



Island Prep

# Parent/Student Handbook

**Disclaimer:**

This Handbook is not intended to be a comprehensive list of all policies and procedures but is intended to provide general information parents and students need to know about our School. The School reserves the right to amend the School year, modify curriculum, change programming, change policies or otherwise make changes in the best interests of the School and at the School's sole discretion.

**Non-Discrimination Policy:**

The School admits students regardless of disability, race, color, creed, ethnic, or national origin 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. The School does not discriminate on the basis of disability, race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other School-administered programs.

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# Island Prep

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## **Island Prep School**

4001 A1A South  
St. Augustine, FL 32080  
Phone Number: 904.547.2996

Fax: 904-547-2661

**School Hours:** 8:45 a.m.-2:45 p.m. M-TH, Friday 8:45-1:15p

**Morning Drop Off:** 8:00 a.m.-8:30 (Extended Day Students)

**Afternoon Pick Up:** 2:45-5:30p.m. (Extended Day Students)



Dear Parents and Students,

Welcome to the Island Prep School! We have assembled the Island Prep School Parent/Student Handbook to help you understand the guidelines and policies of our School. Island Prep School Parent/Student Handbook is available on our School's website, [www.islandprep.com](http://www.islandprep.com).

Parents, please take time to discuss Island Prep School Parent/Student Handbook with your child.

I look forward to getting to know you and your child.

Shannon Darmer

*Shannon Darmer*  
Director of operations

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## *A Better Way to Learn*

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### **PURPOSE OF THIS HANDBOOK**

This Handbook was developed to answer many of the commonly asked questions students and parents may have during the school year. Because the Handbook contains information about student 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, either electronically or by printing out a copy. 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. Island Prep 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 school director at 904.547.2996.



## OUR MISSION AND PHILOSOPHY

At Island Prep we strive to create a positive environment that fosters learning through hands-on experiences, active play and enrichment. We believe for students to be successful and happy in school they must be treated as individuals who learn differently based upon developmental readiness, learning styles, and interests. We want every student to feel safe, cared about, and excited when they come to school each day!

Island Prep is an extension of the families that are in our community, sharing the same values that we each have for our children including: community, kindness, acceptance, nurturing. We teach the children not only reading, writing and all the core educational subjects but we also instill a readiness to help others which often fosters a sense of community.

This school is a coming together of like-minded neighbors and creating something wonderful for our children that will allow them to grow and become contributing members of our community.

Our mission moving forward is to become a more integral part of the community and become a staple of St Augustine. A permanent fixture of education in the town we love.

## ATTENDANCE

Students are expected to attend School regularly. As you know excessive absences and tardiness are disruptive to the learning environment that Island Prep works so hard to promote. Please read the information below carefully. Parents/Guardians of children enrolled in the Elementary School program must comply with the Attendance Policy as set forth below:

Regular attendance is required for your child to receive the most, educationally, out of this program.

**Please note:** It is required by both the AAA and Step up for Students scholarships that parents/guardians comply with the school's attendance policy as well as any other policies and procedures. The scholarship programs allow the school to dismiss students who do not follow these rules.

Written documentation from a physician must be provided within 24 hours for any illness related absence. Excessive absences (5 unexcused per month or 10 within a 90 day calendar period) will be deemed truant and parent/ guardian conferences will be required in order to correct the truancy.

### **An absence is deemed excused for the following reasons:**

- Illness or injury of the child or the child's family member, which requires hospitalization or bed rest
- Infectious disease or parasitic infestation for which a physician's note will be required.
- Physician or dental appointment
- Funeral, Memorial or bereavement services upon the death of the child's family member
- Life threatening illness or injury of the child's family member
- Compliance with a court order (i.e. visitation, subpoena, etc)

- Special Education or related services as defined in 20 U.S.C. 1401 (2004) for the child's disability
- Observance of a religious holiday or service, or because the child's parents/guardian's religion forbid secular activity on the instructional day
- Family vacation requires the front office to be notified of any vacations that are planned.

When it is necessary for your child to be absent, please notify the School by 8:00a.m. All absences due to illness require a doctor's note to be excused. Progress reports will indicate the number of days a child has been absent from class. Excessive absences will require a conference between parents, teachers and administration.

### **Early Pick Up**

If you need to pick up your child earlier than the designated dismissal time, you must do so through the Front Office before dismissal. Parents are required to sign their child out in the Front Office and the Office staff will call the classroom for release of the student. Parents are not permitted to go directly to the classroom. If your child will be leaving school at a different time (e.g. for a doctor's appointment, trip out of town, etc.) or will be riding home with someone other than those on the pick up list you provided the school (e.g. with grandparents, with another student, etc.) please call the front office ahead of time. Students will not be allowed to go in a different car unless the School has received notification. If you are faced with an emergency or unavoidably changed plans, please call or email the Front Office as soon as possible.

