



Masters Preparatory School

2018-2019



Family Handbook

“You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he lives.”

-Clay P. Bedford



Welcome to Masters Preparatory School!

Thank you for choosing Masters Preparatory School and giving us the opportunity to educate your child. A new school year brings new possibilities, new exciting opportunities, and new chances to grow and learn. We look forward to developing or furthering our relationship with you and your child throughout the year.

At Masters preparatory we believe that education begins at home. We welcome any and all questions or concerns that you or your child may have while here at Masters Preparatory School. The administration, teachers, and staff seek to develop relationships with you and your family in order to facilitate the best educational environment possible. We believe that the best learning environment is one with mutual respect where a child can be confident and comfortable. It is our goal to work with you in creating this environment for your child.

Choosing a school for your child is a decision made with careful thought and consideration. Parents may want to review curriculums, discipline policies, philosophies, and the educational mission of the school. At the end of the day, it is a parent's job to choose the right place for their child to learn and grow. We are honoured that you have chosen Masters Preparatory School.

Sincerely,

Enrique Miranda
Principal

Yessenia Sanchez
Assistant Principal

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Our Mission

It is the Mission of Masters Preparatory School to prepare each student to be productive, engaged, and successful as a member of the Masters community, as well as the community and world at large. In a warm, caring, and positive atmosphere we create an environment where students can learn comfortably, confidently, and creatively. Our students contribute to academic success through hands-on activities, active participation, and engaged learning. We understand the diverse needs of children and balance our schedules to allow children to flourish in many areas. We aim high to drive each student toward success while creating learning experiences out of each struggle and highlighting each triumph.

Our Philosophy

Masters Preparatory School operates based on the philosophy that all children are capable of becoming active and engaged learners. It is the belief of the school and its operators that the learning process is dependent on the teacher and school creating engaging and exciting differentiated learning experiences, which stimulate curiosity and encourage independent thinking.

Anti-Discrimination Policy

Masters Preparatory School, as well as all representatives and entities there-of, does not discriminate or hold bias against any person or persons based upon age, race, ethnicity, color, national origin, class, creed, sexual preference, gender, sex, pregnancy, genetic information, veteran's status, marital status, religion or political affiliation. Enrollment, employment, partnership, and all other decision-making processes are universal and shall not be subject to discrimination of any kind.

Student Responsibilities and Expectations Students

are responsible for arriving to school prepared to learn.

Students are expected to respect themselves, their peers, and school staff at all times.

Students are responsible for keeping track of their belongings and supplies.

Students are expected to follow all school regulations.

Students are expected to voice concerns and ask questions when they arise.

Students are expected to become actively engaged in their learning process.

Masters Preparatory School Parent Pledge and Expectations

As a parent of a student at Masters Preparatory School we have some expectations of you in order to help your child succeed. We also want to make you aware of what you can expect from us as a school.

As a parent I pledge to help my child prepare for school by:

- Ensuring that he/she gets a healthy breakfast every morning (either at school or at home)
- Ensuring that he/she is in Masters Preparatory School uniform every day
- Ensuring that he/she gets plenty of rest at night and maintains a consistent bedtime
- Sending him/her to school with the requested/necessary supplies

As a parent I can expect my child's school/teacher:

- To notify me when my child is low on materials/supplies
- To set clear and consistent policies regarding uniform
- To provide a FREE healthy breakfast to my child every day
- To notify me if my child seems extra tired

As a parent I pledge to communicate with my child's teacher/school:

- I will keep contact information up to date at all times
- I will make the school or teacher aware of major changes in my child's life which may affect him/her emotionally or in behavior
- I will answer phone calls, emails, or other communications sent by teachers or school staff
- I will attend conferences when requested

- I will ask questions about my child's progress, grades, and behavior as well as ask how to help him/her if necessary
- I will get my account information for gradelink.com and log in to monitor my child's grades

