



# Lake Mary

## Preparatory School

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# STUDENT HANDBOOK

## 2018-2019

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**Lake Mary Preparatory School**  
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Lake Mary, FL 32746  
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Updated  
1/30/19



# Lake Mary

## Preparatory School

## MISSION, VISION, VALUES

### MISSION

Through a personalized approach to learning, Lake Mary Preparatory School inspires critical thought, personal achievement, a global perspective and strength of character.

### VISION

Founded in Unity, Diversity and Integrity and Focused on Excellence

### VALUES

We believe in **Unity**

We are a caring and compassionate community composed of many different beliefs and traditions seeking commonalities in our experiences.

We embrace **Family**.

We perform best through trust and caring relationships.

We embrace **Integrity**.

It is our moral compass, defining our character, behavior, and the origin of our decisions.

We trust in **Teamwork**.

Individually we achieve goals; collectively we accomplish exceptional results

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# Academic Calendar-2018-2019

## SEMESTER I

First Day of School	August 14, 2018
Labor Day- School Closed	September 3, 2018
Columbus Day- School Closed	October 8, 2018
End of 1st Quarter	October 12, 2018
Student Led Conferences- No School for Students	October 26, 2018
Thanksgiving Holiday-School Closed	November 19-23, 2018
End of 2nd Quarter	December 21, 2018
Half Day Winter	December 22, 2018
Holiday Break School Closed	Dec. 23 - Jan. 7

## SEMESTER II

PD Day - No Students	January 7, 2019
School Resumes	January 8, 2019
Martin Luther King Holiday-School Closed	January 21, 2019
President's Day-School Closed	February 18, 2019
End of 3rd Quarter	March 15, 2019
Spring Break- School Closed	March 18-22, 2019
Student-Led Conferences-No School for Students	April 26, 2019
Graduation	May 17, 2019
Last Day of School - Half Day	May 24, 2019
8th Grade Graduation	May 24, 2019

# SCHOOL HOURS

## Lower School

Grades 1 - 5 8:00am - 3:00pm (2:00 on Wednesdays)

Kindergarten 8:00am - 2:45pm (2:00 on Wednesdays)

Pre-Kindergarten 8:30am - 2:30pm (1:45 on Wednesdays)

## Middle & Upper School

Grades 6 - 12 8:00am - 3:35pm (2:55 on Wednesdays)

# DAILY SCHEDULE

Monday & Friday	
Period	Time
1	8:00 - 8:48 am
2	8:54 - 9:42 am
3	9:48 - 10:36 am
4	10:40 - 11:28 am
5a	11:32 - 12:07 am
Lunch A	11:32 - 12:07 pm
5b	12:11 - 12:59 pm
Lunch B	12:24 - 12:59 pm
6	1:03 - 1:51 pm
7	1:55 - 2:43 pm
8	2:47 - 3:35 pm

Wednesday	
Period	Time
1	8:00 - 8:43 am
2	8:49 - 9:32 am
3	9:38 - 10:21 am
4	10:25 - 11:08 am
5a	11:12 - 11:55 am
Lunch A	11:12 - 11:47 am
5b	11:51 - 12:34 pm
Lunch B	11:59 - 12:34 pm
6	12:38 - 1:21 pm
7	1:25 - 2:08 pm
8	2:12 - 2:55 pm

Tuesday Block (odd)	
Period	Time
1	8:00 - 9:30 am
Break	9:30 - 9:40 am
3	9:44 - 11:14 am
5a	11:18 - 12:48 pm
Lunch A	11:18 - 11:53 am
5b	11:57 - 1:27 pm
Lunch B	12:52 - 1:27 pm
Study Hall	1:31 - 2:01 pm
7	2:05 - 3:35 pm

Thursday Block (even)	
Period	Time
2	8:00 - 9:30 am
Break	9:30 - 9:40 am
4	9:44 - 11:14 am
6a	11:18 - 12:48 pm
Lunch A	11:18 - 11:53 am
6b	11:57 - 1:27 pm
Lunch B	12:52 - 1:27 pm
Advisory	1:31 - 2:01 pm
8	2:05 - 3:35 pm

# STAFF DIRECTORY

## EXECUTIVE STAFF

Jack Delman, Headmaster  
Robyn Wolfe, Secondary School Principal  
Amy Petrousky, Secondary School Assistant Principal  
Lynna Varitek, Lower School Principal  
Daron Gallina, Director of College Counseling  
Justin Varitek, Director of Athletic Programs  
Angel Nguyen, Director of Admissions

## ADMINISTRATIVE STAFF

Mary Anne Bender, Registrar  
Frankie Delgado, Director of Safety, Security and Transportation  
Kathy Benefiel, Upper School Athletic Director  
Mark Frauendorfer, Facilities Director  
Jeff Buyna, Technology Manager  
Angel Arcelay, Business Manager  
Lezlee Oliver-Crumpler, After School Programs Director

## ACADEMIC COUNCIL

Jack Delman, Headmaster  
Robyn Wolfe, Secondary School Principal  
Lynna Varitek, Head of Lower School  
Victoria Barton, English Chairperson  
Bryan Moretz, Science Chairperson  
Debbie Rodriguez, World Language Chairperson  
John Niven, History Chairperson  
Brent Herold, Mathematics Chairperson  
Alison Alcobia, English Language Learners Chairperson

# FACULTY DIRECTORY

## LOWER SCHOOL FACULTY

### PreK 3

Kelly Dennis  
Megan Britt

### PreK 4

Heather Burris  
Jessica Bailey

### Kindergarten

Stephanie Peterkin  
Aneta Blaszczyk

### 1st Grade

Allison Roicki  
Christi Johnson

### 2nd Grade

Nicole Baselice  
Debbie Gagnon

### 3rd Grade

Emily Sitz  
Amanda Sneeringer

### 4th Grade

Cathy Petrazio  
Patti Fiorentino

### 5th Grade

Christina Herold  
Cynthia Siva

### Specials

Cheryl Bauman  
Bobby Hayes

Karly Shelton  
Jacqui Shaddow

Raquel Delman  
Kim Price

Kim Stiles  
Douglas Overmier

## MIDDLE & UPPER SCHOOL FACULTY

### English

Lindsay Holter  
Mara Delgado  
Victoria Barton  
Ginger Schmaus  
Gabriella Sweezey  
Julie Riddle

### History

John Niven  
Lora Brooks  
Robert Dolan  
Gina Bortz  
David LaMarre  
Doreen Alicea  
Beth Jeffcoat

### World Language

Debbie Rodriguez  
Michelle Currie  
Hong-yan Chao  
Priya Jerry

### Technology

Mario Martinez

### ELL

Alison Alcobia

### Math

Brent Herold  
Andrea O'Neill  
Emily Greenlee  
Randie Johnson  
Kathy Benefiel  
Marina Repp

### Fine Arts

Douglas Overmier  
Jacqui Shaddow  
Kevin Marshburn  
Christopher Swafford  
Traci Reitz  
Meg Carter

### Physical Education

Bonnie Brewer  
Zach Carter  
Brittainy Daiger  
Juli Pelloni

### Science

Diane Karnbach  
Reginald Finley  
Chantal Clarke  
Bryan Moretz  
Mark Sito

## MIDDLE & UPPER ADVISOR CONTACTS

### GRADE

6  
7  
8  
9  
10  
11  
12

### LEAD ADVISOR

Victoria Barton  
Lora Brooks  
Emily Greenlee  
Andrea O'Neill  
Traci Reitz  
Brent Herold  
Gabriella Sweezey

### EXT

322  
427  
331  
328  
312  
316  
303

# DIRECTORY OF SERVICES

Academic Program, LS	Ext. 487	Lynna Varitek, Lower School Principal
Academic Program, MS	Ext. 251	Robyn Wolfe, Secondary School Principal
Accounting	Ext. 283	Laura Romeo, Business Office
Admissions	Ext. 207	Angel Nguyen, Director of Admissions
After School Programs	Ext. 402	Lezlee Oliver-Crumpler, Program Director
Attendance, LS	Ext. 458	Kathy Pumphrey, Reception
Attendance, MS & US	Ext. 222	Frankie Delgado, Director of Safety, Security & Transportation
Athletics	Ext. 204	Justin Varitek, Director of Athletics
	Ext. 333	Kathy Benefiel, Upper School Athletics
	Ext. 334	Bobby Hayes, Lower School Athletics
Bookstore	Ext. 243	Carmen Mannino
College Counseling	Ext. 245	Daron Gallina, Director of College Counseling
Communications & PR	Ext. 207	Angel Nguyen, Director of Admissions
Dress Code, LS	Ext. 487	Lynna Varitek, Lower School Head
Dress Code, MS & US	Ext. 222	Frankie Delgado, Director of Safety, Security & Transportation
English	Ext. 322	Victoria Barton, Department Chair
ELL Program	Ext. 327	Alison Alcobia, Department Chair
Financial Aid	Ext. 207	Angel Nguyen, Director of Admissions
Health/Medication	Ext. 480	Jenny Eshelman, Nurse
History	Ext. 313	John Niven, Department Chair
Library	Ext. 457	Kim Price, Lower School Librarian
Lost & Found	Ext. 243	Located in Bookstore
Middle School	Ext. 251	Robyn Wolfe, Secondary School Principal
Registrar, Student Records	Ext. 203	MaryAnne Bender, Registrar
Skyward	Ext. 203	MaryAnne Bender, Registrar
Student Government, MS	Ext. 427	Lora Brooks, Advisor
Student Government, US	Ext. 224	Marina Repp, Advisor
Student Parking	Ext. 222	Frankie Delgado, Director of Safety, Security & Transportation
Technology	Ext. 338	Jeff Buyna, Technology
Theater	Ext. 399	Meg Carter
Trainer	Ext. 210	Bonnie Brewer, Athletic Trainer
Tuition & Fees	Ext. 283	Laura Romeo, Business Office



# SECTION I: LOWER SCHOOL ACADEMICS

## LOWER SCHOOL REPORT CARD PROFICIENCY LEVELS FOR K-3

The proficiency level represents a student's progress on the report card. There are four categories: EE, ME, AE, BE. Earning an "EE" means the student has advanced understanding and exceeds grade-level expectations. A student receiving an "EE" demonstrates academically superior skills in that specific area. This student shows initiative, challenges himself or herself, and demonstrates this advanced knowledge at school. An "EE" is difficult to obtain and indicates unusually high achievement. Earning a "ME" means the student has proficient understanding and meets grade-level expectations. We want all of our students to reach "ME." A student receiving an "ME" is right on track with our high academic expectations. An "ME" is something to be celebrated! Earning an "AE" means the student has basic understanding and partially meets or is approaching grade-level expectations. A student receiving an "AE" understands the basic concept or skill, but has not yet reached the proficient level. An "AE" should indicate to parents that their child is well on their way to meeting the expectation but may need more time to practice the concept or skill. Earning a "BE" means the student has minimal understanding, does not meet grade-level expectations, and is functioning below expectations. Interventions may be needed to learn and stay on track with grade-level expectations.