### **Late Pick Up and/or Early Drop Off**

The school day begins at 8:45 am and ends at 2:45 pm M-Th 8:45-1:15 pm Fridays. Students may be dropped off through our front office or carline at 8:30am. Students who are dropped off before 8:30 am or picked up after dismissal will be charged for extended day.

### **Release of Students**

Students will not be dismissed to persons not authorized on the students pick up list unless the office is otherwise notified. Unfamiliar persons picking up students will be asked for identification. Be prepared to show identification when picking up your child or someone else's child.

### **Signing-In**

School officially begins at 8:45 a.m. After that time, access to the building is only through the Front Office. Students arriving after 8:50 a.m. are considered to be tardy. For the safety of the student and attendance verification we require that students arriving after 8:45 a.m. MUST be accompanied into the building by an adult. It is our school policy to deny release of a student to an adult who seems under the impairment of drugs or alcohol.

### **Tardies**

Students are to be in class by 8:45 a.m. Any student who arrives after 8:50 a.m. will be considered tardy. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness (more than 5 per month) will be addressed on a case by case basis. Parents will not be able to walk the child into the classroom if a student is tardy and the student will have to be escorted by a staff member. This is for the functionality and respect of our teachers, students and classroom community. Students will receive a tardy slip to give to their teacher when they arrive past 8:50 am.

## **TRANSPORTATION**

Parents are expected to provide transportation for their child(ren). Students must go home with a person on their approved pick up list, unless prior arrangements have been made, and the School has been notified as set forth by the School. Pick-up and drop-off is a brief, yet crucial, part of the School day. Please note that the following regulations have been established in order to eliminate confusion and, more importantly, for the safety of your child. **Please read carefully.**

**\*\*\*ABSOLUTELY NO CELL PHONE USE WHILE DRIVING ON CAMPUS OR ONCE CARLINE HAS BEGUN\*\*\***

**ALL** carline changes must go through the Front Office. All children participating in the carline and for drop off and pick up must be able to buckle their own car seat, sit in back and be in the appropriate car seat as deemed necessary by the state of Florida. Parents are asked not to block thruways, and not line up prior to the acceptable time so that the flow of traffic can continue. Parents are asked to drive through our parking areas slowly and with caution for the safety of our students.

### **Morning Drop Off**

Students must remain in cars in our parking lot until a School representative is available at 8:00 a.m.

At 8:45 a.m., the School's car line doors will be locked, and no further children will be admitted through that door. Students dropped off after 8:45 must be taken through the front office and checked in. Late arrivals must enter through the Front Office and be escorted by an adult. Any drop-off at the Front Office prior to 8:00 a.m. must be discussed with, and approved by, a member of the Administration.

### **Afternoon Pick Up**

We welcome parents to come into the school to pick up their student at 1:15 or 2:45 if not using the carline.

Carline afternoon pick-up begins at 2:45 p.m. Monday through Thursday 1:15 Fridays for K-5th grades. If for any reason you have arrived early for afternoon carline, please remain out of the carline lane until 2:40 pm. This is extremely important in order for carline to run smoothly.

### **Booster Seat Policy**

In accordance with Florida law, employees of Island Prep School will not load students into a front passenger-side seat or allow students to load into a vehicle if there is not a booster seat available if the child is under the age of five.

**\*Children under the age of 12 must ride in the back in accordance with Florida law. \*\***

For detailed information on the criteria of the new seat laws, please go to <https://www.flhsmv.gov/safety-center/child-safety/safety-belts-child-restraints/>

### **Inclement Weather-Afternoon Carline**

If there is an active thunderstorm/lightening or tornado warning during dismissal time, please note that all staff and students will remain in the building and the carline pick-up procedure will be cancelled. For the safety of everyone, parent/driver should wait in his/her car until the storm has passed at which time, they are able to pick up in the front office. **The school will notify families through our communication app, if carline is cancelled. The carline parking lot can be used in these situations for parking.**

### **Late Pick Up**

Policy states that students not picked up by 3:00 p.m. (5:30 pm for extended day students) will be sent to the Front Office to wait. In the event of an emergency or very unusual circumstance, please call the School Office at 904-547-2996. Carpool/individuals picked up late on more than one occasion will be charged \$1.00 per minute per student after the first 5 minutes.

