Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Florida Preparatory Academy**

**Student/Parent Handbook**

**2017/2018**

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Letter from Mr. Gideon

Dear Falcons,

Welcome to Florida Preparatory Academy. Here at Florida Prep we strive to give every student the opportunity to develop into positive young adults and dedicated high achieving students. This can only be accomplished when everyone works together. As a former Dean of Students once said, there are three relationships that must be nurtured and maintained in order for this to happen: The Parent, The School and The Student. If at any time any one of these relationships is not working with the other, none can be successful. This Handbook is your part of that deal.

This is a living document and changes and grows with The Academy and our students. All departments have worked together to provide a document we believe will prove a useful tool in a student’s journey to success. Having clear expectations and regulations that foster a healthy and structured environment for all helps to minimize distractions, allowing students to be free to focus on their individual growth and academic goals.

I have been with the Academy for 10 years and involved in education for over 15, and I firmly believe that the family that exist at Florida Prep can serve as the support that any willing student needs to achieve whatever goals they can dream of. I have seen it happen for others, and I look forward to seeing it happen for all of our current students as well.

Please take the time to thoroughly review this Handbook. If you have questions about any items, please do not hesitate to ask me or any member of our staff.

I hope all of our students have an enjoyable and productive year.

Sincerely,

Mr. Gideon

**Introduction**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ABOUT THIS HANDBOOK**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Like most communities, Florida Prep 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 will provide students with information they need to be successful and responsible citizens of the Florida Prep community. Ignorance of the rules and expectations outlined in this Handbook do not constitute an acceptable excuse for inappropriate behavior or failure to adhere to rules and expectations.

NOTE: 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 27th year as the 4th President of the school. In 2004 their grandson, Kyle Dwight Powers, was the first of their grandchildren to graduate from the Academy. In 2013 daughter of Deborah Dwight, Caroline Kingsbury, graduated. The fact that Florida Prep has been a family-run school for all of its 56 years creates a unique atmosphere that pervades all aspects of school life. Many of the faculty and staff have their children attend Florida Prep, and some live on campus with their children to help give more of a “family atmosphere.” Florida Prep 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. May 13th of 2016 Florida Prep held its first graduation donning caps & gowns.

Chapter 1

**Florida Prep Philosophy and Objectives**

**The Vision of Florida Preparatory Academy**

Developing leaders for the 21st century.

**The Mission of Florida Preparatory Academy**

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

At Florida Prep, 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 and social skills, and in 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 Florida Prep 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 Florida Prep.

**A florida Prep Student...**

Is polite, courteous and respectful to others at all times.

Is willing to add to the school community by being helpful, cooperative and thoughtful.

Always has a positive attitude when it pertains to classmates and adults

Continually does his or her very best both in and out of the classroom.

Maintains high personal standards and goals.

Continually represents self, family and the Academy in the best possible way.

**Honor Code**

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 Statement**

Florida Prep 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 or another Florida Prep 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 Prep cannot be responsible for the loss or misuse of any money including credit cards, personal checks, or phone cards, nor will Florida Prep 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 Prep. Florida Prep 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 Prep reserves the right to search your person, belongings, or vehicle at any time to determine compliance with Florida Preps Standards of Conduct.

Florida Prep 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 the parent/guardian.

**National association of independent schools’ principles of good practice**

***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 schools***

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 parents***

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**

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

Chapter 2

 **Schedules**

**High School: WEEK A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am |
|  |  |  |  |  |
| 18:45 – 10:10 am | 28:45 – 10:10 am | 18:45 – 10:10 am | 28:45 – 10:10 am | 18:45 – 10:10 am |
|  |  |  |  |  |
| 310:15 – 11:40 am | 410:15 – 11:40 am | 310:15 – 11:40 am | 410:15 – 11:40 am | 310:15 – 11:40 am |
| 11:45 – 12:25Lunch | 11:45 – 12:25Lunch | 11:45 – 12:25Lunch | 11:45 – 12:25Lunch | 11:45 – 12:25Lunch |
| 512:30 – 1:55 pm | 612:30 – 1:55 pm | 512:30 – 1:55 pm | 612:30 – 1:55 pm | 512:30 – 1:55 pm |
|  |  |  |  |  |
| 72:00 – 3:25 pm | 82:00 – 3:25 pm | 72:00 – 3:25 pm | 82:00 – 3:25 pm | 72:00 – 3:25 pm |
| 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | FRIDAYEARLY DISMISSAL |
| 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities |
| 5:30 – 6:30Dinner | 5:30 – 6:30Dinner | 5:30 – 6:30Dinner | 5:30 – 6:30Dinner |
| 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall |
| 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time |
| 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time |

**High School: WEEK B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am |
|  |  |  |  |  |
| 18:45 – 10:10 am | 28:45 – 10:10 am | 18:45 – 10:10 am | 28:45 – 10:10 am | 28:45 – 10:10 am |
|  |  |  |  |  |
| 310:15 – 11:40 am | 410:15 – 11:40 am | 310:15 – 11:40 am | 410:15 – 11:40 am | 410:15 – 11:40 am |
| 11:45 – 12:25Lunch | 11:45 – 12:25Lunch | 11:45 – 12:25Lunch | 11:45 – 12:25Lunch | 11:45 – 12:25Lunch |
| 512:30 – 1:55 pm | 612:30 – 1:55 pm | 512:30 – 1:55 pm | 612:30 – 1:55 pm | 612:30 – 1:55 pm |
|  |  |  |  |  |
| 72:00 – 3:25 pm | 82:00 – 3:25 pm | 72:00 – 3:25 pm | 82:00 – 3:25 pm | 82:00 – 3:25 pm |
| 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | FRIDAYEARLY DISMISSAL |
| 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities |
| 5:30 – 6:30Dinner | 5:30 – 6:30Dinner | 5:30 – 6:30Dinner | 5:30 – 6:30Dinner |
| 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall |
| 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time |
| 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time |

