

Student/Parent Handbook

TABLE OF CONTENTS

WELCOME LETTER 1

PURPOSE OF THIS HANDBOOK 2

MISSION STATEMENT 3
MIDDLE SCHOOL MISSION STATEMENT 3
HISTORY OF THE SCHOOL 3
SCHOOL PHILOSOPHY 3

PARENT PARTICIPATION AND EDUCATIONAL COMMITMENT POLICY 4

STATEMENT OF EXPECTATIONS 5

ACCREDITATION AND MEMBERSHIPS 7
NON-DISCRIMINATION POLICY 7

ACADEMIC PROCEDURES AND GUIDELINES 7

GENERAL 7
EXCUSED ABSENCES 7
MAKE UP WORK FOR EXCUSED ABSENCES 8
UNEXCUSED ABSENCES 8
TARDIES 8
SIGN-IN AND SIGN-OUT PROCEDURES 9
DISMISSAL 9
BEFORE AND AFTER CARE 9

ACADEMIC PROGRAM AND INFORMATION 9

PLAGIARISM AND CHEATING 9
HOMEWORK 10
STANDARDIZED TESTING 10
SCHEDULE AND TEACHER CHANGES 10
PARENT/TEACHER CONFERENCES 10
RE-ENROLLMENT 11

SAFETY 11

CHILD ABUSE REPORTING 11
STUDENT/ADULT INTERACTION AND COMMUNICATION 11
CHILD SAFETY FROM SEXUAL OFFENDERS AND PREDATORS 12
Harassment and Bullying 13
Hazing 14
LOCKDOWN PROCEDURES 15
USE OF SURVEILLANCE EQUIPMENT 15
VISITORS 16
Weapons and Threats 16

SOCIAL GUIDELINES AND EXPECTATIONS 17

PURPOSE AND GOAL 17
General Conduct 18
Student Conduct 18
Bathroom and Locker Room/Changing Facilities Policy 18
Behavior in Class/Halls/Walkways/Assemblies 19
Cooperation with School Staff 19
Criminal Activities 19
Destructive Acts 19
Displays of Affection & Other Forms of Inappropriate Student Interaction 19
Drugs and Alcohol 19
Fighting or Horseplay 20
Food, Drink, Gum 21
Honesty and Dishonesty 21
Investigations 21
Language 21
Laptop Security 21
Lockers and Cubbies 21
Pornography 22
Property 22
Smoking/Vaping/Tobacco Products 22
Telephone Use 22
Truancy 23

DISCIPLINARY PROCEDURES 23

TECHNOLOGY 24

CELL PHONES AND OTHER ELECTRONICS 24
COMPUTER AND SYSTEMS USAGE POLICY 25
ONLINE LEARNING MANAGEMENT SYSTEMS AND COPPA INFORMATION 27
SEXTING 28
SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES AND PROCEDURES 28

DRESS CODE 30

HEALTH 31

ACCIDENTS 31
Animal Policy 31
HEALTH INFORMATION SHARING 32
HEALTH CARE, IMMUNIZATIONS, AND MEDICATIONS 32
STUDENT ILLNESS AND COMMUNICABLE DISEASES 33
COVID-19 DISCLOSURE 34

STUDENT SERVICES 35

SERVICES FOR STUDENTS WITH DISABILITIES 35
FIELD TRIPS 37
ORGANIZATIONS 37

LUNCHTIME 38
TRANSPORTATION 38
BUS TRANSPORTATION 38
RIDE SHARING 39
OTHER IMPORTANT INFORMATION AND POLICIES 39
BIRTHDAY CELEBRATIONS 39
NUTRITIONAL POLICY 39
EVACUATION 40
INCLEMENT WEATHER POLICY 40
INSPECTION POLICY 40
Lost and Found 40
Messages 40
POSTERS AND ANNOUNCEMENTS 41
PAYMENT OF TUITION AND FEES 41
SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT 41
STUDENT RECORDS AND INFORMATION 41
PRINCIPLES AND EXPECTATIONS RELATING TO THE PARENT/SCHOOL RELATIONSHIP 42
PARENT/FAMILY COOPERATION 43
USE OF SCHOOL NAME/NON-SPONSORED ACTIVITIES 43
FUND RAISING 44
SCHOOL BUSINESS OFFICE HOURS 44
MONTESSORI MODEL UNITED NATIONS PROGRAM 44
BRITANNICA ONLINE ACCESS 44
YEARBOOK 44
GRADUATIONS 45
PARENT REMINDERS 45
ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK 47

WELCOME LETTER

Dear Parents:

Welcome to our School and a year of fine education, growth and learning for your child. For many of you this means a new grade, new teacher and new assignments, while for others everything is new for the first time! Whatever the case, we are delighted to have you as part of our School family.

We are a unique community of Montessori educators, parents, children, and friends dedicated to the philosophy of Dr. Maria Montessori. The Montessori educational approach is based on respect for the individual child, respect for others, and respect for all forms of life.

The interrelationship among the child's physical, social, emotional, intellectual and spiritual development is basic to Montessori education. At Summit-Questa, students are encouraged to achieve their full potential through work and play, individually and in small groups. These experiences allow for critical thinking, problem solving and positive peer interaction.

Please take some time to read this Handbook with your child as it contains useful information and will help answer some questions regarding our procedures and expectations. This Handbook represents the spirit of the positive expectations of our community. We look forward to a wonderful year together!

Sincerely,

Judy Dempsey, Principal

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the School year. Because the Handbook contains information about students' rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

If you have any questions about the Handbook or any of its policies, please contact the Principal.

MISSION STATEMENT

Our mission is to provide an environment for all children to express themselves, experience the joy of discovery and have a sense of community and belonging. To achieve this mission, Summit-Questa has created a school atmosphere where children can respond to their natural drive to work and learn. Children may progress at their own pace and rhythm with guidance from specially trained teachers.

Through the integration of these principles, Summit-Questa has created a nurturing environment where children become lifelong learners who possess an enthusiasm for learning, excellent communication skills, a positive self-image, and the ability to adapt to a readily changing technology which is necessary for success in the twenty-first century.

MIDDLE SCHOOL MISSION STATEMENT

Summit-Questa Middle School's mission is to provide a developmentally responsive, safe, positive, and respectful learning environment that is empowering to the early adolescent. We work toward developing the whole person while encouraging the students to recognize their unique gifts and talents. This environment provides extensive opportunities to promote an intellectually and spiritually reflective person, a well-rounded, harmonious, ethical, and caring individual to whom meaningful, constructive work is of utmost importance in becoming a vital and contributing member of our local and global community.

HISTORY OF THE SCHOOL

Our school originated in 1981 as Summit Private School of Ft. Lauderdale, primarily a Montessori preschool. In 1991, we focused on building our Montessori elementary and middle school levels. The result is what it has grown into today, Summit-Questa Montessori School, a community that includes preschool through middle school on a beautiful 10-acre campus.

Our school has blossomed because of our dedicated staff and supportive families. All are invited to be active members in this community. Decision-making within our community is a process that begins at a very young age and is based upon respect for the individual as well as the needs of the community as a whole.

