility. At no time will chewing gum be allowed.
 - h. Pornography.
 - i. False or altered ID.
 - j. Weapons and/or ammunition, knives, "look alike" toy weapons, or any related paraphernalia.
 - k. Matches or lighters.
 - l. Explosives or fireworks.
 - m. Electric hair clippers.
 - n. Computer keyboard or other spray cleaners (compressed air).
 - o. Electrical cooking or heating appliances.
 - p. Flammable materials.
 - q. Aerosol cans.
 - r. Animals of any kind.
 - s. Ornamental orthodontic device ("grills").
 - t. Food, except in the Dining Hall or Canteen or authorized outside areas.
 - u. Any and all material that may lead to a violation of the Standards of Conduct.
- 10. Damage and Maintenance:** Students assume responsibility for school buildings and the campus. FPA expects students to take the initiative in keeping buildings and the campus in the best possible condition through their own care and by reporting damage they discover. **Charges may be billed to one's student account** for damages caused by the student.
- 11. Dismissal:** Students dismissed from FPA shall not be permitted to return to the campus unless the Dean of Students or President has granted specific permission on each occasion.
- 12. Drugs, Narcotics, and Hallucinatory Substances:** the use of, possession of, or trafficking in medically non-prescribed drugs, narcotics, stimulants, marijuana, controlled or illegal substances, and other hallucinatory substances by Students of FPA is forbidden. Any Student found guilty of this charge **may be subject to dismissal** from FPA. The inhalation of glue – or similar volatile substances – to produce intoxication or exhilarating effect will also be considered a serious offense. Any Student at FPA, found guilty of this charge, **may be subject to dismissal**.
 - a. Your parent or guardian consented that you may undergo random testing and/or testing upon reasonable suspicion that drug usage has occurred. This consent shall remain in force and effect during all periods of time that the student is enrolled or in residence at Florida Preparatory Academy. Should drug testing be necessary, it will be done by a

- licensed medical personnel in a discreet manner. The cost of drug testing will be borne by the parent or guardian.
- b. All dormitory rooms are subject to search by FPA staff. All dormitory rooms and campus areas are subject to occasional inspections by FPA staff. All dormitory rooms and campus areas are subject to search by police with canine assistance, without prior notice. Florida Preparatory Academy is a canine training site for local law enforcement.
 - c. Florida Preparatory Academy conducts random testing of our students and testing will be done discreetly.
13. **False Identification Cards:** Possession, use, or trafficking of false or altered ID Cards is a serious offense.
- a. Possession, use of, or trafficking in false ID cards proving legal drinking age is a serious offense. Any Student found guilty of this offense **may be subject to dismissal** from FPA.
 - b. Possession, use of, or trafficking in altered or falsified official federal or state documents (such as driver's' licenses) may result in dismissal from FPA.
 - c. Possession, use of, or trafficking in altered or falsified Florida driver's license is a felony in the State of Florida and any Student guilty of this **may be subject to dismissal** from FPA.
 - d. Possession, use of, or trafficking in any altered or falsified Academy documents (such as FPA ID card) is a serious offense.
14. **Falsifying of Leave/Liberty/Home Leave Documents:** The falsifying of leave, liberty, or home leave documents is defined as any party to the forgery of signatures on leave slips, parental permissions, or invitations. Any Student found guilty of this offense **may be subject to dismissal** from FPA.
15. **Gambling:** Students are forbidden to gamble, wager, or engage in games of chance. The use of dice or the implement of any game of chance is forbidden. Betting or any form of money wager is forbidden.
16. **Harassment:** Actions that are deemed inappropriate and offensive in any manner may be deemed as harassment. It is the responsibility of the person affected by such actions to inform the offender of their discomfort with being treated in such a fashion. The expectation that the offender will cease such action is the clear expectation of FPA administration, faculty, and staff. The affected person should report such an occurrence to any member of the community and expect to be supported throughout the investigative process, so as to safeguard the health and well-being of those involved. Any verbal, physical, mental, or emotional harassment will not be tolerated. Such actions of a sexual nature are considered especially egregious and will be dealt with severely and swiftly within the context of the academy's due process. Once reported, an investigation will be conducted and the manner will be addressed with all parties involved. Members of the FPA community are encouraged to report such action immediately without fear of reprisal. Such an action by any member of FPA community is considered grounds for dismissal from Florida Preparatory Academy.
17. **Hazing:** FPA is committed to ensuring the health and welfare of all of the members of its community. Any action that serves to cause pain or harm to a member of the FPA community will not be tolerated. It is imperative that every member of the community understand and uphold their commitment to preventing and reporting any act or actions that result in harm to another – be it physical, mental, or emotional. Any such alleged action(s) will be thoroughly investigated and dealt with in a swift and decisive manner. Such action(s) are deemed grounds for dismissal from FPA.