**Middle School: WEEK A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am |
|  |  |  |  |  |
| 18:45 – 9:35 am | 18:45 – 9:35 am | 18:45 – 9:35 am | 18:45 – 9:35 am | 18:45 – 9:35 am |
|  |  |  |  |  |
| 29:40 – 10:30 am | 29:40 – 10:30 am | 29:40 – 10:30 am | 29:40 – 10:30 am | 29:40 – 10:30 am |
|  |  |  |  |  |
| 310:35 – 11:25 am | 310:35 – 11:25 am | 310:35 – 11:25 am | 310:35 – 11:25 am | 310:35 – 11:25 am |
| Lunch11:30 – 12:05 | Lunch11:30 – 12:05 | Lunch11:30 – 12:05 | Lunch11:30 – 12:05 | Lunch11:30 – 12:05 |
| 412:10 – 1:00 pm | 412:10 – 1:00 pm | 412:10 – 1:00 pm | 412:10 – 1:00 pm | 412:10 – 1:00 pm |
|  |  |  |  |  |
| 51:05 – 1:55 p.m. | 51:05 – 1:55 p.m. | 51:05 – 1:55 p.m. | 51:05 – 1:55 p.m. | 51:05 – 1:55 p.m. |
|  |  |  |  |  |
| 72:00 – 3:25 pm | 82:00 – 3:25 pm | 72:00 – 3:25 pm | 82:00 – 3:25 pm | 72:00 – 3:25 pm |
|  |  |  |  |  |
| 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | FRIDAYEARLY DISMISSAL |
| 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities |
| 5:30 – 6:30Dinner | 5:30 – 6:30Dinner | 5:30 – 6:30Dinner | 5:30 – 6:30Dinner |
| 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall |
| 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time |
| 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time |

**Middle School: WEEK B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am | Morning Meeting8:30 – 8:40 am |
|  |  |  |  |  |
| 18:45 – 9:35 am | 18:45 – 9:35 am | 18:45 – 9:35 am | 18:45 – 9:35 am | 18:45 – 9:35 am |
|  |  |  |  |  |
| 29:40 – 10:30 am | 29:40 – 10:30 am | 29:40 – 10:30 am | 29:40 – 10:30 am | 29:40 – 10:30 am |
|  |  |  |  |  |
| 310:35 – 11:25 am | 310:35 – 11:25 am | 310:35 – 11:25 am | 310:35 – 11:25 am | 310:35 – 11:25 am |
| Lunch11:30 – 12:05 | Lunch11:30 – 12:05 | Lunch11:30 – 12:05 | Lunch11:30 – 12:05 | Lunch11:30 – 12:05 |
| 412:10 – 1:00 pm | 412:10 – 1:00 pm | 412:10 – 1:00 pm | 412:10 – 1:00 pm | 412:10 – 1:00 pm |
|  |  |  |  |  |
| 51:05 – 1:55 p.m. | 51:05 – 1:55 p.m. | 51:05 – 1:55 p.m. | 51:05 – 1:55 p.m. | 51:05 – 1:55 p.m. |
|  |  |  |  |  |
| 72:00 – 3:25 pm | 82:00 – 3:25 pm | 72:00 – 3:25 pm | 82:00 – 3:25 pm | 82:00 – 3:25 pm |
|  |  |  |  |  |
| 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | 3:30 – 4:00Teacher Help | FRIDAYEARLY DISMISSAL |
| 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities | 4:00 – 6:00 Athletic Practices and Club Activities |
| 5:30 – 6:30Dinner | 5:30 – 6:30Dinner | 5:30 – 6:30Dinner | 5:30 – 6:30Dinner |
| 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall | 7:00 – 8:00 Study Hall |
| 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time | 8:00 – 9:00 Quiet Time |
| 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time | 9:00 – 10:00 Free Time |

WEEKEND SCHEDULE

|  |  |
| --- | --- |
| **SATURDAY** |  |
| 9:15 to 10:00 | Breakfast |
| 10:30 to 11:00 | Sick Call |
| 11:00 | Inspection |
| 11:30 to 6:00 | School Trips and/or Town Leave |
| 11:30 to 12:30 | Lunch |
| 5:30 to 6:30 | Dinner |
| 9:30 to 10:00 | Sick Call |
| 11:30 | Lights Out |

|  |  |
| --- | --- |
| **SUNDAY** |  |
| 9:15 to 10:00 | Breakfast |
| 10:30 to 11:00 | Sick Call |
| 11:00 | Inspection |
| 11:30 to 6:00 | School Trips and/or Town Leave |
| 11:30 to 12:30 | Lunch |
| 5:30 to 6:30 | Dinner |
| 6:30 to 8:30 | Academic Atmosphere |
| 8:30 to 9:30 | Canteen |
| 9:00 | Home Leave Ends – Return to Campus |
| 9:30 to 10:00 | Sick Call |
| 9:45 | Report to Halls |
| 10:00 | Junior High Lights Out |
| 10:30 | Grades 9 through 11 Lights Out |
| 11:00 | Seniors Lights Out |

Chapter 3

**Academic Policies**

**Attendance Policy**

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 may be jeopardized. Unexcused absences will 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
* funerals with accompanied documentation
* college visits with accompanied documentation

If a student is to be absent from school with no prior knowledge:

* Parents are required to call in or email to the Academic Office to report an absence no later than 9:00 am. Please call the academic office at (321) 723-3211 x 30145 or by email at attendance@flprep.com.