As a parent I can expect my child's school/ teacher to communicate with me by:

- Being accessible by email and phone and responding to emails and phone messages
- Keeping me informed on my child's academic and social/emotional progress
- Contacting me when my child has changes in academic performance or behavior
- Contacting me when there are any concerns regarding my child
- Listening to my input in regards to my child's education and emotional development
- Keeping me informed on school events
- Keeping Teaching Learning Exchange accounts up-to-date on a weekly basis

As a parent I pledge to support my child academically by:

- Checking that his/her homework is done and done correctly
- Asking for help when I don't know how to help my child with his/her homework
- Asking about his/her day at school
- Keeping in touch with the teacher about homework and expectations
- Reading with my child at home or providing reading materials for older children

- - Encouraging my child to be successful in school
- Limiting screen time (computers, cell phones, television) and encouraging active play

As a parent I can expect my child's school/teacher:

- Help me when I ask for help with my child's work
- Give me advice and offer resources on how to help my child
- Make homework directions easy to understand
- Keep in contact with me regarding my child's academic progress

As a parent I pledge to help my child develop a pride in his/her school and him/herself:

- I will speak positively about my child's teacher and school
- I will resolve any and all conflicts with my child's school by calmly and rationally working with the school to find the solution that is best for my child
- I will support school policies and encourage my child/ren to do the same
- I will help my child resolve issues in a calm and rational manner and work with my child to build problem solving skills
- I will support my child in his/her academic and personal choices
- I will spend time talking with my child about his/her interests and things that are important to him/her

As a parent I can expect my child's school/teacher:

- Speak positively about my child and my family
- Resolve any and all conflicts calmly and rationally while working with the parent to find a solution that is best for the child

-
- Make school policies clear and consistent
Help to foster conflict resolution skills in my child in order to teach him/her to solve problems calmly and rationally
- Show an interest in my child as an individual and also as a member of a learning group

During the first week of school you will receive a copy of this pledge with a space for signature. Please return your pledge to your child's teacher.

School Hours

Lower Grades (First Floor) K-2	8:00 am- 2:20 pm
Middle Grades (Second Floor) 3-5	8:00 am- 2:25 pm
Upper Grades (Fourth Floor) Middle School	8:05 am- 2:30 pm

Drop Off Procedures *Students may not be dropped off on East 4th avenue at any time*****

Students in grades K and 1st must be dropped off **no later** than five minutes before the scheduled start time by a parent or guardian. Students may not be left in the parking lot.

All back gates leading to the parking garage will be locked at 8:35. Between the hours of 8:35 and 2:25 there will be no access to the school facility through the parking garage.

Students who arrive before 8:00 am will report to the cafeteria.

In order to ensure that the drop-off and pick-up times are smooth and free of congestion we ask that you park only in designated spaces and that you make your drop-off and pick-up as efficient as possible.

Dismissal Procedures

Students must be picked up from the main office. Any student left after 15 minutes will be signed in to afterschool care for the day and charged a daily rate of \$20.00.

Students will only be dismissed to approve pick-up persons who are identified on the students emergency contact form, have a photo ID on file and who can present valid photo ID.

Students taking bus will be dismissed as bus numbers are called. All buses load on the first floor of the parking garage. During bus dismissal 2:25-2:35 no cars will be permitted to enter or leave the first floor of the parking garage in an effort to ensure bus student safety.

Late Arrival

Any student arriving after classes are scheduled to begin must report **with their parent** to the front office to receive a tardy pass. Parents must sign-in any student who arrives late to school. Students left without a parent will not be permitted to enter class until a parent arrives to sign the student in. Any student who receives 3 tardy passes in one quarter will be given an afternoon detention.

Early Dismissal

Students will be excused for early dismissal only with previous notification from a parent or guardian and a physician's notice. Any early leave which is not accompanied by this documentation will be counted as an unexcused afternoon absence.