## GRADE 4 AND 5 MARKS

Fourth and fifth grade students are assessed to grade-level standards. Subject-area tests will be marked with a numerical grade. A "standards and skills" sheet will be attached to the assessment indicating the standards and skills covered in the assessment. Accordingly, a student will receive a numerical mark in each subject-area on the report card. Parents may access weekly progress information through Skyward.

100 -90	A
89 - 80	B
79 - 70	C
69 - 60	D

## HOMWORK

Daily homework is an essential part of the learning process, as it requires one to use independent thought within an academic discipline and provides the practice necessary to become proficient. Teachers are thoughtful of the amount of time it should take to complete homework assignments at each grade level (approx. the grade level times 10). First grade should take 10-15 minutes to complete the assignment. Second grade 20-25 min. etc. Students are expected to complete and submit their homework assignments on time. Students and parents can access homework assignments via Skyward. In addition, Lower School students use a planner to record homework assignments.

# SECTION II: MIDDLE & UPPER SCHOOL ACADEMICS

## GRADUATION REQUIREMENTS

Mathematics (4.0 Credits)		Language Arts (4.0 Credits)	
Algebra I, Geometry, Algebra II	3.0	English I, II, III, IV	4.0
One additional math offering	1.0		
		World Languages (2.0 Credits)	
Science (4.0 Credits)		Two consecutive years of a world language	2.0
Biology	1.0		
Chemistry	1.0	Technology (1.0 Credit)	1.0
Two additional science offerings	2.0		
		Fine Arts (2.0 Credits)	2.0
Social Studies (4.0 Credits)			
World History	1.0	Physical Education (1.0 Credit)	1.0
American History	1.0		
Government/Economics	1.0	Electives (4.0 Credits)	4.0
1 other offering	1.0	Includes additional courses from any area above.	

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**TOTAL CREDITS: 26.0**

## GRADING SCALE

Letter Grade	Numerical	GPA
A	93-100	4.0
A-	90-92	3.66
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.66
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.66
D+	68-69	1.33
D	66-67	1.00
D-	65	0.66
F	below 65	0.00

## GRADE POINT AVERAGE (G.P.A)

Grades are assigned to establish a measure of performance and to indicate the professional opinion of a teacher regarding the extent of a student's knowledge compared to the achievement expected of the students in the course. Grades will be posted to Skyward at the end of each quarter and both semesters. An unweighted grade point average is the average of all courses without any additional points for honors or AP courses. A weighted grade point average includes additional points for those students enrolled in honors and AP courses. Honors courses carry an additional .5, and AP courses carry an additional 1.0 in the student's GPA. LMP shows both weighted and unweighted grade point averages on its transcripts. The student's G.P.A. includes all courses, weighted, and is used to determine eligibility and identify the Salutatorian and Valedictorian. As of August 2013, only courses completed at Lake Mary Preparatory School will be included in the student's grade point average. Students who must take courses that are required for graduation outside of Lake Mary Preparatory School due to constraints with LMP's class schedule or to remediate a D or F grade must have approval from the Head of Upper School.

## **ADVANCED PLACEMENT**

Advanced Placement (AP) is a nationally standardized program of college-level courses and exams for secondary school students. Before taking an AP class, students are evaluated based on pre-requisite requirements, grade requirements, and teacher recommendations. These classes are based upon a 5.0 grading scale and may be taken by upper school students to potentially earn college level credits. Students enrolled in AP classes are also required to take the AP exam in May. The College Board charges the students \$92 per exam, and the student's account will be billed in April. If a student withdraws from an AP class before the end of the first semester, he/she will not receive AP weighting. A student who withdraws after November 20 will be responsible for the test fee. To learn more about AP courses, visit [www.collegeboard.org](http://www.collegeboard.org).

## **HONORS COURSES**

Students may be eligible to take honors level courses in most subjects in middle and upper school. The student's placement in honors level classes depends upon standardized test scores, previous course grades, and teacher recommendation. These more challenging courses are based upon a 4.5 grading scale.

## **ACADEMIC PROBATION**

A student will automatically be placed on academic probation for the following grading period if he/she falls into any one of the following categories:

- \* Earns a G.P.A. of less than a 2.0
- \* Earns two or more grades of D per semester

The student and family will meet with the Division Head to discuss the student's ineligibility for extracurricular activities. Academic Probation may last for a month to an entire semester. LMP reserves the right not to grant re-enrollment on the basis of grades alone at the end of any semester. A student who has been on academic probation may not be allowed to continue at LMP. A student must earn a 2.0 to enter 11th and 12th grades. If, at the completion of the sophomore or junior year this requirement has not been met, the student may complete approved coursework during the summer to raise his/her cumulative G.P.A. to the required level.

## **TRANSFER CREDITS**

When transferring to LMP from an outside high school, LMP will evaluate the official transcript and assign credits, then provide parents with the results of the evaluation. The credits will be listed as "Transferred from an Outside High School" and a credit total will be posted on the LMP transcript. LMP will not post grades or GPAs from outside institutions. LMP will use unofficial transcripts for placement purposes but will not assign credit without an official transcript.

Transfer students must bring 10 sealed official transcripts from their previous high school. Students will provide these transcripts to the colleges they will be applying to during their senior year. If the student is a transfer from an international school, the official transcript provided to LMP must also be translated into English.

Credits earned via FLVS for remediation purposes will be posted as transfer credits with the grade and credit earned. The failing grade will remain on the transcript but the remediation grade will also be posted and only the remediation grade will factor into the overall GPA.

## **ATHLETIC FLEX SCHEDULES**

Upper School students who have been approved by the Head of Upper School for a Flex schedule due to participation in formal athletic training must take note of the following:

All Flex students must remain in good academic (2.3 weighted GPA) and behavioral standing.

All Flex students must be enrolled for a minimum of 6 credits (for freshmen and sophomores) or 5 credits (for juniors and seniors) per year in classes held on campus at LMP.

All Flex students will receive ONE CREDIT of personal fitness per school year.

All Flex students may take a maximum of one credit per year online through FLVS in approved elective courses. Core courses must be completed on campus at LMP.

All Flex students must submit a written description of their formal training program signed by their trainer to the Head of Upper School prior to the start of each semester. The description must include the weekly training schedule and training location along with contact information for the trainer.

All Flex students must turn in a monthly report from their trainer outlining the days and times the trainer and athlete worked together for verification purposes.

Any Flex student that does not comply with the above outlined procedures may lose the privilege of a Flex schedule.

## **WORLD LANGUAGE EXEMPTION**

Students whose first language is not English may qualify to receive up to TWO credits of world language if they pass the Foreign Language Assessment Test (FLAT). See the Director of College Counseling for more details.

## **MIDDLE SCHOOL CLASSES FOR HIGH SCHOOL CREDIT**

Some courses taken at the middle school level may qualify for high school credit. These include world languages, math classes at the Algebra 1 level or higher, and PE-HOPE. Granting of credit is up to the discretion of the Director of College Counseling and the Head of Upper School.

## **MIDDLE SCHOOL ACADEMIC TRACKING**

A student will automatically be placed on academic tracking for the following grading period if he/she:

\* Earns a G.P.A of less than 2.0 (determined by Division Head) or

\* Earns two or more grades of D per quarter

Academic tracking allows the student's teachers to communicate weekly with the student and family. Lead Advisor will meet weekly with the student to review the student's performance. The Division Head will meet with both the student and the student's parents if the student is on academic tracking for longer than one semester. If the student does not show improvement, the student may jeopardize his/her re-enrollment.

## **MIDDLE & UPPER SCHOOL EXAMINATIONS**

All Middle and Upper School students will be required to sit for examinations in all academic courses at the end of each semester. These examinations, which are one and a half hours in length, assess student mastery of the concepts and skills (primarily through their application and not merely their recall) learned during the semester. The exam score represents 10% of the semester grade in the 6th grade, 15% for 7th grade, and 20% in the 8th grade and Upper School division.

Students enrolled in Fine Arts, Physical Education or elective classes may not be required to take a final exam. All students enrolled in an AP course are required to sit for the AP examination as scheduled in May. If a student fails to take the AP exam, the AP weight from the class will be removed for the year. **Please do not schedule vacations during exams, as students will not be allowed to take exams early.** Once the student takes the AP exam in May, the class is completed and there is no final exam. **All students must sit for their examinations at the scheduled times during the exam periods. All students are required to wear their uniform during the exam weeks.**

## **EXAM SCHEDULE FOR SEMESTER 1 - FALL 2018**

Date	8:30-10:15 am	10:15am - 10:45am	10:45am - 12:30pm
Tues, Dec. 18, 2018	History	BREAK	Writing/AP Capstone
Wed, Dec. 19, 2018	English	BREAK	World Languages
Thurs, Dec. 20, 2018	Math	BREAK	Doubles
Fri, Dec. 21, 2018	Science	BREAK	No exam

## **EXAM SCHEDULE FOR SEMESTER 2 - SPRING 2019**

Date	8:30-10:15 am	10:15am - 10:45am	10:45am - 12:30pm
Tues, May 21, 2019	History	BREAK	Writing/AP Capstone
Wed, May 22, 2019	English	BREAK	World Languages
Thurs, May 23, 2019	Math	BREAK	Doubles
Fri, May 24, 2019	Science	BREAK	No exam

## **EXAM EXEMPTION POLICY**

Middle & Upper School students who are in a High School level course and who meet the following criteria will be able to exempt an exam for a particular class once per year:

- No more than 5 non-school-related absences for the semester in that class.
- School-related absences include:
  - School field trips
  - School sports competitions
  - Class trips

Also included are: religious holidays (maximum of 3 per school year and pre-approved by administration), and college visits (maximum of 2 days during junior year and 2 days during senior year, must be pre-approved by administration).

A non-school-related absences include (but are not limited to):

- Illness
- Vacation
- Bereavement
- Non-school sports
- Visa-related absences, etc.

Student must have at least an A (93% or above) for the semester in the class.

No suspensions or academic dishonesty infractions during the entire school year in any class.

\*Students may only exempt an LMP exam in a particular class, once per year.

\*\*Seniors may exempt all exams 2nd semester (except semester classes) if they have an A- in that class, regardless if they exempted a class 1st semester.

\*\*\*The exam exemption policy does NOT apply to AP classes.