SCHOOL PHILOSOPHY

Montessori is a philosophy of education developed by Dr. Maria Montessori at the turn of the 20th century. Montessori education is designed to cultivate and support a child's natural desire to learn. Dr. Montessori believed that one is not "educated" by another person but educates oneself in the process of becoming a life-long learner. The certified Montessori teachers are present to guide students through this process.

In a Montessori classroom, children experience the excitement of learning through their own choice. They are guided in developing their natural capacities for learning, so that their unlimited potential may be supported in all their endeavors. Montessori materials are thus designed not only to give specific information to children, but also to foster higher level thinking skills, independence, competence and self-confidence.

Dr. Montessori called the mind of a young child "the absorbent mind" because of the unique aptitude for learning she observed in children. She demonstrated children's ability to read, write and calculate in the same natural way they learn to walk and talk. Dr. Montessori also saw that there are periods in children's development when they are drawn to and select materials that match their interest as their brain develops.

Children in a Montessori classroom are taught through their hands. To learn, there must be concentration. Children concentrate best by fixing their attention on a task they are performing with their hands. Towards this end, Montessori materials invite children to use their hands to learn. It is through exploration with the hands that the mind perceives and organizes information.

In Montessori education, the directress or guide prepares the environment, guides activities, presents lessons, and encourages the individual development of each child. However, it is the child who is self-motivated through the work itself thus readying them for specific tasks.

Children coming to the Montessori classroom for the first time begin with simple exercises all children enjoy. The materials they use help them to develop concentration, coordination and the necessary working habits for more advanced exercises in motor and sensory education, linguistic skills and mathematical concepts. Current brain research reinforces many of the discoveries Dr. Montessori made over 100 years ago!

A Montessori program is purposefully structured thereby giving children an early enthusiasm for learning, the key to their becoming a truly educated person and life-long learner.

When children leave a Montessori classroom they are well prepared to meet new challenges and experience life in a thoughtful and positive way.

PARENT PARTICIPATION AND EDUCATIONAL COMMITMENT POLICY

As a Montessori school, we believe strongly that a partnership between home and school, staff and parents, is key to a successful educational community.

While your child is getting a Montessori education each day, as a parent it is essential that you have an understanding of this special philosophy as well. Volunteerism is truly a gift, both to those who give of their time and energy, and to those who are the recipients. Everyone can appreciate the value of parent participation in schools of any kind. However, one of the hallmarks of a Montessori school, is the great attention to detail and special preparation of its classrooms.
Montessori environments are high maintenance. Thus, involved parents are key to a thoroughly prepared classroom.

With parent participation everyone wins.

1. Essential classroom and school-wide tasks are accomplished, easing the load of teachers and other staff.

2. Parents have the opportunity to experience firsthand what is important in their child's day and gain a deeper understanding of the Montessori Method.

3. Children learn a valuable lesson in modeling. When parents are physically and enthusiastically involved, children are inclined to behave in a similar fashion.

4. Participation promotes community spirit and rapport between teachers and parents.

In striving to meet the goals of our philosophy and mission, we have set forth the following policy:
During the course of the school year, at least one parent is required to fulfill the following:

- Attend a minimum of one educational lecture.

- Attend a minimum of one PTO meeting.

- Complete a minimum of 10 service hours during the school year. However, for those parents who do not have the time to provide service, in lieu of performing 10 service hours during the school year, you may issue a check due. This information is also noted on your registration form.

For ways to be involved, please see an office staff member for a list of activities or offerings that suit you best.



Pledge of an Involved Parent

First, I understand that what I am doing is appreciated and welcomed. Because my intent is to be a true "helper," I follow the teacher's/school's instructions, making suggestions, but not imposing my methods or ideas. I honor those who teach my children and I contribute to an environment that is safe, respectful, and positive.

For the benefit of all the children in our Montessori community, I work towards the goals of the school as stated in the Summit - Questa Mission Statement.

STATEMENT OF EXPECTATIONS

At the heart of Summit-Questa Montessori School is a culture defined by respect, balance, integrity, curiosity, leadership, as well as our commitment to the safety and health of

students. All members of the community have an obligation to know and uphold the School's values and strive to embody them in word and deed.

We therefore expect that all members of the community will:

- Respect other people and their privacy and property, both within and beyond the School.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the School.

Our School cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, School employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The School has conducted and will continue to conduct training for adults and students on these important issues and encourages all students and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to the Principal.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when students can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our School values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As

members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

ACCREDITATION AND MEMBERSHIPS

Summit-Questa is affiliated with the American Montessori Society and is the site of a fully accredited Montessori teacher training center. In addition, the school is fully accredited by AISF (Association of Independent Schools of Florida), Cognia, (formerly SACS/AdvancEd) MSA (Middle States Association), NCPSA (National Council for Private School Accreditation) and Ai (Accreditation International).

NON-DISCRIMINATION POLICY

The School admits students regardless of race, color, religion, ethnicity, national origin, disability, or any other category protected by law who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, color, religion, ethnicity, national origin, disability, or any other category protected by law in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

ACADEMIC PROCEDURES AND GUIDELINES

General

Students are expected to be at School every day and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The School requests that parents and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of School prior to a School break. Absences for vacations will be considered unexcused. Whenever possible, regularly scheduled medical appointments should be made after School hours. Students with excessive absences, excused or unexcused, may be denied re-enrollment or promotion.

Excused Absences

1. Illness validated by a parent or guardian. For an extensive illness involving several days of absence, the School may require a statement from a physician. When a student is unable to attend School because of health reasons or other emergencies, parents (regardless of the student's age) should call the School Office by 9:00 A.M.

2. Medical appointment.

3. School sponsored trips and activities. Examples include state or national science fairs, sport competition, or forensics event. Absence must be pre-approved by the Principal.

4. Death in the immediate family.

5. Religious holidays, subject to prior approval from the Principal.

6. Required court appearance or subpoena.

Students excused from classes for field trips or for special reasons are required to obtain assignments and be prepared for class, including tests, the next day.

Any student not well enough to attend all of their classes during the school day may not participate in any co-curricular, extra-curricular, or athletic activity that afternoon or evening, except with the specific approval of the School Office.

Make Up Work for Excused Absences

It is the responsibility of the individual student to see their teacher(s) to make up any graded work missed because of an excused absence. Students will have as many day(s) to make up work as they are consecutively absent. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test. Students or parents may request homework assignments for extended absences. For each day absent, the student will have the equivalent days to make up the work assigned during the absence. A student returning to School during the School day is required to locate the teacher of each class missed to get any assignment(s) and/or take any test(s) missed.

Unexcused Absences

All other absences from School will be considered unexcused, subject however to the review and discretion of the Principal. When an absence is considered unexcused, students may not be permitted to make up tests, examinations, or quizzes that are missed. These guidelines apply to all school days including those immediately before and after vacations.

If a student misses more than 10 days of school without approval from the Principal, that student will be placed on academic probation; if more school days are missed from this point forward, the result is possible retention.