If a student is it to be absent from school with prior knowledge:

* Parents must notify the Academic Office, in writing, as soon as they know of the absence to obtain 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.

**FOR ALL ABSENCES:**

* 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.
* Teachers will enter “M” 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 arrive late or leave campus during the academic day for any reason, you are to sign out and/or sign in at the Main Office Desk.

**Classroom Guidelines**

1. Be prepared.
2. Always arrive with any required materials.
3. Always maintain the high standards expected of you at Florida Prep.

**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 5 minutes; at the 5-minute mark, they are to report the teacher’s absence to the Academic Office and report to the Hall of Flags.

**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 certain assignments missed during the suspension period.

**Evening Study Hall Guidelines (Self-Study Sessions Held In the Dormitory)**

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.
* Refrain from using unauthorized electronics.

**Grading Scale and Grade Points**

#### Grades are calculated as follows below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Score** | **Grade** | **Points** | **Honor’s 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 Distinctions**

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.

**Honors and AP Course Guidelines:**

For students to be enrolled in Honors and AP course the following requirements need to be met:

Honors Courses:

* Teacher Recommendation Required
* Grades of 85 or higher in all prerequisite coursework

AP Courses:

* Teacher Recommendation Required
* Grades on 90 or higher in all prerequisite coursework

Dual Enrollment:

* All Dual Enrollment Guidelines will meet the requirements placed by the college or university.

Academic Assistance

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 be required to use student planner
		- Students will attend study hall daily from 3:30 – 4:00 PM in the Dining Hall
		- Boarding students will attend AA study hall during the evenings from 7:00 – 9:00 PM Monday – Thursday (Tutors will be available to help in all subject areas.)
		- Students will remain on AA for at least 1 week until grade is above a 70.

**If students do not attend afterschool study hall without an excuse the following consequences will occur.**

* 1 missed session – KP for lunch the following day
* 2 missed sessions – Friday detention
* 3 missed sessions – Saturday detention

**Counseling and guidance**

The Florida Prep Counseling and Guidance Department offers a comprehensive program with a variety of personal, academic, and college services for all students, grades 5th through 12th. The department assists students with programs to navigate middle and high school including:

***academic***

* Course selection and scheduling.
* Extracurricular advisement.
* 4 or 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.

The Counseling and Guidance Office hours are 8am-4:30pm Monday through Friday. Students should visit with counselors before or after school and during their lunch period. 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 a student get additional academic assistance, but the effort must first come from the student!

#### ***Teacher Help Session***

Monday through Thursday, from 3:30 – 4:00 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.

####

#### ***Tutoring***

**Afternoon Tutorial Option**

* Sessions are held from 4:00 to 6:00 pm, Monday through Thursday in one hour 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.
* Class size is limited to three students maximum.

**Individual Tutoring**

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

**Study Hall Tutorial Option**

* Sessions are held during evening Academic Assistance study hall time.
* Sessions are usually designed around subject areas and meet in small classroom settings.
* Class size is limited to three students maximum.

**Late Returns from School Events**

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 the first academic class.
* Between 2:00 am and 4:00 am, students will be excused from all academic class periods before lunch.

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.

Chapter 4

**Operations Office:**

**Student and Residential Life**

**RESIDENTIAL STUDENTS**

**Travel**

Florida Prep 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, 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.

All travel information, including a copy of the itinerary, must be forwarded to the Travel Manager **no later than a month prior** to travel date for all holiday travel (Fall Break, Winter Break and Spring Break), for year-end travel, and for any other travel by public transportation throughout the year.

**Airport Pick-up**

If flying to Florida Prep, 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 should call the Operations Office (321) 723-3211 ext. 201 for pick up, then wait just outside of baggage claim.

***Pick-Up of First Time Students***

Students who are NOT unaccompanied minors will be met by an Florida Prep driver or authorized Shuttle Service at the baggage carousel. The driver will be wearing a Florida Prep 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***

At Orlando International Airport, all students will be met in the baggage claim area; however, a Florida Prep 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**

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**

Some airlines consider those under age 14 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 Florida Prep 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)**

Florida Prep 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**

Upon your arrival at Florida Prep, 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**

* 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 drinks of any kind, except plain bottled water, in student rooms.
* The only food items allowed in rooms is packaged, non-perishable food that is stored in the air-tight transparent containers sold in the Student Store.
* 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, Florida Prep 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 Florida Prep property.
* Day students and non-student guests are not allowed in the dorm areas without express permission from the Dorm Supervisor.

**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**

**Fire and Other Emergencies**

**Students are required to know and follow fire drill procedures.**

When the fire alarm rings, Florida Prep 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 Florida Prep and possible arrest and/or fines.

