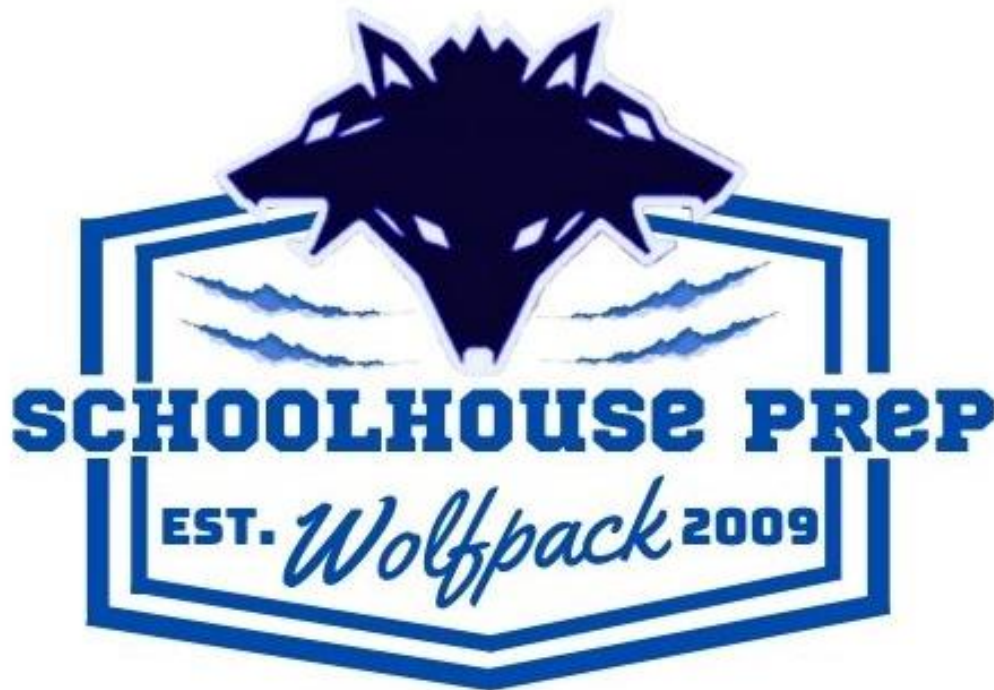




**2024-2025**  
**SUDENT HANDBOOK**  
**AND POLICIES MANUAL**



## GENERAL SCHOOL INFORMATION

### PARENT AND STUDENT PORTAL:

[www.SchoolhousePortal.com](http://www.SchoolhousePortal.com)

The Schoolhouse Portal is regularly updated and is used to access each teacher's web page. Please make sure to visit the portal regularly. Teachers post their plan for the week and remain posted for the quarter.

### SCHOOL CONTACT INFORMATION:

Main Office: (305) 552-1200 | Fax: (305) 552-1211

- Mrs. Cynthia Martinez: (305)775-3799 | [Martinez@SchoolhousePrep.com](mailto:Martinez@SchoolhousePrep.com)
- Dr. Gigi De Villiers: (786)346-4272 | [Dr.Gigi@SchoolhousePrep.com](mailto:Dr.Gigi@SchoolhousePrep.com)
- Coach Luis De Villiers: (786) 487-0822 | [DeVilliers@SchoolhousePrep.com](mailto:DeVilliers@SchoolhousePrep.com)

### \*\*\* BACK TO SCHOOL DATES \*\*\*

### FIRST DAY OF SCHOOL FRESHMEN AND NEW STUDENTS:

Friday August 16, 2024

### FIRST DAY OF SCHOOL ALL STUDENTS:

Monday August 19, 2024

### PARENT BACK TO SCHOOL NIGHT ALL GRADES (NO STUDENTS):

September 11, 2024 at 6:30 PM

### SCHOOL HOURS:

Class hours are from 8:20 AM to 3:05 PM. Students need to report to their Homeroom class for the 1<sup>st</sup> Bell at 8:20 AM. Students arriving after the first period bell are considered Tardy and will need to sit in the school lobby until 2<sup>ND</sup> period.

The Campus opens at 7:30 AM. The School Office closes at 3:30 PM.

### TUITION PAYMENTS:

Tuition is based on a 10-month School Year. Payments are due IN ADVANCE and on the 1st of each month, starting in August. A \$35.00 late payment penalty will automatically be added when tuition is paid on or after the 10th day of each month.