Tardies

Students are to be in class by the designated time. Anyone who arrives after class begins will be considered tardy. Students who arrive after class begins should report to the office for a late pass. All students with excessive tardies will have a parent/teacher conference. **Please remember that punctuality is important. We are building the foundation for your child's future.**

Sign-in and Sign-out Procedures

Any student who arrives on campus late is considered tardy. Students who arrive late to School must have their parent sign them in at the School Office, and then receive a late pass to class.

The School will not allow a student to leave School early with another person unless authorized by the parent to do so.

Students will not be allowed to leave the School grounds, except for an authorized School trip, or under the conditions described above. Students who remain after School for sports or other activities will not be allowed to leave the School grounds and then return for pick-up.

Dismissal

No teacher or other employee may excuse a child to any adult before the regular dismissal time. If a student's regular routine of pick up changes, a parent must first inform the School Office. If School personnel are not familiar with the person who comes to pick up the student, a State issued ID will be required, as well as prior authorization from the parent by fax or email (we cannot accept authorization over the phone).

Before and After Care

Late pick up fee: First 15 minutes (6:01-6:15) - $25.00 per student
After 15 minutes (6:16-6:30) - $50.00 per student 6:31-6:45 is $75.00 per student

Repeated late pickups may result in your student being withdrawn from our aftercare program. Be certain all contact information is current.

ACADEMIC PROGRAM AND INFORMATION

Plagiarism and Cheating

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Plagiarism & Cheating. Cheating and plagiarism are academic dishonesty. *Plagiarism* is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. *Cheating* is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonesty, or, deception.

Situations involving cheating or plagiarism on schoolwork (tests, quizzes, homework) will result in a zero, and further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants. Cheating also includes, without limitation, dishonestly storing information on calculators, computers, and cell phones, as well as text messaging, emailing, or instant messaging information to others.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as their own.

Homework

Homework is an important part of the student's day as it is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short and longer-term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated time; and to submit homework assignments that reflect careful attention to detail and quality of work. In addition, all student work must be school appropriate.

Standardized Testing

Standardized tests are administered to students each year. Students are tested in several academic areas including English/language arts/reading, and math.

The purpose of the testing program is to monitor student achievement. The results of such tests are used to identify students' strengths and weaknesses in academic areas and may be used to determine eligibility for promotion to the next grade. Also, test results are used to determine the effectiveness of educational programs and how programs can be improved.

Schedule and Teacher Changes

Schedule and/or teacher changes will be initiated by the School when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. The School will not entertain requests for changes based on a parent's or student's dislike of a particular teacher or to accommodate friendships. Please understand that the School and administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

Parent/Teacher Conferences

Parents may request a conference with their child's teacher at any time by making arrangements in advance with the teacher or School Office. In consideration of the great demands placed on teachers, the administration requests that you refrain from engaging teachers in a discussion at times when their attention needs to be on their class. Parents and students may not call teachers or the administrator at their home.

Re-enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or a parent or family member causing disruption to the School or the School's educational mission can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

SAFETY

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to a School administrator.

Further, students and their parents should promptly notify a School administrator if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Texting a student without including the student's parent or a School Administrator in the text;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;

- Taking students off School property other than for approved field trips and School activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to “hang out” in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including, but not limited to, activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or School-sponsored events;
- Asking students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee’s social networking profile or become a “friend” or “follower” on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Please note that the above list of actions and behaviors is not exhaustive—if a family is in doubt as to whether the conduct is appropriate, the family should contact a School administrator.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School’s criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children’s friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting http://www.fdle.state.fl.us, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE’s toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit http://www.familywatchdog.us. To learn about additional child safety tips and links to child

and internet safety sites and searches, parents should visit the Florida Attorney General website at http://myfloridalegal.com.

Harassment and Bullying

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct, teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression

(harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's "private parts," to pull down another child's pants, to look up someone's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a School-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Principal. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of, an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e.,

forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact the Principal and ask.

A student violates this policy whenever the student engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the Principal. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Lockdown Procedures

A "lockdown" is instituted in response to an incident that could potentially result in an unsafe environment for students and staff. When a "lockdown" order is issued by the local police department, all school outside activities are stopped, with staff and students immediately reporting to their classrooms or other protected areas. Once everyone is in a secure environment, room doors are locked and will remain locked until the situation has been safely resolved. The front gates are also locked and no one is allowed to enter or leave the campus. No students may be released to their parents until an "all clear" signal is given. The lockdown will remain in effect until the local police inform the school that it is safe to resume all normal activities.

PARENT ALERT – We are contracted with a company called FACTS to notify parents through their Parent Alert Program in the event of an emergency.

Use of Surveillance Equipment

The School utilizes surveillance video cameras in its non-private areas to assist with student and employee safety, and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that your (students and parents) activities are being recorded and maybe monitored. These video recordings are the property of the School.

Students are prohibited from tampering with, disabling, or otherwise interfering with, surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including, expulsion.

Visitors

This is a closed campus. Outside visitors are not allowed to visit a student's class without prior permission from the student's teacher and administration. Parents or guardians who need to visit campus during School hours are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.

2. **Check-in in the main office:** When you arrive on campus, please report directly to the main office for authorization. If you need to proceed from there to any other part of the campus you will be issued a visitor badge.

3. **I.D. Check:** If you are asking to see your child, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Please Note: For the safety and security of our students, anyone seen on campus during School hours without a visitor badge will be reminded to obtain one or asked to leave campus.

Weapons and Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and toy weapons to School (including, without limitation, parking lots, athletic fields, and out buildings) or School-sponsored events. This prohibition includes, without limitation, knives (all types including, without limitation, pocketknives, and even those that are part of a key chain), guns (all types), tasers, pepper sprays, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive devices. Any such item may be confiscated and, if appropriate, reported to, and turned over to, law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive, or learn about, that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or

act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the School (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

SOCIAL GUIDELINES AND EXPECTATIONS

Purpose and Goal

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. To promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. Parents are expected to reinforce these goals at home and are expected to support the efforts of the School. While reasonable disagreements may be discussed in private, it is important that parents support the School with respect to expectations and consequences for student behavior. The list of rules and policies should be read carefully. Violations will result in serious consequences, up to and including, suspension or dismissal from School. Students may also be held responsible for any damage or harm that they cause to individuals, property, and/or the School community at large.

On and Off-Campus Behavior

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in, or attending, a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on **honesty, respect, trust, and safety**. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration, any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

General Conduct

Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect School property and the personal property of other people. Students and parents, both as participants or spectators, are required to show good will, sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the School. The use of ethnic slurs, name calling, and profanity are not permitted. The "Golden Rule" will be the foundation of all personal relationships.

In addition, the health and well-being of all students is of utmost importance to the School. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student's or another person's body, self-esteem, or health. All students are expected to help create a school culture of respect for oneself and others. As examples, Internet activity, criminal activity, sexual activity, use of drugs, alcohol, tobacco, or other chemicals, or engaging in self-harming, may result in a student receiving disciplinary action, up to and including, dismissal from School.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm themselves or others, please report such information to the School's administration.