**Evacuation Operational Protocol**

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, Florida Prep employees (administrators, faculty, Florida Prep 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. The rally point for evacuation is Falcon Field behind the Hall of Flags.
8. 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.
9. Hall Directors will report to the Dorm Supervisor the status of their Hall with regards to accountability.
10. 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.

**Inspections**

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

**Daily Inspections**

Every day all halls are to be cleaned and ready for inspection. Inspection will occur during random times through the day during the week, requiring rooms cleanliness to be maintained throughout the day. Student leadership will informally inspect rooms prior to the start of school

**Room Inspection Guide**

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

1. **Common Areas** (Hallway, Bathroom)
	1. Hallway will be free of trash.
	2. Bathroom floors free of clothing and/or trash.
	3. Toilets flushed.
	4. Trash Cans emptied and cleaned, and new liners installed.
2. **Student room**
	1. Windowsills and tops of wall lockers free of dust.
	2. Floors vacuumed and lint picked up.
	3. Trash Cans empty and leaning against the wall upside down, fresh liners installed.
	4. Baseboards, walls, and doors clean and free of marks.
	5. Footlockers:
		1. 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.
3. **Bed** The pillow will be centered at the top of the bed.
	1. The bed will present a neat and wrinkle free appearance.
	2. 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.***

1. **Towel**
	1. Hung on the hook provided. Students will always have a towel on display.
	2. A washcloth and/or bathrobe may be hung with the towel if wet.
	3. Bathrobe must be hung on a hanger.
2. **Laundry Bag**
	1. Laundry bag is never filled more than half full.
	2. All students have at least two bags and must have one displayed at all times.
	3. Marked with the last name, student number and hall number .
3. **Desk area and under desk.**
	1. Free of dust, loose papers, and books.
	2. All books must be neatly arranged on the bookshelf.
	3. 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.
4. **Wall Locker: Neat & Orderly**
	1. Dress code items should be hung in a neat and orderly fashion.
	2. Drawers: All items will be placed neatly.
	3. 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.
	4. **Wall locker must be locked at all times when the room is not occupied by student**. (If found unlocked during an inspection, the wall locker is subject to an additional inspection.

**Weekend Inspections**

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

A pass/fail inspection will be held each weekend prior to opening Town Leave.

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**Town Leave**

Eligible high school students may go on town leave only at the designated time and day, and only with permission from the appropriate 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 the 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 student. Upon returning to campus students are subject to inspection before returning to their 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.

**A student is not eligible for town leave if any of the following conditions exist:**

* **A student has been assigned disciplinary action.**
* **A student’s file indicates his or her parent/guardian has not given permission to take town leave.**
* 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 or Uber (confirmation email must be forwarded to Operations@flprep.com).
* 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.
	+ ***Permission is required from BOTH the student’s parent AND the Dormitory Supervisor.***
* Town Leave must always begin and be completed within daylight hours.
* A student may never ride in a vehicle driven by another student (including Day Students), or anyone else under 25 years of age.
* A student must sign in immediately upon return to campus.
* Middle school students who are 13 and older may receive permission to go on town leave with parental approval. However, they must be in the company of a high school student for the duration of their town leave.
* Boarding students may not be signed out overnight on a school night by anyone other than immediate family or legal guardian.

***Town Leave Boundaries***

* 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 or Uber
	+ 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, except Viera.

***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 | Chipotle | 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.***



**Campus Boundaries**

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**

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.

**Running Circuit**

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**

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:

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:
	* A written invitation from the host family.
	* 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 Florida Prep shuttle for home.
6. Parents or legal guardians 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. If a student is signing out for Home Leave without a parent or legal guardian present, he/she must be signed out or in by an Operations staff member.
7. On Fridays, students will not be able to sign out until they have attended the Hall briefing and passed room inspection.
8. On a random basis, students returning from home leave may have their baggage inspected before they are allowed to return to their rooms.
9. At least one member of the Student Leadership Council must remain on campus each weekend.
10. Once the weekend has begun, parents or legal guardians may show up unexpectedly and check out their own child overnight but not other students without specific permission granted by the other student’s parents and the Dean of Students.

**ROOM SET-UP FOR DEPARTURE**

*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**

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 Florida Prep.

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 unless permission has been granted for them to stay.

**Weekend Life**

***On Campus***

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

***Off Campus***

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. Students will be asked to sign up for weekend activities on the Monday prior to the weekend.

***Ordering Food***

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 may order food between 4:00 and 10:00 on Fridays, between 11:30 am and 10:00 pm on Saturdays, and between 11:30 am and 9L00 pm on Sundays.

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 without permission; it 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 privilege.

* 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.

**ALL STUDENTS**

**School Dress Code**

Florida Prep dress code standards prepare students for real world standards of grooming and proper hygiene.