## **CLASSROOM**

### **Birthdays and Celebrations**

Parents are invited to bring cupcakes or other treats for their child's birthday. Please schedule the best time to have the celebration with the student's teacher. Please also ask about possible food allergies of your child's classmates. We have a few students in the School who are extremely allergic to nuts, and we ask everyone to not include nut products or products processed in the same facility as peanuts or tree nuts in special party treats or in snacks/lunches. **Invitations for birthdays MUST be delivered outside of school to be considerate of other student's feelings.**

### **Class Placements**

Class assignments result from a process of careful consideration based solely on the professional knowledge, judgment and discretion of the School administration, with input from classroom teachers, and directors. Although the School is happy to hear from parents who have information to share about their child's learning style and developmental issues, the School cannot always honor special requests for teachers. Class placements are communicated to parents before the start of the new school year.

### **Conferences**

Scheduled conferences are held with classroom teachers two times a year with additional conferences as needed for students. Student involvement may vary depending on the age of the child. Parents are expected to attend scheduled conferences.

### **Homework**

Island Prep believes that students get what they need academically in their school day and therefore do not need to put a heavy emphasis on homework. Homework will vary from class to class but will mostly be made up of research and family/group projects. As our students become older, our teachers guide our students in proper organization, responsibility and independence.

### **Plagiarism and Cheating**

All work students complete for which they receive credit must be their own. The concepts of plagiarism and

cheating are explained and discussed in age appropriate language, and developmentally appropriate consequences will be determined at each grade level.

### **Standardized Testing:**

Once a year, Island Prep School gives the third through fifth grade classes a standardized test called the Terra Nova 3. Only Scholarship students are required to participate, and parents of non-scholarship students may choose to opt out. While the School does not overemphasize the results as a measure of learning, it does regard these as useful measures and means of assessing our children and our School. We strive to create a relaxed testing environment with hope that positive experiences will affect future assessments.

## **COMMUNICATION**

### **Communication Policy**

Island Prep School encourages communication between families and the School. While phone and email are efficient methods of communication, we also use a classroom app. It is the parents' job to ensure that they have access to all methods of communication and are checking communication daily. The administration, faculty and staff will respond to voice mail and email messages within 24 hours or one school day.

The administration requests that parents respect teachers' planning time and the teachers' responsibility to all students during the school day. We ask that parents schedule ahead for an appointment to confer with teachers and not stop or interrupt faculty during the school day.

### **Email and Messages**

Messages may be sent to individual faculty or staff members. All individual email addresses are the faculty or staff member's first initial followed by their last name, then @islandprepschool.org  
The School's website may be accessed at [www.islandprep.com](http://www.islandprep.com).

### **Newsletters**

The teachers will provide parents with a newsletter weekly which will be sent through email.

### **Directory**

Faculty, staff and trustees are provided with a directory of names, addresses, email addresses and telephone numbers to assist in running the School. The information provided may not be used for anything or provided to anyone other than for School purpose.

## **DISCIPLINE/BEHAVIORAL STANDARDS**

The School views discipline as a branch of learning rather than simply a list of rules.

Children are taught behavior management and self-regulation. Classroom rules are agreed upon at the beginning of each year. These rules stress the importance of creating a classroom in which learning can take place and the

importance of respecting the rights, feelings and property of all.

At Island Prep we believe that a child in an environment of love, trust and respect, will gain self- discipline and the desire to learn and succeed in a positive way. In addition, we request that parents be proactive partners in their child's school experience. All discipline will relate to the child's action and will be handled without prolonged delay on the part of the staff, so that the child is aware of the relationship between his or her actions and the consequences.

Island Prep believes that an established and respected discipline policy is critical in achieving a positive learning environment.

At our school we believe that parents/guardians and our school must be united and consistent. In addition, any unsafe or disruptive behavior exhibited by children or parents, as well as any parents who do not adhere to and support our discipline policy, and/or are uncooperative in supporting the decisions of the school, may also be subject to immediate dismissal of their child. There will be no refund of tuition if your child is dismissed and any unpaid balance of your student's tuition must still be paid in full.

### **Students and parents are expected to adhere to the school code of conduct**

- to be considerate and respectful of adults, visitors, and one another at all times.
- to show good sportsmanship and courtesy at all times on and off campus.
- to cooperate with School staff.
- to listen and be respectful.
- to respect School property and the property of others.
- to respect other children and to listen to their wishes regarding personal space, personal belongings, etc.
- to settle their own problems whenever appropriate and ask for help from teachers and staff when needed.
- to follow classroom rules.
- to be honest.
- to treat others with kindness and respect.
- to use appropriate language and actions.
- to refrain from fighting, aggression and horseplay.
- to refrain from bullying, harassing, or intimidating peers at all times.