Bathroom and Locker Room/Changing Facilities Policy

The School complies with The Safety in Private Spaces Act. Except for facilities designated for use by all genders ("unisex" facilities), the School's bathroom and locker room/changing facilities are designated exclusively for use by females or males.

Pursuant to this law, "male" and "female" are defined as referring to an individual's biological sex at birth. Individuals may only enter a gender designated bathroom or locker room/changing facility if it corresponds with their biological sex at birth.

Any student who willfully enters a School bathroom or locker room/changing facility designated for the opposite sex (as defined under the law) and refuses to depart when asked to do so by any instructional, administrative, or School security personnel, will be subject to disciplinary consequences as established by the Principal, unless a specific statutory exception applies.

This Handbook provision is considered a part of the School's code of conduct.

Behavior in Class/Halls/Walkways/Assemblies

Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student's mouth, not playing in the corridors, not blocking entrances or walkways, etc.

Cooperation with School Staff

Students are expected to be honest and cooperative with School staff at all times.

Criminal Activities

A student engaging in conduct that is defined under law as a civil infraction, a misdemeanor, or a felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the School may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Principal and the division head.

Destructive Acts

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited.

Displays of Affection & Other Forms of Inappropriate Student Interaction

Students are prohibited from inappropriate displays of affection on campus or any School-related events, such as kissing, hugging, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a School-related event is prohibited. Any unwanted or offensive sexual conduct occurring on School property or a School event must be immediately reported in accordance with the Harassment and Bullying Policy.

Drugs and Alcohol

General**:** Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of alcohol and other mind-altering substances is also prohibited.

Testing**:** Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in their system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School.

Self-Reporting: The School wants to help students who may have difficulties with substance abuse. Therefore, students who choose to self-report their use of mind-altering substances to the administration prior to being selected for testing under this policy will not be subject to discipline for the self-report or use as long as the student complies with the terms of the School's guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the School's discretion, and other similar processes.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

Fighting or Horseplay

Fighting, pushing, hitting, tripping, physical horseplay, or roughhousing of any kind are prohibited and may lead to disciplinary consequences for all of the individuals.

Food, Drink, Gum

Food and beverages will be consumed only in designated areas and at designated times. There will be no chewing of gum in the School.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to act, including proceeding without a statement from the student, or to require the student to withdraw from school. A withdrawal from the School during the pendency of the investigation does not preclude the School from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation.

Language

Students and parents are prohibited from using profane, obscene, bigoted, or any other type of offensive language or gestures on campus or at School-sponsored events.

Laptop Security

Computers should not be left anywhere on campus unattended. The School does not assume or accept any responsibility for loss or damage to laptops not properly secured in the provided lockers.

Lockers and Cubbies

Lockers and cubbies are the property of the School. Students are to keep their locker or cubby clean. Lockers are not to be shared. Personal items should be taken home each evening. If locks are available, the area must be locked (with the School's lock). Administration reserves the right, in its discretion, to open and/or search cubbies and lockers without prior notice or consent. An unauthorized lock will be removed with no notice to the student. Each student must provide the locker combination to the homeroom teacher. If a change is made, the

teacher must be notified. Lockers will be assigned by the teacher during the first week of school. Locks put on before then will be removed.

All lockers and cubbies are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as deemed appropriate.

It is the student's responsibility to keep the locker combination secure and locker locked. The School assumes no financial responsibility for items taken from lockers or cubbies.

Pornography

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of School rules. The School reserves the right to determine what material is pornographic.

Property

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage School property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpets, gum chewing is prohibited at all times. Library books are furnished by the School and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent properties, and School-sponsored activities, including, without limitation, field trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

Telephone Use

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the Office to relay messages to your child. This should be done prior to School. Students are not permitted to call home for homework, test papers, folders, or arrange playdates, etc. If a true emergency occurs, the Office should be notified.

The School telephone lines are very busy and are needed to conduct School business. Therefore, we request that OUTGOING CALLS BY PARENTS AND STUDENTS BE LIMITED TO EMERGENCIES.

Truancy

A student is truant if absent from School without the permission of a parent or guardian (regardless of age) or leaves the School grounds once the student has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action.

DISCIPLINARY PROCEDURES

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students and parents. Each situation will be handled at the School's discretion in accordance with the School's rules, policies, and practices, as well as general common sense.

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of School rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or School disruption caused by the student's behavior;
- The number, if any, of prior infractions of School rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal or prohibited substances (for example, drugs, alcohol, tobacco, vaping products, etc.);
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous items involved;
- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

The range of possible disciplinary consequences include one or more of the following:

Disciplinary Report**:** Written notice of the infraction. This document is to be signed by the parent and returned to the School promptly. A second disciplinary report requires a parent-

teacher conference. A third disciplinary report requires a conference with the parent, teacher, and principal, and may result in suspension. A fourth disciplinary report may result in expulsion.

Disciplinary Warning Status**:** Students who have serious or repeat infractions will be placed on disciplinary warning status, which means that further infractions will result in probation, suspension, or expulsion.

Probation**:** A student on probation is in jeopardy of being expelled if found guilty of a major offense. Probation lasts for a full semester. Students on probation lose privileges (such as participating in extracurricular activities, holding office, participating in student council, etc.).

In-School Suspension**:** Students required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to complete and timely submit all class work and to arrange make-up examinations. Suspension may become a permanent part of a student's record.

Out-of-School Suspension**:** Students are banned from all School activities, including classes, and are to remain at home. Students still have the responsibility to complete and timely submit all class work and to arrange make-up examinations. Suspension may become a permanent part of a student's record.

Expulsion**:** Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; a parent or family member causing disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the Administration directly or considered serious enough by the Principal may be grounds for expulsion.

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

TECHNOLOGY

Cell Phones and Other Electronics

Cell phone use, including smart watches, are not allowed during the school day, including lunch and recess. If a student brings a cell phone or smart watch to school and it is being used during the school day, it will be confiscated and put in the office for the parent to pick up. To the extent that students bring any electronic devices to School or to School activities (smart/cell phones, smart watches, iPads, PlayStation, etc.), students do so at their own risk. The School will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to School or School activities must comply with all rules and regulations regarding same.

All electronic devices must be turned off during class unless the teacher has specifically authorized the use of the device during that particular class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Otherwise, students may use electronic devices only before school, lunch

period, and after school hours. In addition, if electronic devices are permitted on field trips, students must follow all instructions/rules regarding the use of electronic devices on the trip.

Students may not use electronic devices in any way that is inappropriate, harassing or disruptive to the educational environment. The visible/audible content stored on an electronic device such as images, wallpapers, and ringtones are to be School-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a School rule. Students are not permitted to use electronic devices in restrooms, locker rooms, or the library.

Any student found to have an electronic device in their possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Students who violate this policy will have their cell phones or electronics confiscated. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a School administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Parents will be required to come to the School Office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

Computer and Systems Usage Policy

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads or other tablets, smart watches or other wearable technology, smart/cellular phones, video cameras, etc.) on School property or at a School-related event or used at or away from School for schoolwork on a regular or intermittent basis. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers and devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege**:** The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access**:** The School community--students, faculty, administrators and staff--have the privilege of full access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded

only to personal disks. Files are not to be downloaded to the School's local or network hard drives.