No students will be allowed early dismissal after 1:30 pm.

Attendance

According to Florida State Law, school needs to be in session for a minimum of 180 days. Students are expected to be in attendance every day of the school year.

Attendance is one of the most important aspects of scholastic achievement. Absences may affect your child's understanding of key concepts and allow them to fall behind. **Any student with four or more unexcused absences per quarter will be subject to not passing the quarter and will also not be permitted to participate in extra-curricular activities.**

Excused Absences

Medical absences will be excused if there is a note from a physician, hospital, or other health care provider. Absences will also be excused for grievance (three day maximum grievance period) with sufficient documentation.

Unexcused Absences

Unexcused absences will be any absence which is not for a medical or grievance related matter. Any family travel for any purpose other than grievance will result in unexcused absences. We ask that all travel be planned around the school calendar. However, if your family is planning travel, please inform the school so that we may make arrangements for the student's work to be prepared prior to leaving. Students need to be present at school every day.

Excuse from Class

Students may not be permitted to leave a class except in an emergency. Students must have a hall pass with the reason for being outside the classroom and time signed by the teacher for that period.

If a student becomes ill during the school day, the student must report to the front office.

No interruptions will be permitted. Students must be picked up before or after services, exams or activities. Students may not be called out of class for messages or gifts.

Visitors

Students are not permitted to bring visitors or pets to school before, during or after school.

All other visitors arriving on the campus of Masters Preparatory School will be checked in at the front office. Visitors to the building must be pre-approved by the administration. Visitors are required to present their drivers' license for a visitor's I.D. and must sign in. **This includes parent visitors.** Students who have been dismissed from Masters Preparatory School may not return as visitors.

Change of Address/Phone Number/E-mail

Parents are required to notify the Main Office of any change of address, phone, e-mail address or fax number promptly. A form must be filled out by the parent. This applies to both your home and business address/phone for emergencies. Students may not attend Masters Preparatory School if they do not have at least one working phone number for an emergency contact on file.

Please ensure that your email address on file is correct, as this will be our primary form of contact and notification of important school events.

Search and Seizure

The principal and his/her designee has access to any handbags, electronic devices, cell phones, book bags, desks, or any other object that is brought onto the campus of the school, or any school sponsored event, and may remove, confiscate and/or interrogate any object which is illegal or contrary to school policy. Unauthorized possession of an item may result in suspension, (i.e, another student's book bag or phone).

Telephones/Electronic Devices

Cellular phones or electronic devices may not be seen, heard, or used on the Masters Preparatory School campus during school time (8:00 a.m. – 2:45 p.m.).

First offense teachers may confiscate the any phones/electronic devices seen or heard during this time. The student will receive a disciplinary consequence. The **second offense** a parent must come to retrieve a phone from the main office. The **third offense** will result in the phone or electronic device being held until the last day of school. Electronic devices not picked up on last day of school will be donated to charity.

Lost and Found

Masters Preparatory School is not responsible for any book, material, or personal belongings that are misplaced, lost or stolen. Any property left unattended may be brought to the lost and found in the cafeteria. Any items (electronics, books, jewelry, clothes, etc.) which are turned in can be claimed in the lost and found. All items not claimed by the end of the school year may be donated by the Administration.

Dress Code Policy

Masters Preparatory School students are expected to abide by Masters Preparatory School dress code at all times. Uniforms may be purchased at the **Ibiley** Uniform Company.

For **elementary students**, uniform consists of Masters Preparatory polo shirt in hunter green, gold, or white. All shirts must be embroidered with the Masters Preparatory School logo. Uniform shirts must be tucked in at all times.

Middle school students must wear Masters Preparatory polo shirts in hunter green, gold, or white and embroidered with our logo.

Elementary and Middle school: Pants consist of khaki or black long pants, skorts, or shorts. All uniform bottoms must be purchased from our uniform company to ensure uniformity. All pants must be worn with a solid black or brown belt at all times.