\*\*\*\*The exam exemption policy does NOT apply to one-semester-only classes.

\*\*\*\*\*All semester transfer students are not eligible for exam exemption.

## **INCOMPLETE GRADES**

Incomplete grades are given sparingly when a student is unable to complete course requirements due to extended and documented illness or other extenuating circumstances approved by the administration. Any student who receives an "I" (incomplete) on his/her grade report must complete the course requirement for that semester at the discretion of the teacher but in a time frame not to exceed the 6th week of the following semester. After that point, an incomplete grade becomes an "F."

## **VALEDICTORIAN/SALUTATORIAN**

The Valedictorian and Salutatorian are determined by the following criteria:

- Attendance at LMP for six consecutive semesters
- A student's weighted grade point average as determined at the end of Quarter 3 of the senior year

## **COLLEGE COUNSELING**

College Counseling is a combined effort between the school, students, parents, and post-secondary institutions. The goal of the College Counseling process is to assist, prepare, guide, advise, and support each student in the process of making the best college choice. The counselor acts as an advocate for students and an information resource for parents during the process. The office provides a variety of opportunities including the following:

- Visits of college admission representatives to the campus during the fall term
- Annual College Fair for Orange County
- Computerized college search programs
- Individual meetings with students and parents during their junior and senior year
- College Education evenings
- Guest Speakers

## **STANDARDIZED TESTING INFORMATION**

### **Grades 2-8**

Students take the Education Records Bureau CPT-4 in the spring of the school year. Third, fourth, and fifth grade students take the WrAP writing assessment in the spring.

### **Grades 8 and 10**

All students in grades 8 and 10 take the PSAT (Preliminary SAT) in October. This experience with the PSAT is especially useful for practice and decreases the pressure and anxiety surrounding this type of test.

### **Grade 11**

All juniors take the PSAT in October. The results of the PSAT are used to identify National Merit Scholar candidates. These distinctions may result in national recognition and scholarships. In the spring of the junior year, it is recommended that all students take their first SAT and ACT tests. Early testing allows time for planning and preparation for college selection and placement. Students should see the College Counselor concerning the appropriate test and dates.

### **Grade 12**

Seniors who have not taken the SAT or the ACT should take the October or November test. Testing dates are posted in the College Counseling office, on the testing bulletin board, on LMP's website, and in the testing materials published by the American College Testing Bureau and The College Board.

## **TESTING ACCOMMODATIONS**

PSAT, SAT and ACT testing services require the following criteria in documentation for accommodations such as extended-time testing:

- State the specific disability, as diagnosed
- Be current (in most cases the evaluation should be completed within three years of the test date)
- Provide complete educational, developmental, and relevant medical history
- Describe the comprehensive testing and techniques used to arrive at the diagnosis (including evaluation dates and test results with sub-test scores from measures of cognitive ability, current academic achievement, and information processing)
- Describe the functional limitations supported by the test results
- Describe the specific accommodations requested and state why the disability qualifies the student for such accommodations
- Establish the professional credentials of the evaluator, including information about license or certification and area of specialization

## **EXTENDED-TIME TESTING**

Extended-time testing (equal to "time and a half") is offered to students who have presented a psycho-educational evaluation or other documentation that meets the criteria for extended-time services. These criteria specify that the student needs extra time for taking tests due to a processing deficit that affects the rate of response/output of information. The need for extended-time testing does not, however, supersede the conditions of the Honor Code for LMP. The accommodations will be made in such a manner that the student does not have an unfair advantage. All students who seek extended time will meet with the teachers and the Division Head to formulate a plan for testing.

The following rules apply:

1. It is the student's responsibility to make prior arrangements with the teacher. Once a student has seen an entire exam, he or she may not leave until the test has been completed. However, a student may not miss another class in order to complete an extended time test.
2. If the test will take an extended time period to complete, the student may:
  - Arrange to take the exam before or after school
  - Arrange to start/finish the exam during a prior study hall and complete/begin it in class
  - Arrange to take the test in two parts. Completing an exam takes priority over all after-school activities, including sports

## **TUTORING/OFFICE HOURS**

Fifteen minutes prior to the beginning of the first class of the day and twenty-five minutes after the last period of the day have been set aside as a time when students can seek tutoring from faculty members. Faculty will be present during this time. Students having academic difficulty may be required to attend tutorial on a regular basis.

In addition to the office hours offered by our teachers, some parents may want to seek additional tutoring for their child. Here are some frequently asked questions:

1. Do you offer any free tutoring? Our National Honor Society students offer some free tutoring on campus during limited hours. Please contact the school for details.
2. Can we pay for extra tutoring with LMP teachers? Some LMP teachers will offer tutoring for a fee but...
  - a. It must be conducted off campus during the academic school year. Summer tutoring may be arranged to take place on campus.
  - b. An LMP teacher may not tutor one of their current students
  - c. It must be conducted outside of the regular school day
  - d. This does NOT apply to private music lessons
3. Can we pay for extra tutoring with other LMP students? Students may not earn money for tutoring ON CAMPUS. Students may earn money tutoring off campus but this is a private matter and not under LMP jurisdiction.

## **INDEPENDENT STUDY COURSES**

Independent study is sanctioned by Lake Mary Preparatory School as a way to respond to student initiative to seek advanced, specialized, and in some cases background education in topics not ordinarily available in the school's standard curriculum. Juniors or seniors may undertake independent study when approved by the Head of Upper School. The responsibility for selecting a topic, recruiting a faculty sponsor, and devising the course of study all rests with the student, who begins by securing an instruction sheet and application form from the registrar. The student then consults with a prospective faculty sponsor to devise the particulars of the independent student, securing various signatures of approval.



## **SCHEDULE CHANGES: ADD/DROP CLASSES**

Upper School and Middle School students may drop or add new classes only during the first 2 weeks of each semester. To officially drop or add a class, a student must obtain a Drop/Add Form from the Division Head.

Additionally, a teacher may request a change in honors status for a particular student at any time. These changes are also typically done at the beginning of a new semester.

Changes in class schedules should not be requested unless all involved parties agree that such a change is necessary. Students adding a class after the beginning of the semester will be held accountable for all the course material as it appears on tests or in projects. Schedule changes should not be made for non-academic reasons. Students or parents should not request specific teachers or attempt to resolve temporary personal conflicts by changing classes.

## **GRADE FORGIVENESS: REPEATING A COURSE**

Students who receive a semester grade of 64 or below must repeat the course. The failing grade will stay on the transcript, but the passing grade will be the only grade included in the student's overall grade point average. A student who receives a semester grade of 69-65 has the opportunity (and is strongly encouraged) to retake the course for a better grade. The original grade will stay on the transcript, but the second grade will be the only grade included in the student's overall grade point average. A student in the Middle School must pass all core academic classes for the year in order to be promoted to the next grade.

## **SECTION III: STUDENT LIFE**

### **HONOR CODE**

The Honor Code embodies the character values considered an integral part of Lake Mary Preparatory School's student education. The Honor Code of Lake Mary Preparatory School is as follows: Integrity, Respect, and Responsibility – Always

**Integrity** - Academic honesty is presenting only one's own work for evaluation (i.e. homework, tests, writing assignments, class assignments). This also includes adequately citing one's sources and not plagiarizing from any other sources, including the Internet.

**Respect** - Students are expected to show respect for themselves and others and exhibit proper behavior toward all members of Lake Mary Preparatory School, including teachers, administrators, parents and other students.

**Responsibility** – Students are responsible for meeting all academic obligations, including classes, study halls, independent studies, appointments and homework in a timely manner.

All students are expected to uphold their personal integrity and the integrity of the school environment; respect themselves, others, and school property; exhibit responsibility for themselves and for the school. Just as Lake Mary Preparatory School holds a standard of academic excellence, similar standards of excellence must also apply to student behavior and proper care of individual and school property.

The Honor Code as well as student behavior and personal decorum in common or public areas inside school or within the community, on field trips, at athletic events, or at other extracurricular activities, are expected to be maintained for the good of all members of the school. This includes use of proper language and tone of voice, public displays of affection, cleanliness, and overall appearance of the space and students. Failure to uphold any of the aforementioned items may result in dismissal. The decision of the Headmaster is final.

## **DISCIPLINE PROCEDURES**

The code of behavior for Lake Mary Preparatory School is based on the three pillars: integrity, respect, and responsibility.

Students are expected to uphold the Honor Code. If not, various intervention and counseling methods will be used. Discipline may include, but is not limited to, detention, out-of-school suspension (OSS), Saturday school or expulsion. If unsatisfactory, disruptive behavior continues, assistance of the student's parents/guardians will be sought to resolve the problem.

If the student's behavior does not improve, he/she may be sent to the Dean of Students' office/ Lower School Administration with a student discipline referral report indicating the nature of the behavior. The Dean of Students/Lower School Administration will consult with the teacher or staff member responsible and parents will be notified whenever it is appropriate. The student is responsible for any work missed as a result of his/her being sent out of the class. If a student's behavior becomes intolerable, he/she may be asked to leave the school before the end of the academic year. Please refer to the following discipline matrices to review the specific infractions and subsequent disciplinary actions.

A student who applies to college will be asked if he/she has ever been suspended. Students who have been suspended will supply a written response explaining the circumstance.

## **VIOLATIONS**

An honor violation is an intentional act so serious that open tolerance of the act would be inconsistent with the ideals and values of Lake Mary Preparatory School. The seriousness of each act

is determined on an individual basis by the Office of the Dean of Students. If a student commits a dishonorable act, a conscientious attempt to rectify the situation, made before any knowledge that the actions may have come under suspicion, may be considered a mitigating factor.

**Cheating** includes, but is not limited to receiving and/or giving help on tests, quizzes, papers, projects, homework, class work. Discussion of general or specific information pertaining to all graded material that may be overheard by those who have not yet completed the assignment is also a violation. Cheating also includes the representation of another person's work as their own, including the help of tutors.

**Plagiarism** is any use of another's ideas, work, or words without credit to its source is plagiarism, and is a violation of the Honor Code. Whenever a student uses the ideas of another (including computer sources, magazines, journals, books, recordings) within his/her work, he/she must give credit to the source using the appropriate and accepted citation guidelines according to the academic department's policies, which may be obtained from the department head or teacher.

**Unauthorized use of study aids** – Study aids are an appropriate form of review of material already read and/or studied in the classroom. Study aids should be used as test preparation sources unless otherwise instructed by the teacher. The use of a study aid as a substitute for assigned study is unauthorized and is an honor violation.

**Lying** – The act of deceiving others by intentionally falsifying a written and/or spoken statement. In addition, purposeful omission and making statements that are exaggerated or intentionally misleading are deceitful and punishable forms of lying.