Internet Safety**:** Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software**:** The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

Network Access/Passwords**:** Accessing, or attempting to gain access, to passwords, accounts, and files of others is prohibited. Attempting to impair the School's network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the School's network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **Guard your password. You will be responsible for any activity done on the School's system under your password.**

School's Right To Inspect**:** The School 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. The School also reserves the right to inspect any personal electronic devices brought onto campus, to a School-related event, or used at, or away from, School for schoolwork on a regular or intermittent basis. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a School administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Do not assume that any messages or materials on your computer/electronic device or the School's systems are private.

Electronic Communication: Electronic communication, such as e-mail and text messaging, may not be used to harass or threaten others. The School reserves the right to randomly check electronic communication. Electronic communication must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be retrieved.

Any person who believes that they have been harassed or threatened by any electronic communication should immediately report the concern in accordance with the School's Harassment and Bullying policy.

Viruses and Other Risks**:** Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. Further, students use the School's computers and systems at their own risk. Such risks may include loss of data resulting from delays, "mis-deliveries", or service interruptions, whether caused by the School's negligence or by a student's errors or omissions. The School bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. The School will not be responsible for any damages or expenses students incur while using its computers or systems or for the transmission of any virus or for damage suffered from a virus.

Care of School Computers**:** Members of the School community will not abuse, tamper with, or willfully damage any computer or other technology-related equipment, use the computer or other technology-related equipment for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in disciplinary actions and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline**:** Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the Principal so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs. A complete list of the programs with the privacy policy for each can be found on our School website.

In order for our students to use these programs and services, certain personal identifying information must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a School email address to participate in certain of these computer software applications and web-based/cloud-based services. Under a federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our School to provide personally identifying information for your child. Such information may include your child's first name, last name, email address, username, profile picture and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, WiFi information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends messages and with whom they message, actions (using mute/unmute, video on or off, etc.) and other user actions; and School-related information, such as School name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. The recording may also include images, messages, Q&A, and other content shared by your child and other participants. The recordings of your child's image, voice, identity, and content may be used for any purpose deemed appropriate by the School, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify the Principal.

Sexting

"Sexting" is the term used to describe a minor's sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually-related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the School's systems or using their own electronic devices regardless of where the student was when the sexting occurred. Any student receiving such a photo must immediately report the situation to an administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action but could lead to a report to law enforcement. The School will comply with all state and local laws regarding sexting.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use at School or a School-Related Event: We do not permit students to access social media and/or social networking sites while on School property or at a School-related event, unless such use is on a School social media platform or School-sanctioned site **and** the use is for School related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

Use Away from School Property: It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or School employees, impact the School rights, or disrupt the School's mission or activities, and we do reserve the right to regulate those activities. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies, whether on or off campus.

Guidelines: You should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off-campus behavior violates the School's conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not "follow", or be "friends" with, any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logos, trademarks, service marks or other similar School property in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Social/Political Issues: Students and parents who identify themselves as School students or parents on their personal social media account(s) or when posting on a School-affiliated account must not engage in political or social actions or commentary reflecting personal views. Political messages that may be associated with the School are not authorized. Students and parents must be moderate and professional when sharing social media posts, tagging the School's social media accounts, or when making any references to our School or programs.

Creation of Social Media Accounts: Any School-affiliated groups, clubs, organizations, etc. are not permitted to create a social media account without written consent from the Principal.

Your Identity Online: You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by, or originated from, the School.

School's Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet or on private social media sites brought to the School's attention, and to discipline students for any violation of these guidelines.

DRESS CODE

Early Childhood through Upper Elementary

The existence of a dress code within schools has demonstrated success in eliminating distractions and competition, as well as aggressive behavior and violence among students. Parents and children begin their day more smoothly when clothing choices are clear and independence is enhanced for children who can make their own selection within guidelines. Finally, a sense of community and spirit is fostered by a school dress code.

- All pants, slacks, shorts, skirts, skorts, or jumpers must be solid navy blue, gray, black, brown, or tan only.
- Skorts, skirts, logo jumpers (plain), shorts (excluding gym shorts) may not be shorter than 3 inches above the knee.
- Jumpers must have the school logo and be solid navy blue, gray, black, brown or tan.
- No leggings or tights may be worn as pants (this applies to all students including middle school).
- All students must wear a Polo Shirt or T-Shirt with the School logo from Flynn O'Hara Uniform Store subject to the following restrictions:
    - Acceptable Colors: ash grey, hunter green, navy blue, pink, red, yellow, blue (short sleeve)
    - Acceptable Colors for long-sleeve: hunter green and red
    - Required PE Shirt: Light steel
    - Required Field Trip Shirt: yellow (available short and long sleeve)
- Summit-Questa's T-shirts and our school PTO fundraiser T-Shirts are acceptable tops and will be available for sale later this year.

Middle School

Middle school students (6th grade and above) are the only students who have earned the privilege of choosing to follow or dress outside of the dress code because it is developmentally appropriate at this age. However, there are still guidelines that must be followed:

- Middle school students may not wear leggings or tights as pants.
- No inappropriate messages on T-shirts (nothing referring to violence, drugs, alcohol, sexual nature, hate, etc.)
- Skorts, skirts, shorts and dresses must be no shorter than 3" above the knee.
- No underwear may show at any time for any gender.
- No bare midriffs or low cut shirts.

Footwear for All Students

- School Shoes – Deck, oxford, sneakers and other soft-soled, lace shoes are the acceptable choices. Boots of any kind, flip-flops, sandals or open-toe shoes may not be worn to school.
- Gym/PE Shoes – Students are required to have separate WHITE-SOLED sneakers for inside PE classes. These shoes are to be only worn in the gym.

Jewelry for All Students

Please do not allow your child (with the exception of middle school students) to wear jewelry. For safety reasons, middle school students cannot wear jewelry during PE or swim (with the exception of post earrings with safety backs). It is a source of distraction and it can be very upsetting when an item is lost or broken and more importantly, jewelry can get caught in playground equipment and this may be a safety issue.

Uniform Dress Code Exceptions

- If the weather turns cold, sweaters, and other warm clothing are acceptable.
- "Free Dress Day for Early Childhood, Kindergarten, and Lower Elementary" -- the last Friday of each month
- "Free Dress Day for Upper Elementary" -- every Friday
- Holidays - Valentine's Day, etc.

Children may dress outside the dress code on these days. Please help your child make appropriate choices for these days. School guidelines are still in place.

Failure to follow the dress code will result in the following consequences:

1st: Verbal notice to student and written notice to parents/ guardians
2nd: Verbal notice to student and phone call and written notice to parents/guardians
3rd: Parent called to bring appropriate clothing or pick up child from School

HEALTH

Accidents

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students should not assume that someone in authority knows there was an accident or injury.