### **Classroom Approach**

- Class rules: these are simple, discussed and posted in each classroom
- "Environmental" handling of problems: change seating, change in classroom activity, etc.
- Directly and privately talk with a student: "What can we do about the talking during math class?"
- Behavior modification: incentives to encourage appropriate behavior such as earning points or tickets that can be exchanged for activities or privileges, etc.
- Removing a student: any student who continually interferes with the learning of others may be asked to take his/her work to another area of the classroom to finish. If this is a regular occurrence, this situation will be discussed with the parents.
- Finding another school placement: if we are unable to keep a student from disrupting others, we will meet with the parents and help them find a more appropriate school setting for their child.
- The School reserves the right at all times in its discretion to issue discipline, up to and including removal from School.

### **Procedures and Consequences**

The teacher of each class is in charge of the ordinary discipline in the classroom. Students who do not behave appropriately or break the rules will experience consequences that are developmentally and situationally appropriate, such as talking with a member of the administration and/or potentially being sent home from School. Our school implements a behavior tracking form to monitor student behaviors. Any continued violation of these expectations will result in a conference with the child's parents, teachers and administrative staff, as well as with the child. Disciplinary incidents will be considered over the entire time a student is enrolled at the School. However, there may be one incident or infraction that could lead to suspension or removal from School.

If your child chooses to break a school rule, the consequences are as followed:

1. Verbal reminder of expectations and classroom rules
2. Student/teacher conference, seat change, time to think, loss of item or privilege.
3. Child sent to the director's office and parents will be called.
4. Notification to parent that child will need to be removed from the school for the day. Parent will need to confer with the teacher the following day to discuss a plan for that day.
5. Probation and possible suspension
6. Student possibly expelled

In instances where aggression is provoked, please inform your child of these steps to take:

1. Verbally express their displeasure.
2. Walk away from the situation
3. Ask for intervention from a teacher.

## **Bullying and Harassment**

The physical and emotional safety of each student is the primary concern of the administration, faculty and staff of our School. To encourage positive social interactions, the teachers work closely with each class to encourage the courtesy, respect and kindness essential to a supportive and nurturing academic environment. Any behavior, either in person or with the use of technology, including but not limited to intimidation and/or harassment, which threatens the emotional or physical safety of any of our students will not be tolerated. This includes but is not limited to teasing, ridiculing, threatening, and inappropriate touching. We are confident that we have our parents' full cooperation and assistance in expecting from our students only those behaviors which affirm the highest ideals of good citizenship and healthy peer relationships.

All concerns relating to harassment or bullying should be reported immediately to administration.

Children who purposefully assault or bully another child will be removed from the classroom and parent will be notified to pick the child up immediately.

## **Cell Phones and Other Electronics**

When a student brings any electronic devices to School (smart/cell phones, iPads, smart watches etc.), the student does so at his/her 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 must comply with all rules and regulations regarding same.

All electronic devices must be turned off and stored in the student's backpack while on campus unless a 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. Whenever such use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment including using devices to take, transmit, or post pictures or videotape classes, to send text messages to other students in class, or in ways that would otherwise violate a School rule.

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 passwords to inspect the device upon request by a School administrator. 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.

## **Tobacco Products**

The use or possession of tobacco/vaping products is not permitted on campus or at School related events.

## **FAMILY**

### **Family involvement**

Island Prep is a Family school and we love having our families involved as much as possible. Our families promote a positive and constructive relationship between the School and the student's parent(s)/guardian(s) or other adults or children interacting with the School and/or School community by virtue of their relationship with the student is essential to the mission of the School and the School's responsibility to its students.

### **Room Parents**

As required by the department of Children and Families as well as the Department of Education all parents or family members who volunteer in the school must comply with the general background screening. The parents and family members involvement at the school will be decided by the school based on the background screening results.

### **Divorced or Separated Parents**

Teachers and administration need to be aware of a student's home situation such as separation, divorce or custodial arrangements. Unless Island Prep School is directed otherwise by court order each parent will have equal access to School records, information regarding School calendars, School activities, conferences, etc. Each parent will have equal rights to confer with teachers about the student. Each parent has the right to pick up the student at School either during the normal school day or other activities. Each parent has the right to consent to any emergency medical procedure that may become necessary. In the case of separation or divorce, the School requires a copy of any/all court documents



pertaining to custody arrangements. The school will not get involved in domestic or custody disputes under any circumstances and will provide any and all documents and information to the courts at the courts request.