**Academic Uniform Monday – Friday ALL STUDENTS**

Florida Prep polo shirt, tucked in at the waist (All undershirts must NOT be visible)

Shorts, pants, or skorts

Black or Brown belts must be worn

Socks must extend above the ankle

Conservative closed toe and closed heeled shoes

**PE Uniforms (During PE classes only) Monday – Friday ALL STUDENTS**

Florida Prep issued t-shirt and gym shorts

Socks must extend above the ankle

Conservative sneakers

**Outerwear**

Students may wear FPA outerwear ONLY

**ROTC Students - One Day Per Week - ROTC Issued Uniform**

Issued Air Force short sleeved blue shirt

o Must be tucked in with no blousing that covers belt

o Females may wear princess cut (not tucked in)

o Plain white V-neck undershirt

Issued Air Force uniform trousers

o Worn at waist

Air Force belt w/silver buckle

School issued low quarters, Fully laced and tied at all times

Black/blue crew length socks

Blue name tag

Student rank (if earned) must be worn

Tie/Tab if required

**Home School Students in JROTC**

* Home School students in the AFJROTC program will wear an AFJROTC polo and dark blue or khaki pants or shorts, worn at the waist with a black or brown leather belt.
* Appropriate conservative closed-toed and closed-backed, flat shoes will be worn at all times.
* Cool Weather” options include the dress code long pants any non-hooded outerwear with a Florida Prep logo. All outerwear must have the Florida Prep log.
* The AFJROTC program will provide Physical Training t-shirt and shorts for each student in the AFJROTC program.
* Students are expected to wear athletic shoes for PT

Headphones should not be worn while students are walking across campus; this is a safety concern.

**Off Campus Dress Code**

Students will wear the assigned dress code items for off campus activities and trips, as dictated by the weather, the nature of the activity, and any other pertinent factors. This will be mandatory for all students participating on the trip.

### Personal Hygiene and Grooming

 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.
* Sideburns shall extend no lower than the 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).
* No notches or designs shall be cut into the hair.
* 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.
* Personal cleanliness and hygiene also require that all Students bathe daily.

For **Female** students, the following criteria apply:

* Hair pins, combs, headbands, elastic bands, and barrettes that are conservative and similar to their hair or clothing 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. Chemicals used in the application of acrylic nails are NOT permitted in the Halls

For Both:

* **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 earrings not to be bigger than a dime. Gauges, facial, tongue, and cartilage 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 strongly discouraged, including Hennas or any form of temporary tattoo. Any student with tattoos may be asked to keep them covered. A student may only get a tattoo while at the Academy with written permission from his/her parent or legal guardian.

***Life Outside the Classroom***

**Non-Dress Code Attire**

Students must be in proper dress code at all times unless otherwise indicated. At those times when non-dress code attire is allowed, good taste and decorum govern what a student should wear on and off campus. If a student is 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 Florida Prep 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 Florida Prep guidelines for non-uniform clothing.

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

* No showing midriff.
* No low cut, see through, or provocative tops.
* No inappropriate language/ slogans / artwork / logos.
* Jeans may be worn. 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.

**Automobiles and Other Motorized Vehicles**

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 Florida Prep 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 Florida Prep 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 and home school 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 and home school 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 and home school students who have permission to drive will use their assigned student parking slot near Florida Prep’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 or home school 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 and home school students) ONLY with approval.
* Florida Prep 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 Found**

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 Florida Prep.

**Hall of Flags Etiquette**

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.
* Florida Prep 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.

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

**Leadership Skills program**

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, a 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 skills, and provide practice in problem-solving skills. The LSC experience will be essential to the success of these students and Florida Prep 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 5

**Student Services**

**CAMPUS STORE AND CANTEEN**

The Campus Store and Canteen are open at certain times each day. In addition to your initial issue, you may purchase toiletries, school supplies, Florida Prep 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 Florida Prep Canteen Book or with cash or credit card.

**DINING HALL**

A key element of life at Florida Prep 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. Home school students may purchase lunch on a day to day basis.

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

Students will be issued a student identification badge soon after arriving at Florida Prep. 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 Florida Prep transportation.

**WELLNESS CENTER**

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.
* 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***

* 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***

* 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***

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

#### ***Bio-Hazards and Waste***

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

#### ***Medical Leave of Absence***

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. A re-entry meeting will be conducted including the student, student family or representatives, Dean, Director of Health and Wellness, and any other administrator or staff member involved in the care of that student.

**Laundry**

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***

* 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 must turn in uniform items separate from their personal laundry as these uniform pieces will be dry-cleaned. The turn-around time for dry cleaning is two to three days.

***Linen Exchange***

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

The library is open during designated times on weekdays and in the evenings during Study Hall. Students 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

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 through the mail.

### Computer, Internet, and Electronic Mail Acceptable Use Policy

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 Florida Prep. Certain technologies are available for all students, including:

* Setup 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 Florida Prep. 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 Florida Prep network is strictly prohibited.
* Students should never download or install any commercial software, shareware, or freeware onto Florida Prep 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 Florida Prep, is subject to immediate dismissal and possible legal action.
* Any student who jailbreaks iPads belonging to Florida Prep 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 Florida Prep 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 Florida Prep 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 Florida Prep 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

Florida Prep 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. Florida Prep will not mediate resolution between student families over such losses.

Enrollment at Florida Prep includes agreement of the student, parents, and Florida Prep, to abide by Florida Prep 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:
	1. During lunch outside the Dining Hall.
	2. After the school day and before study hall.
	3. After study hall and before Call to Halls.
	4. Weekends after wake-up and before Call to Halls.
	5. In the Halls or – while seated – on the bleachers, at the Canteen, and under the oak tree.
	6. **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. Any student with more than one cell phone must inform their Dorm Supervisor.
7. An up-to-date cell phone number must be kept at Operations at all times.
8. 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 Florida Prep, makes a sound decision on consequences. Some examples:
	1. 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.
	2. 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.
	3. Theft of a cell phone will be treated like any other theft at Florida Prep and is a disciplinary offense.
	4. 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

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

Certain incidental fees may be covered through the ATM machine, which is privately owned by Florida Prep and located within the Hall of Flags. The ATM has a $2.50 transaction fee. The ATM cannot make deposits; however, the ATM has the ability to vend currency in $10 increments. Any bank debit card with Visa or Master Card logo can be used. This includes rechargeable Visa or Master Card gift cards. Florida Prep does not monitor, govern, or manage the personal financial activities of any student.