Animal Policy

Due to concerns about the health, safety, and welfare of people in the School community, no animals are allowed on School property or at School-related events without the express, written permission of the Principal. This means that animals may not be brought onto

School property for any reason (even if the animal remains in a vehicle or on a leash), including drop-off, pick-up, parties, games, and activities, and may not be brought to School-related events on or off campus. The only exception to this are animals that are part of the School farm.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the School, as determined by the Principal or the Principal's designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Health Care, Immunizations, and Medications

Prior to the beginning of each school year, a physical examination must be completed or transferred for each student entering the School. In addition, immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and an original (no photocopies) Certificate of Immunization, signed by a physician, or an immunization waiver, valid and provided in accordance with Florida law, must be kept on file in the School Office. Students may not attend school without an appropriate immunization record (this includes, without limitation, a current immunization record, in accordance with state requirements, at all times) or valid waiver.

Many students must have medication available at school for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written parental/guardian permission. A permission form completed by the parent/guardian is required in the event a student must receive medicine at the School. The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to be given, doctor's name (if prescribed) and possible side effects, must be given to the School together with the signed permission form. All medication must be delivered to the School Business Office. Students are not permitted to carry medications except for EpiPens and then only with specific physician instructions and a signed release from the parents.

Students who return to school after an extended illness or surgery or who may not participate in sports or physical education classes following an extended illness or surgery require a physician's statement confirming the student's ability to return to school and any necessary limitations or restriction.

Parents are responsible for informing the School of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the School

about behavior, comments, or other concerns that potentially evidence that their child could harm themselves or any other individual.

Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the School environment. We count on them to use good judgment in protecting our School community. A sick child should not be in School but should remain at home in an environment where proper care may be given. A student who presents at School with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles**,** etc.) students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, vomiting, diarrhea, etc. for 24 hours prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a

"reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Division Head if their child has a confirmed communicable disease that poses a risk to others in the School community. The Florida Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

COVID-19 Disclosure

The novel coronavirus ("COVID-19") and its variants continue to be reported as highly contagious and spread easily from person to person. COVID-19 may result in serious illness, debilitating injury, or death. The School has put in place measures in an effort to reduce the spread of COVID-19. However, notwithstanding any such efforts, it is simply not possible to guarantee that COVID-19 is not present nor to prevent you or your child from becoming exposed to, contracting, or spreading COVID-19. By entering School premises, attending school in-person, and attending or participating in School activities in-person, you, your child and your household are exposed to the risk of contracting or spreading COVID-19. By participating in certain activities associated with greater rates of disease transmission, you, your child, and your household are exposed to a high risk of contracting or spreading COVID-19. Activities that may pose a high risk for COVID-19 include (but are not limited to): group transportation, singing, choir, performing arts, exercise, athletics, any activity where people are closer than 6 feet apart, any large gathering of people indoors, etc. Participation in in-person School and School activities evidences parents' and students' acknowledgement of the risk to themselves and other individuals they live or associate with of exposure to, contracting, or spreading COVID-19, whether from the acts, omissions, or negligence of themselves or others, including but not limited to, School employees, agents, representatives, volunteers; other students, program participants, and their families; and/or other individuals who may be present in School facilities or in attendance at any School activity and that such exposure or infection may result in personal injury, illness, permanent disability, or death.

STUDENT SERVICES

Services for Students with Disabilities

We are committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and services on an equal basis. It supports the integration of all qualified individuals into its programs and is committed to full compliance with all applicable laws regarding equal opportunity for all students with a disability.

General Policy: In general, it is the School's policy to reasonably accommodate a student's disability if the accommodation will not result in a fundamental change to our educational environment or mission, impose an undue burden on the School, or create a direct threat of harm to the disabled student or to others. To the extent the accommodation requested would impose a financial undue hardship on the School, we may agree to provide the accommodation if the family agrees to share the cost of the accommodation to eliminate the undue hardship.

An accommodation refers to an adjustment or modification in the academic environment that enables an individual to enjoy equal access to the School's programs, services or activities. An example of an accommodation would be one that allows a student to complete the same assignment or test as other students, but with a change in the timing, formatting, setting, scheduling, response and/or presentation. The accommodation does not alter in any significant way what the test or assignment measures.

Procedures, Requests, and Accommodations:

Accommodations Unrelated to Testing and Academics: For any type of accommodation unrelated to testing (including administration of medication at School), e. g., auxiliary aids and services, the parent must communicate the need for accommodation to the Principal. The School Principal will then advise the parent of the medical information needed from the student's treatment provider, which generally will state whether the student has an impairment, how the impairment limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Testing, Academic and Learning Accommodations: A student with a diagnosed learning disability or a diagnosed mental disability may be entitled to reasonable accommodations (e.g. extended time on tests in the classroom) related to testing. The following types of documents can support a request for an accommodation:

- Recommendations of qualified professionals;
- Proof of past testing accommodation;
- Observations by educators;
- Results of psycho-educational or other professional evaluation;
- A student's history of diagnosis; and

- A parent or student's statement of student's history regarding testing accommodations.

Information regarding a student's disability provided must be in writing and provided by a qualified professional, most often a physician, educational diagnostician, learning disability specialist, or mental health professional who is not a blood relative.

Accommodations will be based on documentation not more than three years old. Once the School has reviewed all information, which may include any or all of the above types of information, it will determine whether the accommodation[s] requested is reasonable. As stated above, suggested accommodations that require a fundamental alteration of our academic program or an elimination of an essential element of the course will not be granted. Further, the School will not grant an accommodation that interferes with the student's work in other classes.

Below are examples of academic and testing accommodations that generally are reasonable:

- Extended time on tests and quizzes.
- Arranging seating away from distractions (other students, the door, window, etc.)
- Distributing tests one page at a time so that the student is not overwhelmed.
- Breaking a test into two parts – class time for first part; after school for the second part.
- Reading parts of a test or quiz aloud when possible.
- Making allowances for spelling and handwriting in cases where a disability has been diagnosed affecting these areas.
- Accepting assignments done on computer.
- Signing the Daily Planner either daily or weekly.
- Varying teaching techniques to allow for different styles of learning.

The following are examples of accommodations that will not be granted:

- Substantial modifications to academic standards,
- Personal aids/devices,
- Modification or adjustment of requirements essential to any program of instruction, program or activity, or essential to any directly related licensing requirement, or
- Modifications or adjustments that result in an undue burden, considering the nature, cost, and impact of the accommodation, and other factors.

Release for Communications with Qualified Professional Provider: Sometimes, the documentation received from the qualified professional may raise questions, leave out necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to communicate with the professional treatment provider when necessary to clarify documentation or seek necessary additional information.

Assessment of Request: Once the School has received a request for accommodation and the required medical documentation, appropriate persons within the administration will meet with the parents to clarify information and to discuss the accommodation requested. Once the School determines the accommodations that are reasonable and that are not a fundamental alteration, undue burden, or direct threat of harm, the School will advise the parents in writing

which requested accommodations have been granted. The Principal will notify the student's teachers and provide appropriate documentation outlining the accommodation granted.