Girls in grades **PK-2** may wear polo dresses in hunter green with the school's logo.

Any jacket worn to school must have Masters Preparatory School logo.

No HOODED jackets will be allowed.

Students must wear closed toed shoes (or sneakers) at all times. Shoes must be a solid color.

Masters Preparatory School expects students to arrive at school well-groomed and neat. Outrageous hairstyles will not be permitted. Hair should not be colored an unnatural color, and should not be styled in a manner that may be distracting to peers. Earrings may be worn by female students, however, no facial piercings of any kind will be permitted on any students.

Any student who arrives to school without uniform (or missing any uniform component) will not be permitted to enter class. Students not abiding by the dress code will be placed in In-School-Suspension to wait for a parent.

PE Uniform

PE uniforms are required for participation in PE. Middle school students will attend PE once per day, while students in lower grades will attend PE twice per week. Please purchase PE uniforms from Ibiley Uniform store.

Dress-down/Spirit Days

Several occasions will arise throughout the school year where students are permitted to dress in either festive or “dress-down” attire. Parents will be notified of these days in advance via email, note home, or Facebook posting.

On these days the following are not permitted:

- Any shoe with a heel measuring more than ½ inch in height.
- Any shirt which does not have sleeves (male and female).
- Any shirt which does not reach 1” past the beltline of the pants.
- Any shirt which allows any part of a brassiere to be shown.

- Any shirt which has text or pictures which could be deemed as inappropriate at the discretion of the principal or designee.
- Any ripped or torn clothing, jeans with holes, etc.
- Any clothing which would be distracting to the learning process of other students.

Any student who arrives to school with improper uniform will be sent home.

Parental Involvement

“At the end of the day, the most overwhelming key to a child’s success is the positive involvement of parents.”

-Jane D. Hull

We believe that parents are the key to bridging the gap between school and home. In order for your child to be successful in school, he or she must understand that we are all working together. There are many ways to help your child succeed in school; every parent has different priorities, and we understand that. Throughout the year we will be hosting a number of different events and reaching out to parents for many different opportunities. We ask that you partner with us and commit to being as engaged as possible in your child’s learning experience.

Parents are encouraged to join us for many different events throughout the year. Parents are always welcome at class parties, special presentations, sporting events, and any other school activities.

If you are interested in participating in class activities or being the class parent for your student’s class please contact the teacher to arrange the best hours for participation. Masters Preparatory School welcomes parental visits and observation. However, as teachers are busy teaching, we ask that any concerns or questions you may have about your student’s education be reserved for before 8:00 am or after 2:45 pm. Similarly, phone calls will not be transferred to any classes after 8:00 am or prior to 2:30 pm. We ask that visits are scheduled in order to facilitate the fewest possible interruptions in learning.

Your child's teacher will reach out to you in the beginning of the school year in order to inform you as to how to best communicate with him/her.

Fieldtrips are excellent times for parents to join us. Chaperoning a fieldtrip with your child's class is a great way to become involved in their class activities, meet their friends, and show your student how important their education is to you

Emergency Drills

When the emergency alarm sounds, everyone must evacuate the buildings immediately. Directions with maps are posted in each classroom indicating exit routes. Teachers take their roll/gradebook/laptop and follow their classes. All students proceed to their staging area. (In the event of a blocked staircase or exit, students will choose the nearest available one.) All books and other materials are to be left in the room. During the emergency drill, students are to be silent and proceed in single file as they exit the buildings. Doors are to be closed. Once at the staging area, teachers will take attendance. Students who do not follow all instructions in a drill or actual emergency procedure operation may be placed on indoor suspension. The drills are to be taken seriously; they may help save a life.

Medications

Students are not permitted to carry or distribute any prescription or nonprescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication: form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.

2. Medications to be taken by students must be personally brought by the parent or legal guardian to the front office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept in the front office and the student must go there to take it.