## FIELD TRIPS

Day 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. Parents and family members are welcome to chaperone or attend field trips throughout the year. Parents and family members will be required to pay a fee for the field trip attendance as well as have all screenings and background clearances as required by the department of Children and Families as well the Department of Education. The parents and family members involvement on field trips will be decided by the school based on the background screening results and the requirements of the field trip. A condition of a student's participation in any field trip is the signing of the field trip permission slip and paying fees associated with that field trip. For any student(s) whose parents have not signed the permission slip or paid associated fees, the student will have the option of attending an alternative class for the period of the field trip or remaining at home.

**\* No consumption of drugs, alcohol, tobacco and or vaping during Island Prep school events and field trips. \* If Policy is broken, guardian can no longer attend school field trips.**

## FOOD POLICY

At Island Prep, we feel that it is important for parents to decide what their children should eat. For that reason, children are to bring their own lunches and snacks to school. Depending on your child's schedule- lunch and 2 or 3 snacks should be sent in on a daily basis. We also feel that it is important to try and send in eco-friendly container options (reusable, glass, etc.) when available.

Lunches from home **MUST** avoid peanut or nut products if your child is in a nut free class and may not include gum, sweets or carbonated drinks.

Please note that our School is a nut sensitive School. The School cannot guarantee that a student will never experience a peanut allergy-related or other allergy-related event while at School, but we are committed to student safety, and therefore, ask that you **NOT** send any foods containing tree nut/peanut products if your child's class is nut free. We will do our best to avoid serving foods with nuts but cannot guarantee that products with nuts will never be present, nor can we monitor products served at School events, products brought for celebrations, or served on off campus trips. Therefore, persons with severe food allergies must carefully monitor their food.

For children with severe food allergies, it is the family's responsibility to notify the School, in writing, of the allergies.

Working in conjunction with the family physician, the family should submit written protocols for the student. The School will work with the parents to implement reasonable protocols in the form of an Allergic Reaction Care Plan and assist in communication with other parents in that students' class.

### **FUND RAISING**

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 School administration.

### **INCLEMENT WEATHER**

Should inclement weather necessitate the closing of School, parents will be notified via school communication app as well as through social media. School closing announcements will also be posted on the School's social media website. Please remember any closing of Island Prep School will be announced independently.

### **LOST AND FOUND**

Books, clothing and other personal items which are left at the end of each day will be placed in the Lost and Found, on the extended day cart. Please label your child's things so that accidental losses are infrequent. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals.

### **MEDICAL**

#### **Wellness Policy**

It is very important that a child is kept home when sick, both for the child's health and for the well-being of other students. Students must stay home until there is no fever, excessive coughing, headache, unexplained rashes, nausea/vomiting, diarrhea, or pink eye without using medication for 48 hours. Parents or guardians will be called to pick up their child if he or she is too ill to remain in school, thought to be contagious, or has more than a minor injury.

#### **Student Health Records**

Two health forms, the physical and immunization records (provided by your child's pediatrician) should be filled out by your child's doctor and must be turned into the office prior to the start of school. From time to time, you may be called to provide additional information or to remind you that you need to update your child's forms. It is imperative that we have current health records in our files. If your child's forms are not current, we will ask you to keep your child out of school until we receive the appropriate information.

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.

## **Student Well Health**

At Island Prep, we strive to promote a healthy and clean environment for our children. For this reason, it is very important to keep ill children at home. Children who are ill cannot be appropriately cared for in a school setting. Parents need to have alternate care available for when their child becomes ill at school. Children sent home from school with any of the following symptoms must be picked up within a 30-minute time frame by an authorized pick up person. If parents are unable to pick up their child in that time frame alternate transportation and care must be arranged. If the school is unable to get a hold of the parent, they will contact the next person on the child's pick up list until someone has been reached.

Examples of health symptoms that require exclusion from school include (but are not limited to):

Fever: Oral temperature above 100.5 degrees/ Axillary (under arm) temperature above 100 degrees. More than one consecutive diarrhea. Conjunctivitis, which is an eye infection commonly referred to as "pink eye" undiagnosed rash, vomiting within previous 24 hour period, difficult or rapid breathing, symptoms of strep throat or chicken pox, head lice, scabies, or other parasitic infections Any condition in which the child acts ill and is unable to participate in classroom activities and which compromises the health and safety of others.