Student/Parent Responsibility: Students and parents are required to cooperate with the School in the process of providing information, discussing the needed accommodations, and in implementing whatever processes are necessary at home and working with teachers cooperatively at school. The School may deny a request for accommodation if either the student or the parents are uncooperative.

Field Trips

Day and overnight field trips are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

A condition of a student's or parent's participation in any field trip is the execution of the School's standard Participation Release. For any students whose parents have not executed the release, the student will have the option of attending an alternative class for the period of the field trip or remaining at home.

Parents who are interested in volunteering to assist on field trips must have been cleared through the School's criminal background process. This process is for the protection of all students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and will willingly cooperate in this process.

Organizations

Our School offers a variety of activities including an athletic program and varied selection of non-athletic clubs and organizations. School is a lot more fun for those who participate - go out for a team or join a club! Listen to the announcements or stop in the Office to find out more about the activities program.

We do require parents to provide appropriate insurance for athletes. The School assumes no responsibility for injury to students participating in athletics or other School activities.

Education is first - this is stressed at all times. All athletes must meet scholastic requirements as outlined in this Handbook. Discipline is a prime factor in any athletic success - off the field, on the field, in locker rooms, on trips, and in School. Athletes are to conduct themselves on the highest possible level, being sure that their actions and words are beyond reproach.

Please refer to the "Academics and Athletics" policy in this Handbook for more information on academic requirements to participate in our School organizations.

Lunchtime

Students are expected to be well mannered and well behaved and to help make the designated eating areas a pleasant place to eat. When students have completed their meal they are to dispose of all litter. Violations of this policy will result in disciplinary action being taken.

TRANSPORTATION

Bus Transportation

Bus fees are due monthly. A minimum of 8 students is required for the bus service to operate. Students who are riding to and from School on buses provided by the School are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. Parents are not allowed to enter the bus or discipline other children on the bus. Parents should refer their issues or concerns to the bus driver or the School administration.

The following behaviors are expected of all students:

1. Be on time at the designated loading zone or bus stop.
2. Wait until the bus is completely stopped before moving forward to enter.
3. Refrain from crossing a roadway until the driver signals it is safe.
4. Go immediately to your assigned seat and be seated.
5. Wear your seatbelt on the School buses (if one is available). Bus drivers will report those who refuse to buckle up. Repeated failure to buckle up could result in a child not being permitted to use School transportation.
6. Remain seated and facing forward while the bus is in motion.
7. Keep heads, hands, arms, and legs, as well as objects inside the bus at all times and out of the aisles. Nothing may be put outside the bus windows.
8. Talk quietly.
9. No littering in the bus or throwing anything from the bus.
10. No eating or drinking beverages on the bus.
11. Do not tamper with the bus or any of its equipment.
12. Remain seated until the bus is stopped.

13. Do not engage in any activity on the bus that would constitute a violation of the School rules.

The driver will not discharge students at places other than their regular stop at home or at School unless they have proper authorization from the student's parent/guardian and the Principal.

A student who becomes a behavior problem on the bus shall be and may be denied the privilege of riding the bus and may be disciplined up to, and including, expulsion. Students denied bus privileges that fail to attend School will be considered truant.

Ride Sharing

The School will not allow students under the age of 18 to use any Uber, Lyft, or similar transportation services to obtain transportation to or from School or any School-related activity, unless accompanied by an Uber or Lyft account holder who is over the age of 18.

Both Uber and Lyft prohibit persons under the age of 18 from utilizing their services without an adult present. Please be advised that the School will treat violations of this policy as it would treat other violations of School rules and policies. In addition, should the School become aware of a violation, it will contact the third-party car service and report it.

OTHER IMPORTANT INFORMATION AND POLICIES

Birthday Celebrations

If you wish to observe your child's birthday at School, please consult with your classroom teacher to schedule the day. The only snacks permitted are as follows: Fruit Platter, Veggie Platter, 100% Frozen Fruit Pops, Cheese and Crackers, or Granola & Yogurt Mix. Please complete a Birthday Celebration Form which can be found in the Office or downloaded off the website, at least three days prior to your child's birthday celebration date.

Nutritional Policy

Your student will partake in classroom activities that involve the handling and possible eating of food. Healthy eating habits in children and adolescents promote optimal childhood health, growth and intellectual development. Please send a healthy lunch. Read labels. So many of the "handy, quickie" lunch items are loaded with salt, sugar and preservatives. We encourage including fresh fruit, vegetables, protein and whole grain items in your student's lunch and snacks. Soda, candy and high sugar snacks are not permitted at School at any time. Do not send metal pull top can containers such as fruit cups, pudding, etc. or glass containers. Microwaves are not available for heating up lunches. Lunch boxes may not have any symbols of violence (e.g. transformers, guns, any weapons, etc.)

Childcare Licensing states student lunches need to include:

- Meat/Fish/Poultry or cheese, eggs, peanut butter or dried beans
- Fruits and/or vegetables
- Bread/butter

- Milk

Evacuation

A map can be found in each room showing the quickest and safest route for leaving the building. Please familiarize yourself with these maps. Students will be appointed to turn off lights and air conditioners and to close the windows and doors during fire drills or an evacuation.

Students should move quickly and quietly to designated area. Movement and noise during fire drills should be kept to a minimum. Talking is prohibited.

Inclement Weather Policy

School closing or delays due to inclement weather will follow the decisions made by the public school system of Broward County. Students should, however, tune into local radio or TV stations for additional information. In addition, parents will receive a message on their phones from FACTS. Please make sure that you have an updated telephone number with the School at all times in order to receive FACTS calls.

Inspection Policy

Parents and students authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to**,** a student's locker, purse, book bag, backpack, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator or if on a field trip or other away from campus activity, the trip or activity leader. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the School's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, iCloud, ZoHo Mail, ProtonMail, etc.). Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

Lost and Found

Books, clothing and other personal items which are left at the end of each day will be placed in the Business Office and may be claimed before or after school. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals. Labeling of all items helps prevent loss.

Messages

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the Office to relay messages to your child.

This should be done prior to School. Students are not permitted to call home for homework, test papers, folders, etc. If a true emergency occurs then the Office should be notified.

Posters and Announcements

All posters must be approved at the Office before they are displayed in School. If a student wishes to put up a poster, the student should bring it to the Office first. General announcements are made in the morning. Club or class announcements must be signed by an advisor. Any announcement originating from a student must be cleared by Administration.

Payment of Tuition and Fees

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School or not being allowed to take examinations. Transcripts and student records cannot be forwarded to another school if there is an outstanding balance in the student's account, or if there are other outstanding debts.

School Closure or Modifications Due to a Force Majeure Event

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver of liability in order for their children to participate in on-campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and the School shall not be liable for any such failure or delay in its performance. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Student Records and Information

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled.

In situations of divorced or separated parents, if one parent believes that the other parent is restricted in receiving information about their child(ren) from the School, in visiting/picking-up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the School evidencing such restrictions. Parents are under an ongoing obligation to provide the School with new or subsequent orders, promptly upon issuance.