18. **Hitchhiking:** Students may not hitchhike during the time that they are at Florida Preparatory Academy or traveling to or from FPA. This can be an extremely dangerous activity and thus will not be tolerated. Hitchhiking is also a violation of Florida State law.
19. **Improper Classroom Procedure:** Improper classroom procedure is defined as the appearance of cheating (which cannot be specifically proven as cheating) due to the improper conduct or poor judgement of the Student involved.
20. **Indebtedness:** Students are forbidden to contract any indebtedness inside or outside FPA. Students are expressly prohibited from selling or peddling any articles in the Hall or on FPA grounds, or otherwise engage in any profit making enterprise.
21. **Inflammables:** The ignition of matches, lighters, and flammable materials within any building on the school grounds will be considered a serious offense. Possession of such items is prohibited.
 - a. Aerosol cans, including keyboard cleaning devices, are prohibited. Such devices will be confiscated if found and appropriate consequences issued.
 - b. Tampering with, unauthorized use of, or damage to any fire, electrical, or safety equipment will be considered a serious offense and the student **may be subject to dismissal** from FPA.
22. **Literature/Music Unauthorized:** FPA reserves the right to confiscate and otherwise dispose of any literature, photographs, videos, music, drawings, pictures, stationery, or materials of any description – whether in print or electronic - considered by FPA staff as improper. Students found in possession of material classified as improper may be penalized as circumstances dictate.
23. **Lying:** Lying is a serious offense and is considered a violation of Florida Preparatory Academy's Honor Code. Lying is defined as the attempt to deceive in order to gain undeserved advantage. This also includes half-truths, rumors, and evasive or misleading answers or statements. Students violating any of the above may be brought before the Discipline Board and given punishment as the Board may recommend. FPA reserves the right to polygraph our students.
24. **Out of Bounds, Off Limits, and Restricted Areas:** Students found to be in the Hall of the opposite sex (or any other area designated for the opposite sex) **may be subject to dismissal** from FPA. Students may not be in a Hall other than their own without permission from their Dorm Supervisor.

All property outside these boundaries is off limits and shall not be crossed by any student without proper authorization. **The 7-11 store is off-limits at all times.**

- NORTH: Espanola Way (except for Dwight Hall)
- SOUTH: New Haven Avenue (Highway 192)
- EAST: Airport Boulevard
- WEST: Fence bordering athletic fields

IMPORTANT: Any student activities after dark will be held within the Hall of Flags area of campus. This includes the Porch in front of the Hall of Flags, the Pavilion and Tiki Hut area, the Canteen, the bleachers and the sidewalk in front of the bleachers, and the area of the Hall of Flags back door. ***Being on any roof on campus can result in dismissal from FPA.*** The following Campus areas are **off limits after regular use hours and without adult supervision:**

- a. Classrooms and library.
- b. Operations (unless assigned as Operations Staff).
- c. Gym, locker room, and weight room.
- d. Storage facilities.
- e. Maintenance and faculty restrooms (off limits at all times).
- f. Faculty lounge.
- g. Any hall other than your own (off limits at all times).
- h. Any area west of the bleacher fence line.
- i. Blatt, Dwight, Phelps Halls.