**PAST DUE ACCOUNTS:** Students with accounts more than 30 days past due will be asked to withdraw until all due payments have been made. All delinquent accounts must be paid in full before the release of all records, administration of semester exams, release of the quarterly report card, release of high school diploma.

### DROP-OFF AND PICK UP:

Cars are to enter through the main gate entrance on the right side of the building and exit through the left gate. Parents who need to visit the Main Office must park their car and not block the driveway. Pick Up is at

3:05 pm. Parents are to remain in the car line to wait for your son/daughter to come out. Please exit as soon as your son/daughter is in the car not to delay the pick-up line.

### **LUNCH:**

It is highly encouraged to bring Lunch from home. Numerous microwaves are available to warm up food. We do not have refrigerators for storage of meals. Snacks can be purchased from our vending machines. Pizza lunch will be sold on Fridays for \$5.00. **STUDENTS CAN ONLY EAT IN THE DESIGNATED LUNCH AREAS. SUDENT CAUGHT EATING IN THE CLASSROOM, HALLWAY, BATHROOM, ETC. WILL BE ASKED TO THROW THE FOOD AWAY.**

### **INSTRUCTIONS FOR STUDENTS ORDERING LUNCH DELIVERIES THROUGH UBER EATS, POSTMATES ETC.**

Students must place their lunch order before 1<sup>st</sup> Period. They will not be allowed to place order in class. Lunch deliveries must be scheduled to arrive during the student's assigned Lunch Period. Meals that arrive after the scheduled lunch period will be put away and given to the student at dismissal.

### **SCHOOL LOCKERS:**

Students will be assigned a personal locker on the first day of school.

### **SCHOOL ISSUED EMAIL ACCOUNT FOR STUDENTS:**

Every Schoolhouse student is issued an email. The email address is the first initial, last name @schoolhouseprep.com. This will be an outlook account through Microsoft Office 365. The account will give students access to the latest version of Microsoft Office. Word, Excel, PowerPoint, Teams, and Outlook are all apps that students will be using as part of their instruction. This account allows students to install the Office suite on up to five devices. The account also gives each student 1 TB of OneDrive cloud storage.

### **EMAIL ACCOUNT:**

1. Log on to [www.office.com](http://www.office.com)
2. Email: 1st Initial, Last Name @schoolhouseprep.com (Example HSmith@schoolhouseprep.com)
3. Password: Wolfpack
4. Once email account is created, download the Office 365 to your cell phone to access your account and school emails.

### **MANDATORY APPS FOR PARENTS AND STUDENTS:**

#### **REMIND 101 APP**

Instructions to Sign Up for Text Message Notifications.

1. Download to your phone the following app: Remind 101
2. Text @school3800 to this number (321)732.6052.
3. You will receive a reply message with steps to follow to sign up

#### **SCHOOLHOUSE APP**

Download the Schoolhouse App to your phone to connect with teachers and receive regular updates <https://4133258.igen.app/>.

## **ATTENDANCE | TARDINESS | EARLY DISMISSAL**

The Florida Department of Education Rule 6A-1.09512 requires that a student must attend a minimum of 170 days of school.

### **REPORTING AN EXCUSED ABSENCE:**

It is the responsibility of the student to contact the school office or Homeroom teacher before 8:30 AM if they will be absent from school and state the reason why. After 3 consecutive absences, a medical note will be required on an official letterhead will be required for the student to return to school.

### **UNEXCUSED ABSENCE:**

If a student fails to contact the school office or Homeroom teacher to report that they will be absent from school, the absence will be considered Unexcused and the student will not be allowed to turn in the missed assignments.

### **PREARRANGED ABSENCES:**

If a student must miss school for reasons other than sickness, a note from the parent is required at least **THREE DAYS (3)** in advance. Lacking these arrangements will result in the absence considered unexcused. Travel should be arranged in such a way as to not interfere with the time the student should be in class. Such activities are best scheduled during vacation time or after school hours. If the situation is an emergency, the administration must be notified as soon as possible to request a permitted excuse. Vacation is not considered as an excused absence.

### **MISSED ASSIGNMENTS AND EXAMS DUE TO EXCUSED ABSENCES**

**ONLY STUDENTS WITH AN EXCUSED ABSENCE WILL BE ALLOWED TO MAKE UP MISSED ASSIGNMENTS.** It is the student's responsibility to confer with the teacher concerning makeup work and tests. Pre-assigned work must be brought to the teacher on the day of return. Work assigned during the absence must be made up within the same number of days missed. In the case of prolonged illness (three -3- consecutive days or more) the office, upon request from the parent, will secure homework assignments. A minimum of 24 hour notice is required to accomplish this. Otherwise ill students are to contact other students in each class for assignments and/or email their teachers for questions and concerns about their absence.