Principles and Expectations Relating to the Parent/School Relationship

We have ten expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

(1) As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.

(2) Parents must cut the constant phone ties from their students. Let your student make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That's fine too.

(3) Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose, including the student's advisor, mentor, or other person installed on campus.

(4) When parents contact the School without the student's knowledge ("John doesn't know I'm calling, but . . ."), the School will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality over your phone call. Refer to expectation number one.

(5) The School will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.

(6) Although your student's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.

(7) Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.

(8) The School will not communicate everything that occurs in the student's daily life to a parent. We have a lot of students under our care (including your student) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.

(9) Neither the teachers nor the School will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate School channels if we believe there is a concern that you should address with your student.

(10) All communications between the parents and any person at the School must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If any family member of a student (i) engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, or (ii) otherwise interferes with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to place restrictions on the family member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the family member from the community. The School may also place restrictions on a family member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. Any determination of a violation of this policy shall be in the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Use of School Name/Non-Sponsored Activities

In order to, among other reasons, ensure that any implied association with the School is accurate and to protect the goodwill and value of the School's name, logos, trademarks, service marks, and other similar School property, parents and students are not authorized to use or cause to be used by others the School's name ("Jedco, Inc. d/b/a Summit-Questa Montessori School"), any likeness or reference to the School's name, and/or the School's logos in any way ("School Property") without express prior written permission of the Principal. This restriction on the use of School property includes. without limitation, online activities, use of School Property on merchandise, and attaching School property (whether in print, online, or other medium) to a project, event, outing, club, sports team, group, or other activity ("Activity") or when describing such Activity that the student or parent may organize or lead or in which the student or parent may participate that is not School-sponsored.

Parents and students should also understand that no Activity is sponsored or endorsed by the School unless the parents and students receive written notice from the Office stating that the Activity has been recognized by the School, even if the Activity is utilizing School Property, and even if the Activity is organized or led by another parent or other individual, including current and former employees. If a parent or student has any questions about whether an Activity is School sponsored, please contact the Principal.

Fundraising

No class, individual, or organization is to begin any money-raising activity without permission from the School. No class, individual or organization may request money from any other class, individual, or organization within or outside the School without permission from the School administration office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

School Business Office Hours

The School's Business Office is open from 7:45 a.m. to 5:45 p.m. Monday through Friday.

Montessori Model United Nations Program

We are a participating school in the Montessori Model UN Program. A delegation of our middle school students attend the NYC Middle School Conference annually. Student delegates assume the role of an ambassador from the UN member states by making speeches, researching, negotiating and providing resolutions to problems that affect our world today. For those interested in participating in this program, there will be additional fees which will vary depending upon location. This is a separate experience and it is not intended to replace the full community weeklong field trip for all Middle School students.

Britannica Online Access

The School has purchased a subscription to the Britannica Online School Edition, which includes Encyclopedia Britannica, Compton's and Britannica Elementary. This access is not only for the children while at School but also gives them (and their parents/siblings) access from HOME! Please contact the Business Office if you have questions about how to access this resource. Do not distribute this password to any individuals outside the School.

Yearbook

Each year we create a beautiful yearbook filled with wonderful pictures of our children's year at Summit-Questa. Every child receives his or her own copy to remember their experiences at that time in their lives. The yearbook is included in your activity fee.

The back pages are held for ads placed by parents and students. Parents and students may wish to write letters thanking teachers and staff. Smaller children may show their sentiments in pictures. Many parents express feelings of pride in their children's accomplishments, especially those graduating from kindergarten or middle school. The children may choose to share poems, essays, artwork and any other special accomplishment they have achieved. We like to refer to these pages as creativity pages – so be creative.

Students may buy "friendship ads" at a reduced price. These are pictures with their friends with whom they have made special bonds. These are meant to be fun and we must remind our children to be sensitive to all our friends and not to be exclusive.

Ads can be full, half, quarter pages and business card inserts. Information will be sent to you annually indicating how and when the photographs or advertisements need to be submitted.

Many members of our community place ads to market their businesses to our Summit-Questa family. Feel free to go to the Office to view our yearbooks of years past to get some ideas. Yearbook ad sheets with prices will be distributed at the beginning of the new school year.

Graduations

Summit-Questa Montessori School celebrates two graduations each year. Our kindergarten students make that big step from kindergarten to first grade. The exciting evening is filled with songs and visionary words from both teachers and students.

The other graduation involves our oldest students, the Questa Middle School eighth-grade class and the entire middle school class. The evening event is one of friendship, reflection and proud teachers and parents. The middle school students and graduates give speeches honoring their family, school, teachers and classmates.

Both graduations are truly special events and open to all of our Summit-Questa families. We strongly encourage all families to attend the Questa Middle School Graduation. This will give you an opportunity to see how our Montessori Program helps prepare our children for new adventures and challenges as they begin their journey into high school.

Parent Reminders

- Each teacher has a different method they prefer to organize meetings with the parents. Leave your teacher a note or contact the office at 954-584-3466 to ask to arrange a meeting. Please do not engage the teachers in discussion while they have children in their care or at drop-off or pick-up.
- It is valuable to arrange parent teacher conferences to be involved in your child's progress even if there are no specific issues.
- Ms. Judy is always available by appointment made at the office.
- The Questa children help with the lunch program, when it is in effect, as part of their curriculum in economics and in an effort to raise money for their field trips. They also run a school store selling various items with proceeds going also to their field trips and other special programs. Students can purchase these items if you send them to school with money or online.
- Be punctual!! It is important for your student to be on time. Arriving late disrupts the classroom's morning schedule.
- Car flow through the campus is difficult during drop-off and pick-up. Try to come early and park and walk in order to alleviate some of the congestion. This is also a good idea for the first week of classes as that helps you and your child say "see you later" at your own pace without making everyone in the car line late for work. Do not park your car in the drop-off lane.
- Remember the speed limit on campus is 5 mph. Check your speedometer as it is easy to go faster if you are not paying particular attention. Please do not use cell phones while driving on campus either. Don't leave purses unattended in your car. Safety is our first priority.
- Send your preschool child with an extra set of labeled clothes including underwear.
- Volunteering at School events is a distinct advantage as your children love to see their parents involved on their School campus. Help is always needed at the

Thanksgiving Feast, Halloween Trunk or Treat, preparation for the Spring Show and other PTO fund raisers.

- Get involved in your School community and meet new people and enjoy your child/children's Montessori environment.
- FAMILY INFORMATION: The information we request from our families, including but not limited to, addresses, phone numbers, email addresses, school records and financial information, is used only by SQMS for School purposes. Parents are issued School email accounts for the purpose of School communication. We expect our parents to honor our parent's privacy and request that our families not utilize the School email addresses, street addresses or phone numbers to solicit non-Summit-Questa business, or for other personal purposes. We appreciate your cooperation.

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on the student's part and on the part of the student's parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which the student may find themselves.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook.

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

_____	_____	_____
Parent or Guardian	Relationship	Date
_____	_____	_____
Parent or Guardian	Relationship	Date