Core Curriculum

Core academic courses are taught in Language Arts and Reading, Math, Science, and Social Studies. Younger children will have specific courses in Spelling and Phonics. Math is weighted at five points, Reading and Language Arts is weighted at five points, and Science and Social Studies are weighted at 2.5 points each.

Our curriculums are selected and implemented in order to promote active engagement and reach children with a variety of learning styles. Curriculums may vary depending upon grade level but learning is always on a constant trajectory. Teachers utilize the most current instructional strategies in order to enhance curriculums. Teachers enhance our curriculums with the most current technology available.

K- 5th Grades

Using the common core standards, Masters Preparatory School utilizes a variety of instructional materials and curriculums to best suit the learner. Combining technology with hands-on curriculum provides a balance of engaging examples and practice. Curricular materials are selected based upon developmental appropriateness and evidence base.

Students in grades K-5 levels utilize GoMath as the core component of math instruction. Teachers supplement this program with on-line materials, manipulatives, and project-based learning.

Students in grades K-5 use the Houghton Mifflin English and Reading curriculums. These curriculums are supplemented with materials from a number of different sources as well as on-line learning.

Students in grades K-5 use the Science Fusion science curriculum, which is supplemented by on-line labs and activities, as well as hands-on learning experiences.

Students in grades K-5 use the Houghton Mifflin Social Studies curriculum as a base for their instruction and incorporate many different types of experiences to supplement and enhance their cultural experiences.

6th- 8th Grades- Holt McDougal (A division of Houghton Mifflin Harcourt)

Holt McDougal is a division of Harcourt with a full range of middle school texts and experiences. Middle school students will have a range of courses in Language Arts, Social Studies, Sciences, and Math. Students will develop all skills necessary to begin high school as well as develop critical thinking skills. All Holt McDougal text books are accompanied by CD disks with electronic text versions for easy student access. Additionally, each chapter of these curriculums can be accessed online with additional activities and study guides to enhance learning.

In addition to these texts teachers supplement the curriculums with information from various sources. As a private school, we are not required to put our students through the FCAT testing which public schools require. This gives our teachers the opportunity to focus on what's important in education and not "teach to testing". Children will learn to be well-rounded, responsible individuals in a setting where high expectations are set for students, parents, and teachers alike.

Elective Courses

Masters Preparatory School is proud to offer electives in Technology, Spanish, Music, and Physical Education. While many schools in the area are no longer able to offer these enrichment opportunities, Masters Preparatory School, in accordance with its mission, recognizes that children need these diverse experiences. Elective courses will be weighted at one (1) point each.

Technology

Technology is instructed by a certified professional computer technician. Students will begin in Kindergarten by learning how to use all functions of a computer. Simple educational games will familiarize children with computer basics while making learning fun. As children get older they will be taught how to best utilize computer technology for academic use. Students will learn all aspects of Microsoft office as well as beginning programming and web design.

Spanish

Using the Holt ¡*Expresate!* Curriculum children will begin by learning the fundamentals of the Spanish language. As children develop and grow, skills will be built upon. Students will be expected to have a mastery of the basics of the Spanish language, grammar, and pronunciation by the time they leave our middle school.

Physical Education

Physical education classes are aimed to make exercise fun. Using the S.P.A.R.K.S. curriculum active engagement is the ultimate goal for P.E. Children will learn a variety of skills while playing games which develop agility, strength, and endurance. Physical education classes are mandatory for all students, as we believe that physical health is an important aspect of being prepared to actively learn.

Homework

Homework is an important way for you to keep up with your child's schoolwork. Masters Preparatory School mandates that students in grades K-5 not have more than one hour of homework each day. Homework should not be used to learn new skills, but to practice and refresh skills already taught and to further explore ideas and concepts. It is the expectation of the administration, as well as the classroom teachers that **parents ensure that homework is completed daily**. If students have unfinished classwork to complete at home, the time spent on this will not be

counted toward homework time. Homework will not make up more than 10% of any subject grade.