Payments may also be made online on the Florida Prep website under 'Make a Payment' or through wire transfer.

***STUDENTS SHOULD KEEP MONEY EITHER WITH THEM OR LOCKED UP AT ALL TIMES.***

### Middle School Student Life

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***

Weekends are yours to relax, spend time with friends on campus, and engage in outdoor and indoor activities. On most weekends, middle school students will have an opportunity to get off campus under the supervision of a Dorm Supervisor or other Florida Prep staff member, and go to the mall or the movies or some other planned activity. Middle school students 13 years old or older may go on town leave with parental permission and if eligible; however, they must be accompanied by a reliable high school student at all times. This will be arranged by the Dorm Supervisor.

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 6

**Special Achievements and Recognition**

### *President’s List*

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***

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*

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.
* Ice Cream Social & Front of Line privileges in dining hall.
* 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.

**Admissions Student Ambassador Program**

Goal: To select and train reliable and knowledgeable students to participate in the admissions process for the purpose of assisting in enrolling students.

Student Ambassador Responsibilities:

· Become trained in all areas

· Provide campus tours during Open Houses

· Serve as hosting student during prospective student shadow days

o When possible, the student who conducted the tour will also act as shadow host

· Serve as mentor of new students who join the student body after Opening Day

o When possible, mentor student will be the same student who was shadow host

· Provide any feedback to the Admissions Director about tours, shadowing and mentoring process or about new student

Student Selection

· From Leadership School two student leaders will chosen to be Ambassador Leaders as their assignment

· These leaders, along with school administrators, will select a core of students (12 to 20) to serve as Ambassadors

· The selection process will take place as follows:

o The Admissions Director will send out a letter to all students soliciting for the program

o Candidates will be required to submit a paragraph expressing their interest and providing some background information

o Candidates will also be required to supply a written recommendation from a teacher

o A Selection Committee, to include the student leaders, will meet to approve ambassadors from all candidates.

o Training will then take place prior to the first Open House

· The student leaders will assist the Admission Director in coordinating all of the Student Ambassador activities

Other information

· The Admission Director will take on the responsibility of training Ambassadors, with input from other key administrators.

· Student Ambassadors will wear badges identifying them as Ambassadors while performing Ambassador functions

· Students who serve as Ambassadors will be recognized during the year-end awards ceremonies and may receive “perks” throughout the year for their service

Chapter 7

One of the major objectives of the Florida Prep program is to prepare middle school students for high school, prepare High school students for college, and prepare all students for life. Receiving a strong academic education in both middle and high school is crucial. Receiving a strong “Life Education” is equally crucial. To accomplish this, all faculty and staff members at Florida Prep are committed to work as a team to provide both academic and life educational experiences for all students. Like anywhere in life, certain guidelines and expectations must be set out for a team to accomplish its goal. This is the purpose of this chapter of the Student Handbook.

In schools like Florida Prep, students are likely to make good decisions most of the time. However, we all make mistakes. Our philosophy is that, when students make poor decisions, they create a learning opportunity for themselves, and a teaching opportunity for our faculty and staff. This is also a part of providing an overall education. Our goal is always that students learn lessons that will stay with them for life.

**Citizenship and Conduct**

Students are expected to maintain Florida Prep standards of personal excellence by conducting themselves with thoughtfulness, courtesy, and responsibility at all times, whether on or off the Florida Prep campus. As a result they will be held accountable for their actions and their decisions. All Florida Prep 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:

* Self-respect and pride in appearance as a member of the Florida Prep Student Body.
* Respect for others, whether students, faculty, family,or persons not members of the Florida Prep community.
* Good judgment in relationships.
* Respect for property of the school and others.
* Being prepared for all classes, assemblies, duties, activities, obligations a any other responsibilities.
* Acceptance of guidance/discipline from faculty and staff.
* Maintaining the Florida Prep Student Honor Code.

**General Behavior**

All students will strive to uphold a high standard of conduct. For residential students, Dorm Supervisors will assist 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 Florida Prep 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 Florida Prep.
* 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 Florida Prep is prohibited without permission.
* Public Displays of Affection (PDA) are not allowed.

It is the responsibility of every student to report any unsafe practices or incidents to adult authority.

**Hazing, Bullying, Harassment**

Any act of bullying, hazing, or harassment is contrary to the culture and spirit of Florida Prep and will be thoroughly investigated and addressed swiftly and decisively. Perpetrators of such actions will be afforded due process in accordance with Florida Prep guidelines and protocols. Such actions will not be tolerated to any degree and are considered in direct conflict with Florida Prep principles. Inasmuch, the offender will face stiff disciplinary action and can be asked to leave Florida Prep 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 Florida Prep President.

**Conduct on academy vehicles**

All Florida Prep behavioral standards apply while in Florida Prep 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 Florida Prep transportation.

**Academic Cheating Protocol**

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.

**Penalties for Offenses**

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 Florida Prep 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. **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.
3. **Weekend Restrictions:** When the nature of a student offense requires more serious punishment, he/she may be assigned a Weekend Restriction.