### **TARDINESS:**

**Students are expected to be in class by 8:20 AM for Homeroom (1<sup>st</sup> Bell). Students who arrive after past 8:20 AM** will not be permitted into class and shall remain in the lobby until the next class period. Students tardy to class (any period) will be subjected to disciplinary action.

It is the responsibility of the student to contact the school office or Homeroom teacher before 8:30 AM if they will be arriving late to school and state the reason why.

### **MISSED ASSIGNMENTS AND EXAMS DUE TO TARDINESS:**

Students with an excused tardy are responsible for submitting assignments that were due earlier in the day to their teachers. Students with an unexcused tardy to school may have late-points deducted from their grade for any assignment(s) that are turned in after the period in which it was due. Students tardy to class (any period) may receive a disciplinary action. Additionally, students who miss class work, quizzes or tests as a result of unexcused tardiness may not make up such work. A teacher may also deduct points for tardiness from a student's participation grade.

### **EARLY PICK UP FROM SCHOOL:**

**Students are limited to being picked up no more than 2 times per academic quarter.** Appointments should be scheduled outside school hours and on school holidays whenever possible. The time missed from school when a student is picked up early will be recorded as a partial absence.

Parents assume the responsibility of making sure that their child is properly signed out from the School Office. Any individual picking up a student from school must present proper identification. Only individuals listed on the student's contact information will be given permission to pick up a student.

**Students who accumulate 3 or more early dismissals during a Quarterly Marking Period will be required to serve a detention.**

## **STUDENT DRESS CODE**

- Only Schoolhouse Prep Uniform shirts with school emblem, Sweatshirts, may be worn by the students. **HOODIES ARE NOT ALLOWED.**
- Students will not be admitted to school without their proper uniform. In some cases, students may be required to call their parents to bring them the proper uniform.
- Dress code violations will result in disciplinary action. Habitual violations may result in the student being suspended or expelled.
- Students are not permitted to get dressed in the parking lot, hallways, school bathrooms or as they enter the school building. Students must remain in their correct uniform until they leave campus.
- All uniforms must be neat, clean and in good condition without excessive wear and tear.
- Socks must be worn at all times.
- **No flip-flops or Crocs may be worn at any time.**
- **HAIR:** Inappropriate hair coloring or haircut is strictly prohibited. Male students are required to have their hair neatly pulled back from their face and can't exceed an inappropriate height. Hair that extends past the collar must be put back in a bun.
- No tongue rings, nose earrings, or eyebrow earrings are allowed. Male students are **NOT ALLOWED** to wear earrings during school hours.
- Hats, bandannas, sunglasses, combs in hair, or grills on teeth are strictly prohibited and will be removed from the student.
- **FACIAL HAIR:** Male students must be always cleanly shaven. Facial hair of any kind is prohibited. Male students will be required to shave in school if they arrive with facial hair.

Only Schoolhouse Prep Uniform shirts, sweatshirts, and Athletic apparel may be worn by the students. On Fridays, students will be allowed to wear the navy blue school polo or school spirit shirt with jeans.

**A School Spirit shirt is included in the Book/Materials Fee. Additional Spirit Shirts and Sweatshirt may be purchased at the Schoolhouse Prep.**

School uniforms are sold at:



### FIU / SWEETWATER STORE

Address: 10564 SW 8th St, Miami, FL 33174

Phone: (305) 625 - 8050

WEBSITE: [www.ibiley.com](http://www.ibiley.com)

### Store Hours

Tue: 10:00 AM - 7:00 PM

Wed - Fri: 12:00 PM - 6:00 PM

Sat: 10:00 AM - 3:00 PM

Sun - Mon: Closed

### DRY FIT POLO SHIRTS SOLD IN BLUE OR WHITE



GIRLS



BOYS

### ZIPPER JACKETS SOLD AT IBILEY CREWNECK SWEATER SOLD AT SCHOOLHOUSE



## UNIFORM SCHEDULE MONDAY THROUGH THURSDAY

### SHOES FOR MALE AND FEMALE STUDENTS: DARK OR BLACK SNEAKERS

#### BOYS:

PANTS: Navy Blue or Khaki Pants

SHIRTS: Navy Blue or White Polo

**Shorts Not Allowed**

#### GIRLS:

PANTS: Navy or Khaki Pants or Bermuda shorts

SHIRTS: Navy Blue or White Polo

**(Leggings Not Allowed)**

### FRIDAYS ONLY

**Shirt:** Students are allowed to wear the school Spirit Shirt or Team Shirt.

**PANTS:** Jeans (**Ripped jeans are not allowed**).

### FRESHMEN ONLY - PE UNIFORMS

Physical Education Classes are on Tuesday and Thursday. Students taking Physical Education are required to come to school and remain in their PE uniform on the days they have PE.