Child must be symptom free for 48 hours returning to school without medication. Each child's teacher upon his/ her arrival will conduct a daily health check. The teacher will be checking for symptoms of illness,

communicable disease, child abuse and maltreatment. *Island Prep is mandated by law to report suspected child abuse and or neglect to the Department of Children and Families*

## **Student Medication**

Students are not permitted to have any medication in their possession on campus. All medications must be stored under lock and key by the front office. When possible, medication dispensing schedules should be set so that all medicines are taken at home rather than at School.

Information regarding all medications that a student is taking must be signed off on by parent and child's doctor. Except for life threatening emergencies under direct contact with poison control or a doctor, we will not administer any medication or vitamins to the children. Please contact the director if your child has a special health condition requiring medication or special treatment so a Request for Medication form can be completed. All medication, including inhalers, will be kept locked in the office. An adult will supervise all medication procedures. Medications include but are not limited to sunscreen, fever or pain reducers, or constipation medication. Children may not be sent to school with medication on their person unless otherwise specified by the administration.

If a child requires medication during school hours, it must be brought to the front Office and the child must be able to administer the medication by themselves with no intervention.

It is the parent's responsibility to ensure that the School has current information. Parents must remove all former medication from the School as necessary.

## **Medical Emergency Treatment**

In the event of an emergency, 911 will be called and parents will be notified. Parents are responsible for keeping the School informed of changes in phone numbers and emergency contact information.

## **Lice**

Island Prep School follows guidelines established by the American Academy of Pediatrics and the Centers for Disease Control. Head lice are not a health hazard or sign of poor hygiene, nor are they responsible for the spread of disease. Once lice have been identified, the child must be treated appropriately before returning to school. Documents verifying treatment will be needed in order for the child to return to school. Children must be nit (egg) free for 24 hours before they will be readmitted to school grounds. When there is a confirmed case of head lice, notification will be sent out to the parents in that grade. The School can give you further information and a list of resources if requested. Your pediatrician can also provide diagnosis and treatment choices.

## **Medical Situations**

If a medical situation occurs (ex. bump on the head, cuts or scrapes, serious injury received at PE or recess, fall with noticeable pain, etc.) the injured student will be brought to the administration for assessment and parents will be contacted. Incident or accident reports will be filed and need to be signed by the pick-up person.

When a student is recovering from an injury or illness and will miss physical education or recess, parents should send in a note to the teachers. If this illness or injury impacts physical education or recess for more than one day, a doctor's note should be sent to the School. In addition, if any student suffers from a concussion, the protocol from the doctor must be shared with the School so proper precautions can be taken.

## **PARKING**

Parking at the School is limited. Please park in any open space on days with no special events or any available space for special events. Please refrain from blocking teacher parking areas or thruways. Please refrain from parking on the property of other businesses unless previously approved by that business.

## **PET POLICY**

Service animals are allowed on school property and within the buildings.

All other animals must be escorted by an adult and should not be on campus for more than one hour. Animals must be on a leash or contained in some way during their visit.

The School grounds should not be used for "bathrooming." Should an accident occur, please dispose of animal waste appropriately. If your child has an animal allergy, please make the School aware so that appropriations can be made.

## **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 carpet, gum chewing is prohibited at all times. Damage or destruction of school property may lead to disciplinary action.

## **REPORTING OF CHILD ABUSE**

We take our responsibilities to report suspected physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse or exploitation seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Director.

## **Safety and Security on Campus**

Island Prep School has a Crisis Management plan that details actions of all faculty and staff in case an emergency and/or crisis occurs at the School or in the community. Parents will be notified by social media, communication app, phone, email and/or website as to the extent of the emergency and how it is being handled. In the event of any emergency or crisis, the Director or his/her designee is the sole spokesperson for the School.

Each classroom has an emergency crisis management plan. Classrooms are equipped with building maps, evacuation plans and procedures. Students, faculty and administration practice safety drills monthly so that all are familiar with our emergency plans. Weather conditions are monitored.

In addition, visitors must enter through the main reception area, sign in, and generally be escorted within the building. The School works closely with the St. Augustine Beach Police Department and other security personnel on the safety and security of our building and its occupants.

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, employees, or the School. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

### **Personal Property**

While we take great care to help children learn to be responsible for their possessions, we cannot take responsibility for objects brought to School. In particular, we discourage children from bringing toys to School. Under no circumstances are children allowed to bring any form of toy weapons. Please mark all clothing, book bags, and other items with the child's name. Cell phones must remain off and in students' back packs during school hours.