**Restriction Guidelines:**

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.

Student athletes who are on weekend restriction may attend games or events. 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.

1. **Restriction Options**: There are three types of restriction, depending on the severity of the offense or offenses: Friday only restriction, from the end of school until lights out; Friday and Saturday restriction, from the end of school Friday until lights out on Saturday; or full Weekend Restriction, from the end of school on Friday until lights out on Sunday evening.

1. **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. 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.

1. **Out-of-School Suspension:** If a student’s conduct warrants an out-of-school suspension, 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.

1. **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.

1. **The Discipline Board (DB):** Students whose behavior does not meet the standards set by Florida Prep 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 Florida Prep’s President.

1. **Dismissal**: The mission of Florida Prep is to educate; therefore, all reasonable steps are taken to avoid dismissal without compromising standards. Florida Prep 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 Florida Prep’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 Florida Prep President for consideration. Only the Florida Prep President can dismiss a student.
2. **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 must be in writing and submitted to the Dorm Supervisor or Assistant Dean (for day students) no later than 24 hours after the student has been notified of the consequences. 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.

1. **Referral to Appropriate Authorities:** School administrators may contact or refer to appropriate legal authorities if circumstances warrant such action.

**More Serious Infractions**

More serious infractions can result in greater consequences, such as 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. Unexcused absence from class or school, repeated
4. Appropriating for his or her own use the property of another – or theft – or shoplifting.
5. Assault, fighting or threatening of a severe nature or when injury occurs.
6. Bullying, repeated or with severe results.
7. Direct gross disobedience to a faculty or staff member or an administrator.
8. Fraud, lying, cheating, falsehood.
9. Gross insubordination, obscenity, malingering, profanity, vulgarity.
10. 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.
11. Possession, use of, trafficking in, or attempting to persuade others to engage in the use of alcoholic beverages.
12. Possession of marijuana or narcotic paraphernalia.
13. Use of tobacco.
14. Possession or use of e-cigarettes, vaporizers, or inhalants.
15. Falsifying or tampering with a drug test.
16. Deliberately defacing or destroying FPA property; vandalism.
17. Unauthorized forming of clubs, groups, or fraternities for inappropriate purposes
18. Cheating, repeated
19. Unauthorized handling of or tampering with fire or electrical equipment, public address systems, telephones, cameras, etc.
20. 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.
21. Use of unauthorized electrical appliances that could endanger others.
22. Possession or use of any printed or audio/visual literature or material considered inappropriate or pornographic.
23. Gambling.
24. PDA, repeated, inappropriate contact or indecent exposure.
25. Possession of, use of, or trafficking in false or altered identification documents, whether private, FPA, or official state or federal.
26. Puncturing of aerosol cans.
27. Unauthorized possession of FPA keys.
28. Unauthorized sign out at Operations Desk.
29. Entering room, unauthorized, when occupants are absent.
30. Hitchhiking.
31. Dangerous conduct.
32. Dangerous use of private vehicles
33. Tampering with or defacing the ATM.

**Definitions**

1. **Supervision of Florida Preparatory Academy:** Students are under the supervision of Florida Prep:
	1. While on grounds.
	2. While off grounds with an Florida Prep sponsored trip or activity.
	3. While in uniform.
	4. While coming to or leaving from Florida Prep.
	5. While on liberty or town leave.
	6. At any time their actions reflect upon Florida Prep in a positive or negative way.
	7. Day Students, Home School Students or Boarding Students on leave, may be considered responsible to Florida Prep for their actions any time they are with Students still under the jurisdiction of Florida Prep.
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 Florida Prep, or have same in his/her possession **may be subject to dismissal** from Florida Prep. Students are forbidden to enter any liquor store, bar, cocktail lounge, Hookah Bar, or similar establishment while under the control of Florida Prep.
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 Florida Prep and its traditions. Any individual(s) involved in such action(s) will be afforded Florida Prep’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. Individuals engaging in such a manner will be subject to disciplinary action up to and including dismissal from Florida Prep.
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 Florida Prep 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 Florida Prep 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:**
	1. 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 Florida Prep’s Nurse at Check-In for monitored dispensation.
	2. Any supplement or protein.
	3. Caffeine or energy drinks.
	4. Alcohol in any form.
	5. Tobacco and all related paraphernalia.
	6. E-cigarettes, vaporizers, or inhalants.
	7. Florida Preparatory Academy is a gum-free facility. At no time will chewing gum be allowed.
	8. Pornography.
	9. False or altered ID.
	10. Weapons and/or ammunition, knives, "look alike" toy weapons, or any related paraphernalia.
	11. Matches or lighters.
	12. Explosives or fireworks.
	13. Electric hair clippers.
	14. Computer keyboard or other spray cleaners (compressed air).
	15. Electrical cooking or heating appliances.
	16. Flammable materials.
	17. Aerosol cans.
	18. Animals of any kind.
	19. Ornamental orthodontic device (“grills”).
	20. Food, except in the Dining Hall or Canteen or authorized outside areas.
	21. 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. Florida Prep 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 Florida Prep 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 Florida Prep is forbidden. Any Student found guilty of this charge **may be subject to dismissal** from Florida Prep. The inhalation of glue – or similar volatile substances – to produce intoxication or exhilarating effect will also be considered a serious offense. Any Student at Florida Prep, found guilty of this charge, **may be subject to dismissal**.
	1. 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.
	2. All dormitory rooms are subject to search by Florida Prep staff. All dormitory rooms and campus areas are subject to occasional inspections by Florida Prep 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.
	3. 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.
	1. 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 Florida Prep.
	2. Possession, use of, or trafficking in altered or falsified official federal or state documents (such as driver's’ licenses) may result in dismissal from Florida Prep.
	3. 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 Florida Prep.
	4. Possession, use of, or trafficking in any altered or falsified Academy documents (such as Florida Prep ID card) is a serious offense.
14. **Falsifying of Leave/Home Leave Documents**: The falsifying of 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 Florida Prep.
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 Florida Prep 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 Florida Prep community are encouraged to report such action immediately without fear of reprisal. Such an action by any member of Florida Prep community is considered grounds for dismissal from Florida Preparatory Academy.
17. **Hazing:** Florida Prep 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 Florida Prep 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 Florida Prep.
18. **Hitchhiking:** Students may not hitchhike during the time that they are at Florida Preparatory Academy or traveling to or from Florida Prep. This can be an extremely dangerous activity and thus will not be tolerated. Hitchhiking is also a violation of Florida State law.
19. **Indebtedness:** Students are forbidden to contract any indebtedness inside or outside Florida Prep. Students are expressly prohibited from selling or peddling any articles in the Hall or on Florida Prep grounds, or otherwise engage in any profit making enterprise.
20. **Flammables:** 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.
	1. Aerosol cans, including keyboard cleaning devices, are prohibited. Such devices will be confiscated if found and appropriate consequences issued.
	2. 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 Florida Prep.
21. **Literature/Music Unauthorized:** Florida Prep 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 Florida Prep staff as improper. Students found in possession of material classified as improper may be penalized as circumstances dictate.
22. **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. Florida Prep reserves the right to polygraph our students.
23. **Out of Campus 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 Florida Prep. 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 Florida Prep.*** The following Campus areas are **off limits after regular use hours and without adult supervision:**