**Stealing** – The act of taking the property or belongings of others. This included school property and personal possessions.

**Vandalism** – The destruction or defacing of any school or personal property is vandalism, and is not only an honor violation, but potentially punishable by law. Lake Mary Prep will not tolerate the invasion of personal property.

**Inappropriate conduct** – Inappropriate conduct on or off campus while a student at Lake Mary Prep is subject to action by the school. Inappropriate conduct includes, but is not limited to, conduct or speech that might reasonably be deemed offensive, rude, or disrespectful, or that in any way reflects poorly on the values and mission of Lake Mary Prep.

## **DETENTION**

Detention(s) will be assigned after school for most repeated minor and serious infractions. Detentions will have priority over extracurricular activities and job obligations.

- Saturday Morning Detention: Silent supervised time.
- One-Hour Detention: Silent supervised time after school Tuesday, Wednesday, and Friday.
- Lunch Detention: During the last 15 minutes of lunch, students will be responsible to clean up the cafeteria or Griffin Café.

## **SUSPENSION**

Students in grades 9-12 will only serve suspensions out of school.

Students who receive an in-school suspension (ISS) are required to make up any missed work, tests, etc., on their own. They must meet with their teachers and/or go online to get their missed work/homework. Students who receive ISS may be required to write an essay depending on the infraction. Suspensions will impact a student's participation grade for the class.

Students who are out of uniform, and cannot correct it immediately, will remain in ISS until their parent/guardian can bring them the correct change of clothes or they purchase the correct uniform items from the school store.

Students who receive an in-school suspension will lose the privilege of participating or attending after school functions and events until further notice and a parent conference will be arranged.

Students who receive an out-of-school suspension (OSS) are responsible for making up missed work. Students who receive OSS may be required to write an essay depending on the infraction. Suspensions will impact a student's participation grade for the class.

Students who receive an out-of-school suspension will lose the privilege of participating or attending after-school LMP functions, including sporting events, while on suspension. Students will make up any tests or quizzes missed during suspension the day they return to school. Students will be required to schedule an appointment upon returning to school.

## **BEHAVIORAL PROBATION**

A student may be placed on Behavioral Probation at any time during the course of the school year if he/she demonstrates a consistent inability to adhere to a rule or rules which govern the campus life of the school. In the event that a student is placed on Behavioral Probation, a letter will be sent home detailing the cause and conditions of the probation. Behavioral Probation may prohibit the student from attending field trips, and the student may be ineligible to participate in athletics or other extra-curricular activities. Students on Behavioral Probation may lose other privileges, offices or membership of organizations and clubs including but limited to Peer Counseling, Student Government, and honor societies.

## **SENIOR PRIVILEGES**

Senior privileges are earned based on the maturity level of these students. Senior academic performance, conduct, and attendance are important factors in determining whether or not senior privileges are warranted. The administration reserves the right to determine and to revoke the senior privileges from an individual or an entire class at their discretion. Requests for senior privileges need to be submitted to the Dean of Students.

## **SEXUAL HARASSMENT**

Federal law prohibits sexual harassment of any kind by students or employees of Lake Mary Preparatory School. Violations should be reported to the Dean of Students, Division Head, Headmaster, or any faculty member. Following an investigation, appropriate disciplinary action will be taken.

Sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical contact, or communication of a sexual nature. Sexual harassment is any act or comment of a sexual nature, which makes another person feel uncomfortable or threatened. Schools are required by law to maintain an environment free from sexual harassment.

Sexual harassment takes many forms. Examples of conduct, which may constitute sexual harassment, include:

1. Sexual advances
2. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex
3. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another
4. Displaying gender offensive items, photos, posters
5. Using inappropriate gestures
6. Making sexual remarks
7. Sexting

The administration will not tolerate retaliation against an individual for reporting harassment or assisting in providing information relevant to a claim of harassment. Retaliation is a serious violation of this policy and will be treated with the same strict discipline as would the act of harassment. Acts of retaliation should be reported in accordance with the reporting procedure and will be promptly investigated.

# HARASSMENT AND BULLYING PREVENTION POLICY

Lake Mary Prep is committed to creating a learning environment where all students feel safe and secure, and where a culture of understanding and respect for the innate differences among human beings is established. Guided by principles of collaboration and purposeful action, we strive to educate all stakeholders, inclusive of students, parents, faculty, staff and administration, and our larger community, to understand what bullying and harassment is, what the consequences of bullying and harassment may be, and what actions are required to ensure the safety of all persons while in the school setting.

As a school we have committed to creating an environment where bullying and harassment are never tolerated, where victims are never responsible for being the target of bullying or harassment, and where bystanders are empowered and do take a stand against bullying and harassment. We believe the most important tool to prevent bullying and harassment is to become aware; our primary efforts are to educate and inform, and we establish clear policy in support.

## Definitions

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, dehumanizing gestures, and excluding someone from a group on purpose ([www.stopbullying.gov](http://www.stopbullying.gov)).

There are four types of bullying;

**Physical**—includes behaviors such as hitting, kicking, or any other form of violence toward another.

**Verbal**—includes behaviors such as name calling, teasing, insulting or threatening - spoken or in writing.

**Relational**—includes behaviors such as gossiping, intentional exclusion, and rumor spreading.

**Cyber**—includes behaviors such as but not limited to sending inappropriate texts, emails, or instant messages; posting inappropriate pictures, videos, or messages about others in blogs, on Web sites, or any other type of social media; using someone else's username to spread falsehoods, rumors, or lies about someone or something, making a fake profile or harassing another person.

**Harassment** is offensive conduct relating to a student's race, color, religion, sexual orientation, gender identity, national or ethnic origin, or disability. Various forms of bullying outlined above may constitute harassment when the behavior is based on race, etc. Examples of harassment include racial slurs, jokes about disability or national origin, teasing one about their sexual orientation and other similar offensive behaviors.

**School's Expectations:** Every person on our campus has the right to be comfortable at school and in their interactions with others. In that regard, the school expects every member of our community (student, parent, employee, and volunteer) to model appropriate and professional behavior. We expect that all persons will treat each other with kindness, respect, tolerance, and understanding. If you believe you are being subjected to offensive behavior, you should not react in a negative way. Rather, try to diffuse the situation or politely move on. If the behavior is serious or repeats, you should report it as indicated herein so that our administration can assist and address the situation.

**School's Jurisdiction:** The school's responsibility extends to those behaviors by any member of our community that occur on school campus, on the school bus, or at a school-sponsored event. The school's jurisdiction extends to ensuring that parents treat members of our community with respect and dignity. There are also some behaviors that occur off campus or on the Internet over which the school may assert jurisdiction if the behavior negatively impacts the victim's ability to be comfortable at school. In other cases, if the situation is outside of the school's jurisdiction, the school will communicate with a student's parents and request that the parents cooperate in addressing or resolving bullying or harassment issues.

**Reporting:** All concerns relating to harassment or bullying should be reported immediately to the Dean of Students and/or Division Head. We expect that anyone, whether student, faculty, staff or family members who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately.

**School's Actions, Cooperation:** When the School administration becomes aware of harassment or bullying that is within the school's jurisdiction, the situation will be investigated as soon as feasible. The scope of the investigation will depend on the nature of the complaint. The school expects all persons to cooperate fully in the school's investigation, including making postings on the Internet or texts sent over phones available for inspection.

**Possible Consequences:** As a family of schools we believe that for every instance of bullying, thoughtful and timely education must result and appropriate consequences will be issued. Consequences for harassment, bullying, or failing to cooperate fully in any investigation may range from additional education and counseling up to disciplinary actions as severe as suspension or expulsion. Similarly, if the administration determines that a community member intentionally has made a false claim of bullying or harassment, consequences will also be imposed.

**Communication Regarding Outcome:** Please understand that these matters take time to investigate. We ask that all individuals involved be patient and understand that the school may not report the final outcome to parents or students quickly. Moreover, the school will not advise of specific disciplinary action taken against other students, consistent with the school's confidentiality guidelines.

## **SEARCH AND SEIZURE GUIDELINES**

To ensure a safe campus environment for all students, guests and personnel, LMP has the authority to search and confiscate any item(s) that may pose a danger to others. The student's parent will be notified of the search as soon as reasonably possible. The administration or other authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property (i.e. student vehicles). No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on the school property.

## **ANIMALS ON CAMPUS**

No animals are allowed on campus without the expressed written permission of the Lake Mary Preparatory School's administration.

## **GAMBLING**

The exchange of property, including money with any intention of wager, including the use of cards, the Internet, or other forms of betting, constitutes as gambling. Students found gambling on campus are subject to disciplinary action, including suspension, probation, or expulsion.

## **ALCOHOL, TOBACCO, AND OTHER CONTROLLED SUBSTANCES**

Smoking is not permitted anywhere on campus during the academic day or at School-sponsored functions. Student possession or consumption of alcoholic beverages of any kind is prohibited by the School and by State laws. The possession, sale, use, or exchange of drugs (including medication) is prohibited by the School and the State. The abuse of legal, over-the-counter medications or herbal remedies is also prohibited. Violation of any of the above mentioned rules will result in disciplinary action that may include probation, suspension or expulsion from the School. The faculty and administration of Lake Mary Preparatory School recognize that students' poor judgment may lead to the abuse of these substances. It is our intention to educate students regarding the dangers that these substances present. The faculty and administration will seek to identify students in the School's community whose actions indicate that they may be using drugs or alcohol. When presented with a situation where it appears that a student may be involved with drugs or alcohol, LMP reserves the right to search students' locker, personal property, or vehicle. LMP also reserves the right to require any student to take a drug test.

## **WITHDRAWAL OR DISMISSAL**

It is expected that a child enrolled at Lake Mary Preparatory School will remain in the school until he or she has completed high school. The school may, however, find it necessary to terminate the enrollment of a student because of academic or behavioral difficulties, or because the parents' philosophy of education is not in harmony with that of the school, or for other legitimate reasons as determined by the Head of School.

The School reserves the right to dismiss or require withdrawal of any student at any time whose record of citizenship or scholarship is not in keeping with school standards, and for non-payment of outstanding charges or obligations. The School reserves the right to dismiss any student for behavioral, academic or financial reasons.

An immediate dismissal from school can occur for the possession, use or selling of controlled substances (i.e. alcohol, drugs) or the possession of weapons. LMP reserves the absolute and unconditional right to suspend, expel and or deny re-enrollment to any student whose behavioral or academic performance is deemed to be undesirable. Students should not bring discredit to the name of the school by their behavior inside or outside the school.