## BACKPACKS



Only Backpacks are allowed to be used by students. Rolling bookbags are not allowed in school. Each student is assigned a locker to store textbooks and supplies.

## BULLYING AND HARRASSMENT

The school is committed to providing an environment that is free of harassment, bullying, and discrimination. In keeping with this commitment, the school will not tolerate these acts based on a person's gender, color, race, ancestry, national origin, age, physical disability, mental condition, and/or citizenship status. All employees, faculty members and students are protected under this policy.

The term "Harassment" includes, but is not limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age or disability. The term also includes sexual advances, requests for sexual favors, offensive touching and other verbal, graphic or physical conduct of a sexual nature.

"Bullying" may involve but is not limited to teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Bullying includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

"Cyber-bullying" includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as posting on social media, sending inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social networking sites).

In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school or at school-sponsored events. All students are responsible for helping to ensure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to the administration.

**Violation of this Policy WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION which may include expulsion or criminal charges.**

## VAPING | ILLEGAL DRUGS | ALCOHOL

### VAPING:

Florida Statute Section 386.212 strictly prohibits Smoking and vaping on or within 1,000 feet of school property. Furthermore, Florida prohibits Vaping by persons under 21 years of age. Any student found vaping/possessing/selling/distributing any type of electronic cigarette on school premises will be subject to immediate expulsion **EVEN FOR A FIRST TIME OFFENSE.**

### ILLEGAL DRUGS AND ALCOHOL:

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense. Any student selling or possessing drugs or drug paraphernalia on school property or at school functions will be immediately expelled **EVEN FOR A FIRST TIME OFFENSE.**

**SCHOOLHOUSE PREPARATORY HOLDS THE RIGHT TO CONDUCT RANDOM SEARCHES AND SEIZURES OF ITEMS.**

**The administration of Schoolhouse Preparatory also holds the right to conduct a random search based on probable suspicion. Areas searched but are not limited to may include lockers, backpacks and vehicles.**

School Administration has access to all lockers, handbags, book bags, electronic devices, cell phones, desks, cars or any other object that is brought onto the campus of the school, or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy. Seizure of any object which is illegal or contrary to school policy will result in disciplinary action.

## **STUDENT DRIVERS**

Schoolhouse Preparatory students who drive their personal car or vehicle to campus must register first with the school administration by providing:

- Copy of their Driver's License
- Copy of the car insurance and registration

Schoolhouse Preparatory does not assume responsibility for any lost or stolen personal items and/or valuables left in the vehicle while parked on the school property. The car may not stay over-night on Schoolhouse Preparatory's premises.

### **STUDENTS TRANSPORTING OTHER SCHOOLHOUSE PREPARATORY STUDENTS:**

For a Schoolhouse Preparatory student to transport another classmate, parental consent from the parent must be sent to administration in writing or by email. **Students are prohibited from leaving campus for lunch or at any time during the school day.**

## **CELL PHONES | HEADPHONES | iPADS | SMART WATCHES**

**CELL PHONES, ANY FORM OF HEAD PHONES, IPADS, or SMART WATCHES** are not permitted to be used during school hours. Students are required to turn in their **CELL PHONE** to the homeroom teacher during 1<sup>st</sup> period. At 3:05 pm, after the last bell of the school day, students can collect their cell phone from their homeroom teacher.

Should a parent need to contact their child during school hours, please call the main office not the student. Schoolhouse Prep is not responsible for **LOST OR BROKEN CHARGING CABLES or CELL PHONES**. Failure to comply with these requirements may result in confiscation of cell phone.

### **USE OF CELL PHONE FOR ORDERING FOOD DELIVERIES:**

Students must place their lunch order before their Homeroom Period (8:20 AM). **LUNCH ORDERS WILL NOT BE ALLOWED TO BE PLACED DURING CLASS TIME.** Lunch deliveries must be scheduled to arrive during the student's assigned lunch period. Meals that arrive after will be put away and given to the student at dismissal.