* 1. Classrooms and library.
	2. Operations (unless assigned as Operations Staff).
	3. Gym, locker room, and weight room.
	4. Storage facilities.
	5. Maintenance and faculty restrooms (off limits at all times).
	6. Faculty lounge.
	7. Any hall other than your own (off limits at all times).
	8. Any area west of the bleacher fence line.
	9. Blatt, Dwight, Phelps Halls.
	10. Any Faculty or Staff Residence.
	11. External Hall stairwells.
1. **Personal Conduct:** Conduct inconsistent with good order and discipline may be cause for dismissal from Florida Prep. Improper conduct (dishonesty, immorality, theft, use or possession of narcotics or alcohol, etc.) **may be cause for dismissal**.
	1. 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.
	2. 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.
	3. Florida Prep reserves the right to hold any student responsible for actions that would be injurious to the reputation of Florida Preparatory Academy.
	4. 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.
2. **Pets:** Students may not introduce or keep animals or pets anywhere on the Florida Prep grounds or in any Florida Prep building.
3. 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 Florida Prep supervision, including travel on Florida Prep Vehicles and attendance at any Florida Prep events/activities, either on- or off-campus. Sexual contact/conduct is strictly prohibited and can result in dismissal from Florida Prep. If a student is witnessed by Florida Prep faculty or staff engaging in such inappropriate conduct, the student(s) shall adhere to the faculty/staff directives without question.
4. **Racism and Sexism:** Florida Prep 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 Florida Prep.
	1. Students may not possess any literature, videos, or propaganda that promotes racist or sexist views.
	2. Students are encouraged to report instances of racism immediately to the appropriate Florida Prep staff member.
	3. 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 Florida Prep Policy. Such materials will only be used for academic purposes.
5. **Search and Seizure of Lockers, Backpacks, and Computer:** Since Florida Prep is responsible for the safety of all students, searches are conducted at times. While recognizing the privacy of students, school personnel may search their rooms, cars, lockers, luggage, packages and storage areas 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:
	1. Illegal substances.
	2. Weapons.
	3. Stolen Items.
	4. Other illegal items or evidence of illegal activity.
6. **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 Florida Prep.
7. **Skateboards:** The use of skateboards on Florida Prep grounds or surrounding streets is specifically forbidden. Students may use skateboards only as part of the school-sponsored Skateboarding Activity or for off-campus transportation (with parent permission), 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.
8. **Free Running/Parkour:** Prohibited at all times while under the discretion of Florida Prep. This includes, on and off campus and any and all Florida Prep activities.
9. **Solicitation of Funds:** Students are forbidden to solicit funds of any nature without permission of the Administration.
10. **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 Florida Prep. 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 Florida Prep and in the community. A lesser charge of misappropriation may be imposed at the discretion of the Dean of Students.
11. **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.
12. **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 Florida Prep 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.
13. **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.
14. **Weapons:** Students are forbidden to possess weapons, firearms, or explosive devices of any description. Possession of such items may lead to dismissal from Florida Prep.
	1. 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.
	2. Any sharp weapons such as knives, throwing devices, etc. are prohibited.
	3. Any Student possessing or using fireworks of any description on the grounds or in the buildings of Florida Prep **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

NOTE: Not all topics or situations are referred to in this Handbook. The staff of Florida Preparatory Academy maintain the right to employ standard and acceptable consequences when issues not covered herein arise.