## **TECHNOLOGY GUIDELINES**

Students are responsible for good behavior at home or on a school computer network just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Student use of the Internet must be in support of education and research and consistent with the educational objectives of Lake Mary Preparatory School. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Lake Mary Preparatory School reserves the right to review any material on user accounts and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. Decisions of the Lake Mary Preparatory School administration regarding unacceptable computer use are final. A student's use of the Internet may be revoked, denied, or suspended at the request of faculty and staff of Lake Mary Preparatory School.

# COMPUTER USAGE POLICIES AND GUIDELINES

As a computer user, students agree to follow the rules and code of ethics in all work with computers while attending LMPS.

If an LMP user violates any of the following provisions, future access can be denied. In addition, appropriate disciplinary actions will be taken which may include detention, suspension, expulsion, and referral to law enforcement.

## 1. Usage

The use of the account must be in support of the educational goals and policies of LMPS.

The Internet and all other electronic devices are to be used for academic purposes only; users must not intentionally access or download information inappropriate to the school setting. Violations of the Code of Ethics described above will result in the immediate suspension of all computer privileges and disciplinary action will be in accordance with the LMPS Student Code of Conduct.

Use of any other network or computer resources must be consistent with the rules appropriate to that network. This includes but is not limited to laws and regulations regarding:

Copyright material

Threatening, obscene or profane materials

Material protected by trade secret.

d. Users must properly document Internet information for research or reporting purposes to avoid plagiarism.

## 2. The following are prohibited:

a. Use of another individual's account.

b. The attempt to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.

c. The attempt or actual action to access, modify, harm, or destroy another user's data.

d. Harassing, insulting, inappropriate language, or attacking others via electronic communication.

e. Users may not reveal personal information about themselves or others (i.e., addresses, phone numbers, etc.)

f. Downloading any information from an off campus network can only be done under direct teacher/administrator supervision. No executable files may be downloaded and installed at any time, nor any programs installed on any computers on the LMPS campus.

g. LMPS highly supports all educational purposes during the academic day. Users may not play games from either a disk or the Internet at any time.

h. Posting of any photographs/videos of LMP students or faculty/staff without consent of LMP student or faculty/staff member.

## 3. Security

a. Users recognize that software is protected by copyright laws and agree not to make unauthorized copies of software on school computers or on the Internet, either by copying them on diskettes, portable drives, CD's, DVD's and Zip Disks or onto computers through electronic mail or bulletin boards.

b. When a user identifies a security problem, he or she must notify a teacher, media specialist, or system administrator immediately. Users must not show or identify the problem to others. Users will not attempt to gain unauthorized access to system programs or computer equipment. Users will not use computer systems to disturb or harass other computer users through communication methods, i.e., E-mail and broadcast messages.



Lake Mary Preparatory School and its Internet provider are not responsible for any damages suffered from loss of data, delays, non-deliveries, mis-deliveries, theft, or service interruptions caused by its negligence or user's errors or omissions. Use of information via the Internet and/or the school network is at the user's risk. LMPS and its provider specifically deny any responsibility for the accuracy or quality of information obtained through its services.

LMP reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. Do not assume that any electronic files, materials, or messages on your computer or the school's systems are private. LMP provides filtered Internet access to all students. Internet content is filtered and you may receive a disallowed message on some websites. Absolutely no downloading of programs is permitted on LMPS network. Downloading other files, graphics, etc. is permitted only under direct supervision of a teacher and/or administrator.

## **BRING YOUR OWN DEVICE (BYOD) PROGRAM POLICY**

Lake Mary Preparatory School believes that the proper use of technology can transform a classroom, allowing students to be more active participants in their own educational process. As we move into Bring Your Own Device (BYOD), we are reminded, now more than ever, the importance of digital citizenship. The Internet is an ever-growing collection of linked computer networks around the world. Lake Mary Prep School students have access to this incredible source of information through LMP's wireless network. The use of the Internet in school is a privilege, and with this privilege comes responsibility. To this end, LMP will hold a network user responsible for unacceptable uses of the network. Those choosing to disregard those rules will be given appropriate warning; repeated offenses will result in referral to the Dean of Students.

### Responsibilities of the student:

- Back up all schoolwork files
- Respect the School's technology resources
- Protect your usernames and passwords
- Use appropriate language
- Do not reveal personal information
- Students should demonstrate ethical behavior when using devices on LMP's network.
- Students are responsible for the maintenance of their device.
- Students are responsible for the security of their device.
- Adhere to all laws concerning the use and distribution of copyrighted software.

### Restrictions:

- Students are never to access someone else's device or email and social media accounts without permission. Impersonating someone's account is illegal.
- Using email or the Internet in an offensive manner is prohibited (intimidation, profanity, sexting, inappropriate photos, cyberbullying)
- Students may not publish or distribute any inappropriate material about self or other students or community members, including photos, on any social media sites including, but not limited to, blogs, Instagram, Snapchat, Vine, YouTube, or Facebook.

## **UPPER SCHOOL CELL PHONE/ELECTRONIC DEVICES POLICY**

Cell phones may be used on campus during the school day (7:00am – 3:30pm) only for academic purposes. If students need to use their cell phone for something non-academic, they must first get permission from a faculty or school administrator. Phones may not be used for non-call activity, such as text messaging, paging and taking photographs or videos. Any portable electronic games, devices, gadgets, or computer or music CDs are prohibited during school hours, unless authorized by a teacher during class for educational purposes. Also students may not have headphones or earbuds while in the hallways, Gymnasium or Café/Cafeterias. Consequences will include, but are not limited to, detention and confiscation of electronic device. Lake Mary Preparatory School will not be responsible for lost, broken, or stolen items. All LMP students agree to fully support and uphold all said regulations. The administration, when called upon, will review all decisions about student network and electronic equipment access.

## **LOWER SCHOOL /MIDDLE SCHOOL CELL PHONE POLICY**

Cell phones are not permitted in grades Pre-K through Gr. 8 during the hours of 8:00am – 3:25 pm. Cell phones brought on campus must be turned off and stored in the student's locker. School phones are available for student use in the front or middle school offices. If a student is found with his/her cell phone out during school hours, the phone will be confiscated and returned to the student after school. Repeat infractions of the LMP Lower School/Middle School Cell Phone Policy will result in the student being required to leave his/her phone with LMP administration during school hours.

## **MESSAGES AND PHONE USE**

Messages, including text messages, to students during the school day are discouraged because they interrupt classes. Should a parent need to reach a student in an emergency, he or she should call the Front Office, (407-805-0095), and the message will be delivered as soon as possible. Parents are encouraged to communicate directly with teachers via email or by leaving voicemail messages through our phone service. Parents can visit Lake Mary Preparatory School's website [www.LakeMaryPrep.com](http://www.LakeMaryPrep.com) for a complete list of the teachers' email addresses.

## **STUDENT DRIVING/PARKING**

The campus of Lake Mary Preparatory School is private property. The driving and parking of motorized vehicles on campus grounds is to be considered a privilege reserved for Upper School students who have obtained a Florida driver's license. Students planning to drive to school on a regular basis must do the following:

- Buy a Lake Mary Preparatory School parking permit for \$40
- Provide a photocopy of their driver's license and insurance card at the beginning of the year.

Funds collected will be used for maintenance of parking structure and security of parking lot. Students are expected to wear seat belts and abide by all driving laws. Driving recklessly (not following prescribed driving and parking rules), will result in loss of driving privileges both during and after school hours as well as other disciplinary action deemed necessary. Administrators reserve the right to search student-driven vehicles on school property or at school-sponsored events. Music should not be audible outside of your vehicle while on campus.

## **FIELD TRIPS**

Students must abide by school rules and any other rules established by the chaperones of the trip. The use of alcohol, tobacco, and other controlled substances is prohibited on school trips regardless of the local laws of the trip's destination.

## **FOOD, DRINK, AND GUM**

Food and drink are not permitted in the classrooms or gymnasium. Exceptions will be made by the administration. Gum chewing is not allowed on campus, and must be removed immediately before entering campus.

## **SCHOOL PROPERTY AND FACILITIES**

The cleanliness of the cafeteria, classrooms, restrooms, hallways, patio, and all other areas of the school is the responsibility of the Lake Mary Preparatory School's students and staff. Lake Mary Prep believes that self-discipline, organization and structure in all daily encounters are among the most important objectives that can be set for their students. Included in this emphasis is the demonstration of pride they have in their environment, and in the maintenance of a campus that is as neat, clean and orderly as possible at all times. Habitual littering and the purposeful defacing or damage of any type to the campus buildings, grounds, or equipment are all considered major offenses and may result in suspension or dismissal from school. Students are responsible for keeping their desks, lockers, restrooms, and common areas clean and free of debris.

## **PUBLIC DISPLAY OF AFFECTION**

Public Display of Affection (PDA) is not allowed. Students are to keep their hands, lips, and all other body parts to themselves at all times while on the property of Lake Mary Preparatory School or while attending school related off-campus activities. While embraces from greetings and farewells are accepted, LMP does not condone extended public displays of affection.

## **SECTION IV: ATTENDANCE POLICY**

LMP is dedicated to academic excellence. In order to promote a scholastic environment, all students must be in attendance. Chronic tardies or absences on the part of any student are detrimental to the academic environment of the school and the intellectual development of the student. While students will miss school due to illness, family emergency, college visits, and other unforeseen circumstances, we want them to have ownership of their attendance. LMP does not use "excused" and "unexcused" to describe absences. Attendance will be viewed per class per semester.

### **Procedure for Absences:**

- If a student is absent, please call the school and leave a message before 8:30 a.m. on the day of your child's absence and inform the attendance personnel
- Please do not call the office to request that assignments be gathered for a student who is absent. The student is responsible to check online for any assignments and make arrangements with teachers upon the student's return to complete or make up assignments or tests and to get copies of notes.

### Attendance Regulations:

- Students who exceed ten absences from a class in a semester for non-school-related reasons may lose credit in the course.
- Lower School students with more than thirty (30) absences for the year may not be promoted to the next grade level.
- Students and parents will receive a notice from the Dean when a student is absent five times from a class within the semester.

### Missed work:

- When students miss school due to illness or a family emergency, they will be given one day times the number of days absent to make up the work. Work that is assigned prior to absences will be handed in the day the student returns to school. Students absent for school-related reasons are required to turn their work in on its due date.
- A student who is absent on the day of a pre-announced test will be required to take a make-up test on the day he or she returns.

### Extended Absences:

- Parents must notify the office if the student will be absent or out of class for a single class or for an extended period of time due to illness. Parents and students must then make arrangements using the Internet, email, and Skyward to secure the appropriate assignments. Extended absences of more than two days require a note from a doctor.