- j. Any Faculty or Staff Residence.
 - k. External Hall stairwells.
25. **Personal Conduct:** Conduct inconsistent with good order and discipline may be cause for dismissal from FPA. Improper conduct (dishonesty, immorality, theft, use or possession of narcotics or alcohol, etc.) **may be cause for dismissal.**
- a. Students are expected to be courteous in their dealings with all members of the community, the faculty, other Students, staff, or members of faculty families. Abusive language or physical antagonism cannot and will not be accepted.
 - b. Students are expected to attend all classes, to come to extra help when assigned, and to observe study hall hours as assigned. While in class, Students are expected to behave with courtesy and decorum. Individuals who engage in disruptive and/or rude behavior in class will be asked to leave class and report to **the Principal.**
 - c. FPA reserves the right to hold any student responsible for actions that would be injurious to the reputation of Florida Preparatory Academy.
 - d. Students who are unwilling to abide by the school's policies – or who are considered to be injurious to themselves or to the school community – may be asked to leave.
26. **Pets:** Students may not introduce or keep animals or pets anywhere on the FPA grounds or in any FPA building.
27. **Public Displays of Affection (PDA):** This policy applies to student-to-student relationships and interactions as well as student-to-guest relationships and interactions. Students are subject to this standard any time they are under FPA supervision, including travel on FPA Vehicles and attendance at any FPA events/activities, either on- or off-campus. Physical contact such as kissing and/or holding hands is prohibited while in uniform and/or during FPA events. Sexual contact/conduct is strictly prohibited and can result in dismissal from FPA. If a student is witnessed by FPA faculty or staff engaging in such inappropriate conduct, the student(s) shall adhere to the faculty/staff directives without question.
28. **Racism and Sexism:** FPA strives to maintain a multicultural environment in which all Students, regardless of sex, creed, or color may coexist without fear of persecution. Students are expressly forbidden to say, write, espouse, or promote any behavior or language that singles out a person or persons because of their ethnicity, gender, religious preference, or sexual orientation. Disciplinary action will range from mandatory counseling to restriction to unconditional dismissal from FPA.
- a. Students may not possess any literature, videos, or propaganda that promotes racist or sexist views.
 - b. Students are encouraged to report instances of racism immediately to the appropriate FPA staff member.
 - c. Certain literature or texts used in History and English classes, for example, may contain racist or sexist themes characteristic of the time period in which they were written rather than an indication of FPA Policy. Such materials will only be used for academic purposes.
29. **Search and Seizure of Lockers, Backpacks, and Computer:** Since FPA is responsible for the safety of all students, searches are conducted at times. While recognizing the privacy of students, school personnel will search their rooms, cars, lockers, and storage when due cause has been determined. If convenient, residents of a room being searched will be present, but their presence is not required during a search following a suspected violation. Searches should not be confused with routine visual room inspections, typically conducted by Student Leadership and staff for cleanliness and fire safety compliance in the dormitories. All illegal items or evidence of illegal activity found will be confiscated. In case of major theft or peril to students or faculty, the police may be contacted and they will then assume jurisdiction. Searches may be conducted for, but not limited to:

- a. Illegal substances.
 - b. Weapons.
 - c. Stolen Items.
 - d. Other illegal items or evidence of illegal activity.
30. **Sexual Harassment:** Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Such behavior will not be tolerated and may lead to immediate dismissal from FPA.
31. **Skateboards:** The use of skateboards on FPA grounds or surrounding streets is specifically forbidden. Students may use skateboards only as part of the school-sponsored Skateboarding Activity and only with proper protective gear. Skateboards may not be kept in the Halls; they are to be turned in to the Activities Director for storage until use is authorized.
32. **Free Running/Parkour:** Prohibited at all times while under the discretion of FPA. This includes, on and off campus and any and all FPA activities.
33. **Solicitation of Funds:** Students are forbidden to solicit funds of any nature without permission of the Administration.
34. **Stealing:** Any act of theft is a serious offense and is considered a violation of Florida Preparatory Academy's Honor Code. Stealing **may result in immediate dismissal** from FPA. This includes any act or attempt to keep for oneself the property of another, regardless of how possession was obtained. This holds true both at FPA and in the community. A lesser charge of misappropriation may be imposed at the discretion of the Dean of Students.
35. **Throwing of Objects:** The throwing of rocks or other missiles or dangerous objects at any time outside or inside the building is forbidden and will be considered a serious offense.
36. **Tobacco:** Students are not allowed to smoke or possess any form of tobacco products at any time or in any place. Any Student found smoking in any FPA building **may be subject to dismissal.** Students are not allowed to use or possess smokeless tobacco at any time in any place. Examples are E-Cigs, Chewing Tobacco, Vapor, Hookah, Nicotine Gum...etc. Students are forbidden to enter any establishment specializing in any form of nicotine products, included, but not limited to smoke shops, E-Cigarette stores, Hookah Bars, etc. Students are not allowed to have in their possession any paraphernalia for any of the products listed above.
37. **Trespassing:** Trespassing is a serious offense. Except for Student Leadership in the line of duty, a student shall not enter any room – or Hall - except their own. Only if the occupants of a room invite a student from the same Hall to enter for a visit is room-to-room visiting allowed and then only with dorm supervisor permission.
38. **Weapons:** Students are forbidden to possess weapons, firearms, or explosive devices of any description. Possession of such items may lead to dismissal from FPA.
- a. Weapons are interpreted to include any rifle, pistol, revolver, **Paintball/Aerosol gun,** pellet gun, spring- or pneumatic-type, blow gun, or missile propelling device of any description.
 - b. Any sharp weapons such as knives, throwing devices, etc. are prohibited.
 - c. Any Student possessing or using fireworks of any description on the grounds or in the buildings of FPA **may be subject to dismissal.**



**Student Handbook
Acknowledgement of Receipt**

I hereby acknowledge receipt of the Florida Preparatory Academy Student Handbook. I understand that it is my responsibility to know the contents of the Student Handbook. I also agree to follow the policies, rules, and regulations contained in the Student Handbook.

Student Name

Student Signature

Date