### **Weapons and Threats Policy**

It is a violation of School policy for any person to carry or to possess a weapon or an explosive on School grounds, at a School function, on a bus or other transportation furnished by the School. The school considers any of the following items to be weapons: pistols, revolvers, any weapon that can propel a missile of any kind; any knife, switchblade knife, ballistic knife and any other knife having a blade of two or more inches; any straight-edge razor, razor blade, spring stick, metal knuckles, blackjack; any bat, club, or other bludgeon-type weapon; and any nunchuck type weapon, any fighting chain, any disk with pointed blades, oriental darts, stun guns and lasers. In addition, School policy prohibits any person from bringing to School any item that can be used as a weapon, or that resembles a weapon. This includes paint guns, toy guns, water guns, knives of any length, ice picks, screwdrivers, bows and arrows (toy or real) and similar items. Whether or not School is in session, these items may not be brought onto School grounds unless a member of the School's administration authorizes the person to have a weapon for use as part of an activity being conducted at the School. This authorization must specify the weapons authorized and the time period during which authorization is valid. Sports equipment for legitimate athletic purposes are not considered weapons. Please note that the definition of weapon is broad and can encompass items that may not ordinarily be considered weapons, such as steak knives, art knives, utility knives, Swiss army/toy knives, and box cutters. If it is necessary for any of these items to be brought to School, written authorization must first be received from a member of the administration. All weapons may be confiscated and, if appropriate, turned over to law enforcement.

## **SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES AND PROCEDURES**

Social media encompasses a broad array of online activity including social networks such as Facebook and Twitter,

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. We have taken steps to block many of the social media/networking sites on our network. However, since technology advances rapidly, we cannot ensure that access to all sites is immediately blocked. Therefore, even if students are able to access such sites on School property or at a school-related event, all students should understand that their activities are in violation of School policy and may result in disciplinary action.

## **SPECIAL SERVICES**

### **Occupational Therapy Specialists**

Island Prep School faculty includes our occupational therapist. Our therapist works closely with classroom teachers to assist with the varied learning styles and needs of our students. Individual students may be referred to our therapists by classroom teachers for individual or small group work if the child has difficulties with "foundation skills" which directly impact a student's classroom performance. These "foundation skills" include skills such as: fine motor/gross motor, visual perceptual/motor, and sensory processing issues. Through a school-based assessment, which involves assessment and clinical observations, the student's strengths and needs are determined. If it is deemed by the School that a child will need Occupational Therapy Services parents will be notified and may incur a weekly fee for these services to be implemented.

### **Speech & Language Therapy Specialists**

Island Prep School faculty includes our speech and language therapist. Our therapist works closely with classroom teachers to assist with language development, articulation and fluency. If you feel your child has difficulty with any of the above areas, please consult with your child's classroom teachers. A child's communication difficulties must have a negative impact on his or her performance in the classroom in order for a referral to be appropriate. Referrals to our speech and language therapists for individual or small group work are made by classroom teachers. If it is deemed by the School that a child will need Speech Therapy Services parents will be notified and may incur a weekly fee for these services to be implemented.

## **STUDENT DISABILITY ACCOMMODATIONS**

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs of physical, mental, or learning disability in addition to those accommodations the School has already provided. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

### **General Policy**

In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the Administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our School and our

available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

### **Request and Documentation**

For any type of accommodation, the parent must contact school Director to step up a conference to discuss the needs for their child. The School will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

### **Release for Communications with Physician**

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

### **Assessment of Request**

Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the School's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School believes are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

### **Limitations on Requests**

Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the clinic.

## **TECHNOLOGY**

As new technologies continue to change the world in which we live, these also provide many new educational benefits for classroom instruction. The School is committed to providing students with the technology necessary to participate in classroom activities.

### **Personal Technology on Campus**

In the event a student brings privately owned technology to School, the responsibility to keep the device secure rests with the student and parents. Neither the School, nor its staff or employees, is liable for any device stolen or damaged on campus, at School events, or while using School technology resources. It is recommended that appropriate decals, markings, engraving and/or other custom labels are used to physically differentiate your device from others. Families

may also wish to explore applications and services that provide GPS location. Additionally, protective cases for personal technology are encouraged.