## **TARDIES**

Students are tardy when they are not seated in class prior to the bell. A student tardy to class by more than fifteen (15) minutes will be considered absent from that class. If a student is tardy more than three times to any class in a single semester, the student will be referred to the Dean of Students.

## **LATE PICK UP**

In accordance with the tuition agreement, any Lower School student not picked up by 3:15pm will be sent to after care for the student to be picked up. Any student picked up after 6pm from after care will be billed \$1 for every minute after 6pm.

## **LOITERING**

Middle and Upper School students are expected to depart or be picked up from campus by 4:00 p.m. Students are not permitted to loiter in their cars. Previous LMP students who were asked to leave under academic or behavior duress may not be on campus or in the parking lot.

## **EARLY DISMISSAL**

If it is necessary to leave the school early, the parent must call or present a signed parent note to the Attendance Office at the start of the school day. The note or call must be from the parent/guardian stating the time, purpose, and approximate time of return to campus. Students sign out at the front office. Failure to sign-in or sign-out may result in a Saturday detention.

## **LEAVING CAMPUS**

Permission to Leave Campus: Lake Mary Preparatory School operates within a "closed campus" policy. This means that students are not to leave the campus during the school day. All students needing to leave campus must have their parent/guardian contact the school by phone prior to dismissal, emails and text messages are not acceptable. The school attendance office will then have the student sign out. If the student intends to return to school that same day, he/she must check in at the school attendance office upon his/her return and sign in before he/she goes back to class.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

In order for a student to be eligible to participate in extracurricular or interscholastic athletic, art, academic performances, practices, or competitions, the student must be in attendance for at least five consecutive periods. Academic obligations must be fulfilled.

## **VISITORS**

In order to sustain an academic environment free of distractions, students may not invite or friends or relatives to campus during school hours. Special circumstances must be brought to the Dean of Students. All visitors must report to the front desk to receive a visitor badge.

## **SECTION V: SCHOOL DRESS CODE**

Dress and appearance standards are at all times to be maintained in the manner and style which is, in the sole opinion and discretion of the school administration, appropriate for an independent college preparatory school. Parents are asked to help the school in carrying out the school's dress standards by supporting the letter and spirit of the code by ensuring that their sons and daughters are properly dressed when they leave for school each morning. All students must be in LMP uniform while on campus. The Division Heads and Dean of Students reserve the right to determine whether a student is dressed or groomed appropriately. Students who are not in proper uniform will be sent to the Office of the Dean of Students to wait until parents bring a change of clothing or until clothing is purchased from the School Store. The student will not attend classes until dressed appropriately.

Violations include, but are not limited to:

- Visible undergarments
- Inappropriate shirts under uniform
- Pants too low, big, or baggy
- Shorts and skorts that are too short
- Hats on campus
- Incorrect outerwear

## **SHIRTS**

Collared polo shirts must be from the school store or Dennis Uniforms. Seniors may wear polos that are white, gray, burgundy, or black, Underclassmen may not wear the black polos as they are reserved for seniors.

The uniform zip-front sweat-jacket or button-down sweaters may be worn over the polos in cold weather. These must be LMP-issued and in LMP colors. Outerwear garments (sweatshirts, jackets, sweaters, etc.) are not to be worn tied around the waist/hip area. The polo shirt must be worn under any LMP sweatjacket/sweater and the collar must be visible.

Non Lake Mary Preparatory School logo hats, coats, and/or jackets may be worn to school but must be stored in lockers upon arrival at school and may not be worn until departure.

Collars and sleeves must not be rolled or tucked. Only plain t-shirts in LMP school colors (black, gray, burgundy or white) may be worn under the polo shirt. You may not wear a long sleeve shirt of any kind under a short sleeve uniform shirt. Shirts, sweaters, jackets, must fit appropriately and be free from stains, tears, and fading.

## **BOTTOMS**

Uniform style pants, walking shorts and skorts in khaki or black. These can be purchased through Dennis Uniform but may also be purchased at Target, JCPenney, and Lands-End. Plaid shorts or skorts can be purchased from Dennis Uniform. Pants must be worn at the hip level or higher, not below. Bottoms must fit appropriately and may not be tight or short. Pants may not be rolled or slit and must touch the top of the shoe (no capri pants). Shorts and skorts must be no shorter than 4 inches from mid-kneecap and may not be rolled at the waist. All uniform bottoms must be clean without stains, tears, or fading.

## **SHOES AND SOCKS**

- Open-toed, open backed shoes, and sling back shoes are not permitted in school.
- Middle and Upper School Student's heels must not be greater than 2" in height.
- Lower School students must wear athletic shoes only. No boots of any kind may be worn.
- Only non-marking athletic shoes may be worn in the gym.
- No shoes with wheels or lights are permitted.
- Girls may wear solid color stockings or tights that are consistent with school colors.
- No fishnet, patterned or multicolored hosiery is permitted.

## **MISCELLANEOUS**

- Students may wear earrings. For safety concerns, they may not wear earrings with hoops that are larger than 1" in diameter. Wide gauge "stretchers" are not allowed.
- Hair must be well groomed and proper hygiene is expected of all LMP students. Hair may not be dyed unnatural colors. No logos, mohawks, or distracting designs may be part of the hair-style.
- In the Upper School, boys' hair should not touch the collar in back or hang in their eyes.
- Boys must be clean-shaven.
- Jewelry (necklaces or bracelets) may be worn if it is small in size and does not exhibit any offensive symbols.
- Sunglasses and tinted eyeglasses are not authorized for wear inside school.
- Students may not have any visible body piercing or tattoos other than ear piercings. (e.g., piercing of lip, nose, eyebrows, tongue, etc. is prohibited).
- Students may not alter their shorts, pants, shirts, or skorts except to make them fit properly.
- Undershirts should not have logos or graphics that can be seen through a regulation shirt.
- In Lower School, any topically applied products (sunscreen, insect repellent, hair products, makeup, perfumes, etc.) may not be in the possession of a student or applied by a student while on campus during the school day. The application of any necessary medicinal products (salves, ointments, cough drops, etc.) must be administered by and in the possession of, the school nurse.

Religious exemptions to the Dress Code may apply. If there are any questions about the above guidelines, the student should speak to the Dean of Students. This should be done before purchasing the clothing items or changing one's own personal appearance.

## **CASUAL DRESS DAYS**

Lower, Middle and Upper School casual dress days are special days that students may dress out of uniform. While they will not be in LMP school uniform on these days, students will dress tastefully. Ripped or torn jeans, tank tops, and open toed shoes are not permitted on campus. Students may be charged a fee to dress casually, which is paid upon arrival to school. All the funds raised go to charities supported by LMP. The Division Heads will determine any extra casual days that may occur throughout the school year. Students who consistently abide by the uniform dress code will be invited to enjoy casual dress days. Students may be denied the opportunity of a casual dress day due to consistent uniform violations.

## **SECTION VI: STUDENT SERVICES**

### **ADVISORY SYSTEM**

Each student is assigned to an advisor, and the student will stay with this advisor through graduation. The advisor is the parent's first line of contact with any questions or concerns. Lake Mary Prep advisors advocate, counsel, and mentor students and act as a liaison between the school and parents. Every other Thursday, students meet in advisory to discuss college planning, character development and other issues pertaining to that grade level. Throughout the year, the advisor assists the student and the student's family in both academic and social concerns. The role of the advisor is that of a direct link between the student, teachers, and family. Advisors conduct individual and group meetings with their advisees on a regular basis. They meet with parents to discuss student progress in a prearranged formal student/parent/advisor conference. In addition, the advisor is available for informal conferences with teachers or parents upon request.

### **SCHOOL COUNSELOR** (Contact: Amy Petrousky)

Lake Mary Prep has a school counselor on staff who participates in and helps coordinate student support services. Counseling services include small groups, individual mediation and peer mediation under supervision. Full respect is given to the rights of parents and students to privacy and confidentiality. When the school counselor finds a psychological or learning problem, which necessitates outside professional services of a learning specialist, clinical psychologist or psychiatrist, referrals are made through the consent of the parents. The school counselor also follows up referral sources and acts as a liaison with teachers and administrators where appropriate. The school counselor coordinates all extended-time testing accommodations and other special needs of students. Juniors and seniors may apply to work with the school counselor who leads the Peer Counseling program.

### **LIBRARY POLICY**

The library is a place where students have the opportunity to use the different media outlets provided by the library to study, research, or read. The library is open to the students and faculty during normal school hours.

- The library is a place to do work so noise should be kept to a minimum. Students must be supervised at all times in the library.
- Any book checked out to a student is his/her sole responsibility. If any book is lost or damaged, the student will be assessed the cost of replacing the book plus 20% of the cost for a processing fee.
- If a book is overdue, the student may be refused the privilege of borrowing another book until the overdue book is returned. Overdue notices will be delivered to students during homeroom as a courtesy. If the notice is ignored a second notice will be sent home and the student will receive an infraction. If the book is not returned then the student will be billed for the cost of the book following the same guideline for a lost book.

## **TEXTBOOK POLICY**

Lake Mary Preparatory School provides most textbooks for student use throughout the year. Students are responsible for the care of these books as well as their return at the conclusion of each school year. Students complete Textbook Condition Cards at the beginning of the school year to indicate any previous damages to books. These are used at the end of the year to help teachers assess damage amounts that students owe. Students must pay for the loss of or damage to textbooks as assessed by the teacher before receiving the end-of-the-year grade card. These fees are paid to the office. The End-of-Year Checkout Form is used to assess fees owed for all school related items. These include but are not limited to library books, lockers, sports uniforms, instruments, etc.

## **LOST AND FOUND**

Students are responsible for securing and protecting their own belongings. Found personal property of another student (books, clothing, book bags, lunch boxes, and jewelry) should be turned in to the Bookstore. Lost and found items will be collected for a period of time. If items are not claimed, they will be donated. Lake Mary Preparatory School is not responsible for any items that are lost, stolen, or damaged on school property.

## **EMERGENCIES**

School closure information is communicated through the main local media outlets that will disseminate this information to the general public. Lake Mary Preparatory School has decided that the best manner to ensure that this information is relayed quickly is to follow the same decision for closure as the Seminole County Public School District. School re-opening information is communicated through our website or by calling the front office's message system for information about when classes are able to resume. Lake Mary Prep may open sooner than the local public schools.

## **FIRE AND EMERGENCY DRILLS**

Drills are conducted on a regular basis to ensure the safety of the students. Emphasis during these drills is placed on safe and rapid evacuation from the building. Keeping calm and accounting for students is a priority. Detailed drill information, including the evacuation route, is posted in a conspicuous location in each classroom and is discussed with each class by the teacher.

## **FUNDRAISING**

Students who wish to organize a fundraiser must do so through an active club or organization. Students in MS and US must apply through SGA and final approval is given by the Division Head.