We understand that your life can be busy, but this time spent with your child is important for both of you. Investing time in your child's education not only helps your child develop skills, but also helps your child develop the attitude that school and schoolwork are important to the entire family. When children are given longterm projects to complete, time management is the responsibility of the family.

Grading

The grade that your student will receive will be a combination of their effort and progress. Students will be graded on participation, classwork, homework, projects, quizzes, and tests. Late work will be accepted at the discretion of the teacher on an individual basis. Students will be docked at a standard of 10% daily for late work.

Student grades will be kept electronically on Gradelink Website. All parents have access to this site to see their student's progress at any time. Grades will be updated weekly by teachers so that parents can have an up-to-date understanding of their child's progress. To receive a copy of your child's log-in information please see a member of our administration. In addition to the on-line grading access parents will be given printed reports.

A printed progress report will be issued to every student halfway through each quarter. These reports will indicate progress as well as highlight any areas which need attention. Progress reports must be signed and returned to the teacher on the Monday after they are issued.

Report cards will be sent home at the end of each quarter. An accumulative GPA will accompany each grade report and will comprise of the aforementioned weighting. Students ranking will be based on GPA. Students who achieve grades of all **As** will make the Masters Preparatory School High Honor Role. Students who have grades of all **As** and **Bs** will make the Masters Preparatory School Honor Role.

Students who do not receive passing grades in one or more subject for more than one quarter may be subject to retention. Any student who is at risk for grade level

retention will be identified and a meeting will be scheduled with the parents. Students who are not on course to pass grade level will have improvement plans established with the parent and teacher in order to raise the student's grades.

Any student who has a grade average of lower than a C- in any subject will be placed on our "ineligible players list". Students on this list will not be allowed to participate in any extracurricular activities. Students on sports team will remain as team members, but will not be allowed to participate in practices or competitions until the grade is brought up to a C- or above. Students in groups and clubs will not be allowed to participate in meetings until students are removed from the list.

Extracurricular Activities

Extracurricular activities will be available to students who have a GPA of 2.5 or higher and do not have a disciplinary record which makes them ineligible. Student involvement is on a voluntary basis at the discretion of the extra-curricular leader or coach. Students who stay after school for extracurricular activities will not be provided with transportation and must be picked up. All students are required to obtain parental consent prior to staying after school for an extracurricular activity.

Extracurricular activities offered are as follows:

- Basketball (5-8)
- Cheerleading (K-8)
- Dance (K-8)
- Flag Football (4-8)
- Students Government (6-8)
- Yearbook Club
- More activities added yearly...

Conduct

Students are expected to behave in a manner consistent with the mission and philosophy of Masters Preparatory School. As the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that is counterproductive to the mission of the school, even if not specifically stated in this handbook.

Anti-Bullying

The school is committed to promoting a safe, healthy, caring and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal, written, electronic transmission, conduct or gestures directed at a student by another student that has the effect of:

- 1) physically, emotionally, or mentally harming a student;
- 2) damaging, extorting or taking a student's personal property;
- 3) placing a student in reasonable fear of emotional or mental harm;
- 4) placing a student in reasonable fear of damage to or loss of personal property; or
- 5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of the mission of the school.

I. Definition

- a. 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.

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 sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).

- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;
 - ii. on any bus or vehicle as part of any school activity;
 - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

*False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

Weapons Policy

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

Threats of Violence

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was seriously about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
- d. Circumstantially, a report may be made to the police as well.

Vandalism

Caring for school property helps keep maintenance costs (therefore tuition costs) down. School equipment is for student use and should be cared for with consideration for such use and the use of others. Any student, who vandalizes, destroys, or damages school property is responsible for its repair or replacement. This type of behavior may result in suspension or expulsion.