- Students using personal devices are responsible for complying with all electronic device rules, as well as the School's computer & technology policies (including without limitation the Acceptable Use Policy) and all other School policies and rules. In addition:
- Students must take full responsibility for their personal devices. The School and staff are not responsible for the security of personal technology. By choosing to bring devices onto School grounds, students accept the risk of potential loss or damage to personal technology. Personal devices cannot be left on campus before or after School hours. Students should not allow other students to take possession of their devices.
- Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be put away when asked by teachers. Devices must always be in silent mode while on the School campus.
- Students are not permitted to take, transmit, post photographic images/videos of any person while in class or at School with your own personal device. Students will only use devices to access files or sites relevant to classroom curriculum using their built-in network access. Wireless, internet or network access will not be provided by the School. Non-instructional games and other non-instructional purposes, such as making personal phone calls or messaging, are not permitted on campus.
- Students should have no expectation of charging or plug-in capabilities.
- Personal devices should be fully charged prior to bringing these to School.
- Students understand that introducing a virus, trojan, or any program designed to damage, alter, destroy, or provide access to unauthorized data or information in the network is in violation of the Acceptable Use Policy and will result in disciplinary actions. The School may examine any device that is suspected of causing problem or is the source of an attack or virus infection. In such cases, students must provide any passwords to inspect the device upon request by a School administrator.
- Students realize that processing or accessing information on School property related to "hacking", altering, or bypassing network security policies is in violation of the Acceptable Use Policy and will result in disciplinary actions. Students can only access files on the computer or internet sites which are relevant to the classroom curriculum and suggested by a teacher.
- Printing from personal devices is not permitted at School.
- Violations of the above listed rules, any law or any School policy may result in confiscation of personal electronic devices by teachers or staff, as well as other disciplinary action. Return of the same may be dependent upon parental conference where deemed necessary.

### **Acceptable Use 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, iPods, etc.) on School property for educational



purposes or at a School- related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All technology 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 removal from School 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 email, 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 are not to be downloaded to the School's local or network hard drives.

**The School has a firewall in place.** Although doing so generally can eliminate access to offensive and pornographic materials, it also has the negative effect of filtering out genuine educational materials. In addition, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

**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 the accounts and files of others is prohibited. Attempting to impair the 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 email on the 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. **Students must guard their passwords. They will be responsible for any activity done on the School's system under their 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. In such case, students must provide any passwords to inspect the device upon request by a School administrator. Students should not assume that any messages or materials on their computer or the School's systems are private.

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**Email:** Email may not be used to harass or threaten others. The School reserves the right to randomly check email or text messages. Email messages 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 emails can be undeleted.

Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

**Viruses:** 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. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

**Computer Care:** Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline 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 email 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 Acceptable Use Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

## 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.

### GRADING SYSTEM:

#### **K-2nd Grade:**

##### **Grading Scale-**

**I-** The student is performing below grade level. Intervention is suggested. If a child is receiving an I on his/her report card, they are getting independent work and will receive RTI support.

**P-** The student is performing on grade level. They are still learning the skill and will continue to work on the skill/standard.

**M-** The student has mastered the standard and can complete the work independently.

#### **3-5th Grades:**

##### **Grading Scale-**

- A** (90-100%) Student demonstrates a thorough understanding of concepts, skills and processes
- B** (81-89%) Student consistently demonstrates an understanding of concepts, skills and processes
- C** (71-79%) Student demonstrates average understanding of concepts, skills and processes
- D/F** (61-0%) student is working below grade level expectations. Conference required.

### **TUITION AND FEES**

The School strives to provide the highest quality education. 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.

All enrolled students must have a signed enrollment agreement and tuition contract in their file. Parents or those financially responsible for student enrollment may face legal or collections repercussions if tuition or fees remain unpaid.

Student accounts must be current at the start of the school year and at the end of December in order for the student to remain enrolled and before outplacement records are made available. In the event the account is more than 30 days past due, the School reserves the right to withhold progress reports and/or transcripts. The School reserves the right to dismiss a student due to overdue payments.

### **VISITORS**

All visitors must enter the building through the Front Office.

Visitors will sign a visitor log.

All class visits must be prearranged with the teacher or Parent Teacher Organization (PTO)

Visitors will be escorted on campus when possible.

For security reasons, faculty, staff and students are not permitted to open exterior doors to visitors.

**Please Note:** For the safety and security of our students, anyone seen on campus during School hours unrecognized by the school will be escorted to the front office to sign in.

### **DRESS CODE**

Island Prep School hopes that each of our students will come to school every day mentally eager and physically prepared for all the challenges and excitement the school day will hold. We believe that appropriate and comfortable clothing and shoes play a significant role in the well-being of our girls and boys as they go about their busy hours in the classrooms, and the playground.

### **WITHDRAWAL**

If you must withdrawal your child for any reason, Island Prep requires a two-week written notice. Parents are responsible for any remaining tuition fees for the remainder of the school year.