## **LOCKERS**

To avoid blocking aisles and hallways students may store their backpacks in their lockers or cubbies before school and take out only the materials needed for individual classes. Students will be informed as to what times during the day they are permitted to return to their lockers for additional class materials. Lockers must be free of inappropriate pictures, profanity, obscenities and or references to drugs, alcohol, tobacco, or weapons. Students are required to keep lockers clean. No adhesive materials may be used on the inside or outside of any lockers that do not come off completely and cleanly. Food and/or beverages are not allowed to be stored in lockers overnight or over the weekend. Students are not allowed to use their car as a locker. Lockers must be cleaned out at the end of the school year, or students will be assessed a cleaning fee of \$25.

## **THE SCHOOL STORE**

The School Store is located next to the front lobby and is open daily from 8:00am – 4:00pm Monday through Friday. Students may purchase paperbacks, workbooks, and writing supplies as well as clothing and decals.



## **SECTION VII: ORGANIZATIONS, CLUBS**

### **NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY**

The National Honor Society is the forerunner of organizations that promote high standards of character, scholarship, leadership and service. Induction into this society, an honor recognized throughout the nation, is a public recognition of accomplishment, but more importantly, is the private commitment to continued excellence on the part of the new member. National Honor Society members are asked to demonstrate and cultivate the ideals of good character, scholarship, leadership, and service to others, both within themselves and within our community. They are expected to organize and participate in Society activities like tutoring and service projects that foster these ideals within the school and the within the larger community.

Selection process: To be eligible, students must maintain a 3.75 weighted grade point average. Eligible students are asked to submit a Student Activity Information Form. Their form is reviewed by the NHS Faculty Council to support their candidacy for membership. The Faculty Council shall consist of five voting faculty members appointed annually by the Division Head. Students will be informed in writing if their candidacy is granted. Once a student is inducted, he/she does not need to reapply each year. NJHS/NHS members must maintain a 3.75 weighted grade point average annually, not cumulative. Any member who falls below a weighted 3.75 grade point average will be placed on probation for one school year. Failure to raise their grade point average to the requirement will be cause for removal from NJHS/NHS for the following school year. Community service and leadership will continue to be requirements for induction and membership.

### **WORLD LANGUAGES HONOR SOCIETY**

The purpose of the Spanish, Latin, and Chinese Honor Societies is to recognize high achievement in these respective languages by Upper School students. To become a member of any of the three honor societies, students should be at least in 10th grade and have studied at least three semesters of Spanish, Latin, or Chinese. The student is required to maintain a 3.75 or higher in his/her language course. The student should also demonstrate character, leadership, seriousness of purpose, cooperation, honesty, service and commitment toward others. Students will be invited to join and are required to complete an application, including an essay of interest in membership demonstrating that the student meets all the requirements. World Language teachers will meet to evaluate each application, and the students will be informed in writing of their acceptance.

### **ACADEMIC COMPETITIONS**

The students are afforded the opportunity to participate in various academic competitions throughout the school year. Under the tutelage of the Lake Mary Preparatory School staff, students often participate in Science Fair, Academic Olympiad, Math Counts, Foreign Language Fair, Duke University Talent Identification Program, the Scripps/Howard Spelling Bee, National Geographic Geography Bee, and various other academic tournaments. Students are encouraged to increase their knowledge and expertise by taking part in these competitions. The school encourages each family's support and appropriate degree of assistance to the student. However, the responsibility for completion of the final product belongs to the student.

### **CLUBS**

Lake Mary Preparatory School offers many different club opportunities for our students but they are organized based on student interest so the offerings for the clubs is ever changing as are the interests of our students.

## **COMMUNITY SERVICE**

Middle School students in grades 6 – 8 are encouraged to complete fifteen hours of community service per year. Half of these hours may be completed on campus. We believe this allows students the opportunity to serve the local community in a positive way as well understand the responsibility that citizens have within society. Community service helps promote responsibility, self-respect, and leadership in our students. On-campus hours must be approved by the Head of Middle School or Dean of Students prior to the hours being completed.

While strongly encouraged, Upper School students are not required to complete community service hours as a graduation requirement. However, students who wish to be considered for a Florida Bright Futures scholarship must have at least 100 service hours. Lake Mary Prep students generally graduate with close to 150 hours, and as college admissions continues to get more selective, we encourage upper school students to graduate with over 250 hours of service. Students must submit service forms to their advisor, so LMP can track each students' overall hours.

All forms can be downloaded from the school website. Community service is due to the student's advisor by the end of the school year. Students may participate in service programs offered through non-profit organizations. (Government, educational, etc.) Community service must be unpaid and outside the school day in order to receive credit. Students must be supervised and return the proper paperwork to their advisor in order to receive credit.

## **SECTION VIII: EXTENDED CARE/COMMUNITY SCHOOL**

Contact: Lezlee Oliver-Crumpler, After School Programs Director

Lake Mary Preparatory School provides extended care for students enrolled during the regular academic day and Community School opportunities for non LMP students. The same rules of behavior and the same disciplinary procedures apply for those students participating in our after school programs.

Community School programs are offered at the school at an additional fee in order to offer expanded activities such as: computers, music, dance, Karate, drama, cooking, etc. Students who participate in after school care and/or an enrichment programs must remain with their assigned after school teacher and may not leave their designated area without the teacher's permission. Under no circumstance may a student leave the school grounds without written permission from his/her parent and pre-approved by the office. The school accepts no responsibility for students who have been released from after school care with parental permission

Students are not to loiter in or outside the school building. If extenuating circumstances cause a student to be in the building past their normal time of departure, that student must report to after school care until such time that their ride arrives. The parent/guardian picking up the student must come into the building to find the student. Parents will be assessed a \$7 per hour or portion thereof for after school care. Late fees apply after 6:00pm. Students may not wait unattended in the school parking lot.

Only students who have been registered and who have paid for after school care or after school activities may remain at school past the end of the regular school day. Other students will be escorted to a designated after school area where they will be assessed an after school care fee for every ten minutes that the parent or guardian is late as outlined in the extended care section below. Students registered for after school activities must be picked up at the end of each activity.

It is the parent's responsibility to be aware of beginning and ending times. Students not picked up on time will be taken to after care where an additional fee may apply. In an emergency situation, parents may arrange to have their student stay after school by contacting the office. In such emergencies, the charge for extended care will be \$7.00 per hour or fraction thereof. Extended care is offered only until 6:00 p.m. The school's doors are locked at that time. A parent or guardian picking the student up after the 6:00 p.m. deadline, as per the tuition policy, will be assessed \$1.00 per child per minute that he/she is late. This will be billed to your account. While a considerate gesture, telephoning the school to inform the personnel of the reason for the delay does not free the parent from this financial obligation.

## **SECTION IX: ATHLETICS**

Contact: Justin Varitek, Athletic Director

Lake Mary Preparatory School is a member of the Florida High School Athletic Association (FHSAA). All-student-athletes must abide by the rules, regulations, by-laws, and policies set forth by this governing body. Visit [www.fhsaa.org](http://www.fhsaa.org) for further information LMP offers many sports for boys and girls in three different seasons. Please check the website for an updated list.

### **STUDENT-ATHLETE ELIGIBILITY**

#### **A. ATTENDANCE**

In order to represent the school in any athletic activity a student-athlete must be enrolled and in regular attendance. Student-athletes must be in attendance for at least half of the school day.

#### **B. ACADEMICS**

Student-athletes at Lake Mary Preparatory School must understand that they are students first. Their performance and conduct in the classroom may impact their involvement in athletics. The Athletic Director and school administrators will closely monitor student-athletes' grades and conduct. Student-athletes in grades 9-12 must maintain a minimum unweighted cumulative GPA of a 2.0 or above on a 4.0 scale each semester to be in compliance with the FHSAA's standards. Student-Athletes in grades 6-8 must maintain a minimum unweighted GPA of 2.0 or above on a 4.0 scale from the previous semester only. If at the end of a semester the cumulative GPA is below a 2.0 the student-athlete will not be eligible to compete during the next semester, and will remain ineligible until the cumulative semester GPA is a 2.0 or above. In addition, Academic Tracking will be administered by the Athletic Department, specifically, coach Zac Carter.

- Any student-athlete in grades 6th – 12th, who has a cumulative GPA of 2.5 or below and/or has a "D" or below in any class, will be put on academic tracking and subject to weekly meetings with Coach Carter.
- Coach Carter will update the GPA's on the academic tracking spreadsheet at the end of each 9-weeks.
- If a student-athlete has a "D" or below in any class, the student-athlete must attend 2 to 3 – 30 minute tutoring sessions per teachers discretion per week with the teacher/class the "D" or below is in until the grade is raised to a "C" or above.
- If the student-athlete does not attend 3 tutoring sessions per week, the athletic department may withhold the student-athlete from practice and competition. Teacher signatures are required for proof of tutoring on the designated document, provided by Coach Carter.
- If a student-athlete has 2 or more "F's" in a marking period, the athletic department may withhold a student-athlete from participating in practice and/or competitions.
- Administration will communicate with Coach Carter about any student-athlete who has a "D" or below in any class.

### C. LIMIT OF ELIGIBILITY

As a participating member of the FHSAA, student-athletes are able to participate in a sport from grades 6-12. They may participate in interscholastic athletics one year as a sixth grader, one year as a seventh grader, and one year as a eighth grader. Upon completion of the eighth grade, each student-athlete will have 4 consecutive years of eligibility.

### D. RESIDENCE REQUIREMENTS

Student-athletes shall be eligible in the school he/she first enrolls each school year, or makes himself/herself a candidate for an athletic team by engaging in a practice prior to enrolling in any member school. Student-athletes shall remain eligible in that school as long as he/she remains enrolled in the school regardless of where he/she lives.

### E. TRANSFER STUDENTS

LMPS Good Cause Transfer with Athletic Eligibility

(Per FHSAA Policy 9.3.2.3)

A student who transfers after the start of the school year will immediately be eligible for athletics if the student is "authorized for good cause" by one of the following:

- Move to a new residence: the student moves to a new home address due to a move by the student and the parent/guardian with whom the student has been previously living, which makes it necessary for the student to attend a different school.

- Children of active duty military personnel, whose move resulted from military orders.
- Students who move due to a court-ordered change in custody, or a serious illness/death of custodial parent.
- Transfer to Lake Mary prep within the first 20 days of the semester.
- Undue hardship: subject to review by Head of School's Executive Team.

### F. REQUIRED FORMS

The following forms must be turned into the athletic office prior to participating in any Practice. All forms are available on-line at [www.lakemaryprep.com](http://www.lakemaryprep.com) or in the front lobby.