Student Code of Conduct

Students are expected to be respectful of themselves, their peers, their teachers and all staff members at all times. The purpose of the learning facility is to facilitate an environment which is optimal for education and student progress. Any behaviors which infringe upon a teacher's mission to educate or impede another student's learning process will not be tolerated at Masters Preparatory School.

Students who have been given warnings and do not abide by classroom rules will be issued detentions or removed temporarily from the classroom. Any students removed from the classroom must report to the designated in-school-suspension area.

Students who choose to act in a manner which is disruptive or potentially harmful will be subject to punitive measures. Punitive measures will be enforced as follows;

All disciplinary actions will be subject to the discretion of the Masters Preparatory School administrative team.

*Masters Preparatory School has a very strict non-violence policy. Violence, including when in retaliation, will not be tolerated. Students are expected to report any violent acts to a teacher or administrator immediately. Engaging in a fight, even if the student was not the aggressor, is considered a violent act and the consequence will reflect this.

Restroom Policy (6th- 8th Grades)

Students are permitted two (2) restroom privileges in each block per quarter granted by the teacher. On the third restroom request, in the same block, in the

same quarter, the student must get a bathroom pass from the Dean's Office. On the fourth request, if the student does not have a medical condition, he/she may be issued a detention. The student may be permitted to use the restroom; however, they may be issued a detention on the fourth, plus each additional request in a quarter.

Confidentiality Policy

All families have a right to confidentiality and having their documents protected. All files are kept in a locked fire-proof cabinet located in our back offices. Files will only be shared according to the policy below.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Masters preparatory School is fully compliant with this legislation. FERPA gives parents certain rights with respect to their children's education records.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Masters Preparatory School is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.
- Parents or eligible students have the right to request that Masters Preparatory School correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right

to place a statement with the record setting forth his or her view about the contested information.

- Masters Preparatory School must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows us to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Masters Preparatory School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, parents at Masters Preparatory reserve the right to not be included in directory information if a written request is submitted.

All records kept by Masters Preparatory School are property of Masters Preparatory School. Records may be released to parents, upon request, at the discretion of school administration. Necessary enrollment documents, once placed in the child's school file, become property of Masters Preparatory School. Copies of documents may be released to parents, upon request, at the discretion of the school administration.

*No documents or records will be released to any parent who's school or afterschool account is not in good standing.

Parent Conduct

Parents are expected to comply with administrative policy in an effort to further the mission of the school. Parents are asked to conduct all school affairs in a polite and professional manner. Parents are asked to keep all language appropriate for a school setting.

Should a parent have a problem or disagreement with a staff, faculty, or administrative member, a meeting will be set up for mediation. If at any time a

parent is not satisfied with the school or one of its components, we ask that you notify the administration.

If at any time we feel that a parent does not comply with administrative demands or a parent acts in a way which is not congruent with the mission of the school, the family will be asked to leave Masters Preparatory School. No prior notice is required before a family is asked to leave.

Lunch/ Snack

Lunch can be purchased from the cafeteria at a daily rate which is payable monthly, weekly, or daily. Students may bring lunch from home.

Students lunch are not allowed to be heated.

Peanut products are not allowed to be consumed at school.

Students may bring snack to school and will be allowed time in which to eat these snacks.

Candy, chewing gum, and soda are not allowed at school. Students are not allowed to consume food or beverages other than water during class time.

If you wish to have a birthday celebration for your child during school hours, please contact the teacher directly to coordinate the time and clear all visitors with administration.

School Bus Conduct

School bus transportation is an available option for families living in the Hialeah and North Miami areas. Conduct on the school bus is expected to remain the same as conduct throughout the day. The school buses are meant to be viewed as an extension of the school and all behavioral codes are to remain the same on the school bus.

Students who do not demonstrate acceptable behavior on the school buses will be suspended from the services. If a student is suspended from transportation services more than one time, he or she may be removed from the school bus permanently.