1. FHSAA EL-2 PRE-PARTICIPATION PHYSICAL EVALUATION- All student-athletes must have a physical examination by a physician after May 22 of the preceding school year. The exam must include a medical history questionnaire signed by both the student and parent/guardian.
2. FHSAA EL-3 CONSENT AND RELEASE FROM LIABILITY CERTIFICATE- Both the student-athlete and the parent/guardian must sign this form in order to participate in athletics. A copy of health insurance coverage must accompany this form.
3. BIRTH CERTIFICATE - A certified birth certificate must be presented to establish eligibility in accordance with the FHSAA. A photocopy will be kept on file and the original returned to the student.
4. EMERGENCY CARD - Provides names and numbers of people to contact in case of an emergency.
5. STUDENT-ATHLETE PLEDGE
6. PARENT/GUARDIAN PLEDGE
7. TRANSPORTATION - Allows students to ride with coaches or other parent volunteers to practices and competitions. A student is never allowed to ride with another student driver to any athletic contest.
8. FHSAA G-4 COMPLIANCE RECRUITING AFFIDAVIT - This form is required for any transfer student entering 10th grade or higher and must be notarized in form of the student-athlete, parent, Athletic Director and Headmaster. Please call the front office to arrange an appointment time.
9. FHSAA EL4 INTERNATIONAL STUDENT-ATHLETE FORM - This form is required for any student-athlete with an F1 Visa in addition to all necessary documents.

## **FEES**

There will be an athletic fee for each sport. Fees are non-refundable once the roster has been selected. Once the team is selected, the Athletic fee must be turned into the Athletic Office – no refunds will be issued for injury, dismissal from team due to academic or disciplinary issues, or the student-athlete's decision to leave the team. \$150 per varsity sport, \$125 for JV/JH will be assessed. The fee will include the Griffin pride pack, banquet, senior night, awards, team equipment, letters, chevrons, and certificates.

## **CONDUCT**

### **A. STUDENT-ATHLETE**

Being a member of an athletic team is a privilege and an honor. The Honor Code "Integrity, Respect, Responsibility...Always" continues to apply to all student-athletes as their conduct is a reflection on the school as a whole. The student-athlete's conduct is not limited to the arena of athletics but continues both on and off campus. Any behavior deemed inappropriate or detrimental to the team or school will be dealt with immediately. If the student-athlete incurs an out-of-school suspension (OSS), the student-athlete will not be able to participate in any athletic practice or contest on the days of the suspension. The behaviors as stated in the Lake Mary Prep Student Handbook apply to the athletic fields as well. Failure to comply with these rules will subject the student-athlete to suspension from athletic competition and possibly expulsion from the team.

### **B. UNSPORTSMANLIKE CONDUCT**

Student-athletes shall adhere to the principles of good sportsmanship and the ethics of competition during all athletic contests. Violations will be dealt with by the Head Coach immediately, accompanied by follow-up discussions with the Athletic Director. This is a very serious issue and will demand strong disciplinary action.

The discipline imposed on the student-athlete will be at the discretion of the Head Coach, Athletic Director, and the Dean of Students. Depending upon the violation, discipline can include removal from the contest, suspension from interscholastic athletics for 6 weeks, and possible suspension from school as determined by the FHSAA as well as monetary fines imposed by the FHSAA.

### **C. SPECTATOR CONDUCT**

The role of a spectator should be to encourage and support your team while appreciating the effort and abilities of our opponents. Although this can be a challenge from time to time, remember your responsibility as a role model and realize that your actions directly reflect upon your team and the reputation of our school. If a student is a spectator at a contest and exhibits inappropriate behavior, the umpire/referee, Head Coach, or any school administrator has the ultimate authority to escort the student away from the contest. Be mindful of the Honor Code "Integrity, Respect, Responsibility...Always" and be a positive role model.

## **PRACTICE SCHEDULES**

Specific practice schedules will be issued by each Head Coach at the beginning of each season. These schedules will be subject to change. Some teams may have to stagger practices due to space limitations. The last team to practice will finish no later than 9:00 pm.

- Two-a-day practices on a non-school day may not exceed (4) hours.
- Two-a-day practices on a school day may not exceed (3) hours.
- No practice or player meetings can be held on Sunday.

Practices/Tournaments may be conducted over Holiday Breaks, Spring Break and weekends as the coach deems appropriate.

## **TEAM ROSTERS**

The number of athletes on each roster will vary as well as the method of selecting the final team members. Each student-athlete will have sufficient opportunity to display their skills and each Head Coach will establish guidelines for their respective team. The Head Coach will place student-athletes in appropriate roles, and determine playing time in the best interest of the team. Athletes and parents are to respect the coach's decision and cooperate in whatever role they are asked to fulfill.

## **ATTENDANCE AT PRACTICE/GAMES**

Student-athletes are expected to be in attendance for all meetings, practices and games. An unexcused absence may result in the student-athlete not receiving their varsity letter. An unexcused absence is when the student-athlete misses a scheduled activity for the team without first discussing and receiving approval from the Head Coach. Reasons for missing scheduled team activity must be valid. Discuss all possible absences with your coach. Tardiness is being late for any scheduled team activity and will be dealt with by the Head Coach of each respective sport. Coaches will be keeping attendance records to assist in issuing awards and varsity letters. Consequences for excessive tardiness or unexcused absences will come under the discretion of the Head Coach. The final determination of earning a Varsity letter will be at the discretion of the Athletic Administrative team with input from the Head Coach.

## **DRESS CODE**

All student-athletes will wear their game uniforms during competition in an appropriate manner as set forth by the Head Coach. No additions or alterations should be made to the uniforms and all jerseys are to be tucked in with the shorts up around the waist. Proper undergarments must be worn and not visible. Student-athletes are not to wear jewelry or bandanas during practices or games. Any additional items not part of the uniform must be approved in advance by the Head Coach and Athletic Director.

## **EARLY DISMISSAL**

Student-athletes are responsible for all academic work missed due to early dismissal for athletic contests. Students are required to discuss their absence and work they will miss with their teacher prior to leaving campus for a sporting event. Student-athletes are not permitted to leave prior to the time scheduled by the Athletic Director.

## **EQUIPMENT & UNIFORMS**

Our school colors are burgundy and gray with white and black accents. All uniforms issued are the property of Lake Mary Prep and are in good condition. Student-athletes are responsible for the proper care and treatment of the uniform. Any lost or damaged uniforms must be replaced at the expense of the student-athlete. All uniforms must be turned in the week following the end of a season. Student-athletes will not be able to practice for another sport until the uniform is returned.

## **TRANSPORTATION**

The school will provide transportation whenever possible. For smaller groups and in cases where events are being held simultaneously, parents will be asked to assist with transportation. A transportation form must be signed by all parents/guardians of each student-athlete allowing them to travel with another parent/guardian to athletic contests. When transportation is provided, all team members must travel with the team to the competition; however, they may travel home with their parents/guardian after the coach has been properly notified. A student must not drive with another student to a contest.

# SECTION X: HEALTH

Contact: Jennie Eshelman, School Nurse

## REQUIRED DOCUMENTS

A medical form, provided by the state of Florida (form DH 3040), signed and dated by a physician, will be kept in the student's file. A yearly physical examination is required by the state for all preschoolers, as well as students entering Kindergarten and 7th grade. Updated immunization records should also be submitted on a yearly basis (form DH 680). The school policy requires new students to submit a recent physical examination form and inoculation record prior to enrollment. An Emergency Medical Release form for each student must be on file in the office to authorize the school personnel to obtain medical assistance for students in an emergency.

**Communicable Diseases:** Parents are discouraged from sending symptomatic students to school. It is expected that the parent will keep the student at home for a reasonable length of time to promote adequate recuperation. After three consecutive days of absence as the result of an illness or contagious disease, it is required that a physician's note be provided. Children must be fever free for 24 hours before returning to school.

Based on the requirements of Seminole County Health Department, any childhood communicable diseases (pink eye, pinworms, impetigo, measles, head lice, etc.) must be reported to the school immediately, and parents must follow the required school health guidelines regarding exclusion from class.

Parents are responsible for calling the office if the student is ill and will be absent.

## MEDICATION

If a student requires medication during the school day, the following procedure must be followed:

- Parent must provide the school with a signed medication authorization form;
- The medication must be provided in the original packaging with the student's name, doctor's name, type of medication, and administration instructions; and
- The school is unable to accommodate a parent's request to administer over-the-counter medication without a medication authorization form.

Please do not put medication of any kind (prescription, vitamins, or over-the-counter cough syrup or drops, lozenges, etc.) in a student's lunch box or bag. All prescription or non-prescription medication must be administered through the office with the appropriate written medical or parental documentation and approval.

**Accidents or Injuries:** If a minor accident or injury occurs, first aid (band-aid, ice pack, etc.) will be given to the student by a staff person. If necessary, for more serious injury, 911 will be contacted and the student will be transported to a nearby hospital emergency room. Parents/guardians of the student will be contacted immediately. Cost of all medical care is the responsibility of the parent/guardian. Incident reports are filled out for more serious injuries. A copy of the report is sent home to parents, while another copy is kept on file in the school office.

If an event occurs where a parent or emergency contact cannot be reached, Lake Mary Preparatory School reserves the right to arrange for the necessary medical care that needs to be provided. Furthermore, by accepting enrollment at Lake Mary Preparatory School parents/guardians agree to hold the school harmless for all damages, claims, and amounts paid or due in connection with such emergency medical care.

## FOOD OR OTHER ALLERGIES

It is the responsibility of the parent/ guardian to inform the school Registrar and office of any student allergies and possible reactions. Accurate and complete information on Emergency Forms is required. Epi-pens and medicines will be stored with proper documentation.



**LAKE MARY PREPARATORY SCHOOL ACKNOWLEDGEMENT FORM**  
(THIS FORM MUST BE SIGNED BY ALL MIDDLE AND UPPER SCHOOL STUDENTS AND RETURNED TO THE DEAN OF STUDENTS BY AUGUST 18, 2017)

This student handbook has been prepared for your information and understanding of the policies and procedures at Lake Mary Preparatory School. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to Mr. Delgado, Dean of Students by August 18, 2017.

I, \_\_\_\_\_, have received and read a copy of the Lake Mary Preparatory Student Handbook which outlines the policies, and procedures, as well as my responsibilities as a student at Lake Mary Preparatory.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Student Handbook provided to me by Lake Mary Preparatory School. I understand this handbook is not intended to cover every situation that may arise during my time at Lake Mary Preparatory, but is simply a general guide to the policies and procedures.

STUDENT NAME (PLEASE PRINT): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

