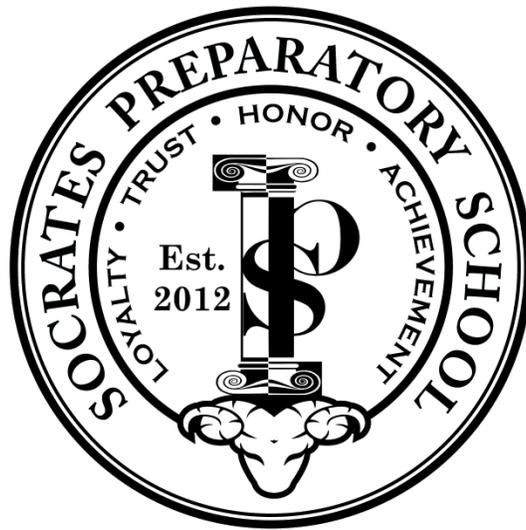


Socrates Preparatory School



Handbook

2019/2020

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Our Mission

Our mission is to cultivate an environment of academic and social excellence that inspires students to unearth their unique gifts in order to become exceptional leaders.

Our Vision

Instilling the value of lifelong learning to foster a sense of innovation and contribution to a globally competitive, knowledge-based citizenry, Socrates Preparatory School places self-enrichment at the core of our creed: Loyalty, Trust, Honor, & Achievement.

Learning Environment & Code of Conduct

Socrates Preparatory School is committed to providing a healthy learning and working environment by promoting respect, trust, loyalty, honor, civility, safety, responsible citizenship and academic excellence and achievement. A positive school climate exists when all members of the school community feel safe, comfortable, supported, respected, and accepted.

The Socrates Preparatory School Code of Conduct as outlined in this School Handbook has been developed in accordance with Socrates Preparatory School's policies and state and federal law. The Socrates Preparatory School Code of Conduct also reflects the values and expectations of our school community.

The standards of behavior outlined in Socrates Preparatory School's Code of Conduct shall apply to all members of the school community including students, parents/guardians, family members, teachers, staff, administrators, directors, officers, volunteers, and visitors:

- on school property;
- while traveling in vehicles that are owned by Socrates Preparatory faculty, staff, administrators, board members, or volunteers;
- during school activities;
- during off-site school-sponsored activities; and

- when engaging in an activity that has an impact on the school and the community at large.

Standards of Behavior

All members of the school community are expected to:

- respect and comply with school rules and regulations and all applicable federal, state and municipal laws;
- demonstrate honesty, trust, loyalty, and integrity;
- respect differences in people, their ideas and their opinions;
- treat one another with dignity and respect at all times, especially when there is a disagreement;
- respect and treat others fairly, regardless of their race, ancestry, color, ethnic origin, citizenship, gender, gender identity, family status, sexual orientation, creed (faith), socio-economic status, age, and disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in positions of authority;
- respect the needs of others in an environment of learning and teaching.

Discipline Policy

Socrates Preparatory School's discipline and behavior policies are complementary and founded on progressive discipline techniques. Progressive discipline is a whole-school approach that utilizes a continuum of prevention, intervention, support, and teaching of civic responsibilities and ethics. The goal is to address inappropriate student behavior and to build upon acts that promote positive behaviors. Socrates Preparatory School utilizes a range of learning opportunities and school wide community support for reinforcing positive behavior and helping students make good choices toward becoming respected and accomplished citizens and leaders.

Discipline Interventions and Socrates Preparatory School's Behavioral Policy are explained in more detail in Appendix A.

Student Academics

Our goal as educators at Socrates Preparatory School is to guide students so they can meet their fullest potential -- emotionally, intellectually, physically and socially. We never forget that each child has his or her own strengths and challenges. At Socrates Preparatory School, we strive to create a safe environment that promotes academic rigor, curiosity and creativity,

while encouraging personal discovery, self-esteem, community involvement, global awareness and respect for all things and all people.

Socrates Preparatory School creates a student-centered environment of exploration and education which fuels the students' curiosity and ignites their interest and motivation. Our unique curriculum combines traditional Socratic teaching with modern technology-based instructional methods to challenge our students to use higher order cognitive skills and multiple-intelligences. Our approach to learning allows our students to reach their potential and attain the skills and knowledge needed to meet the challenges of today's rapidly-changing world.

Homework / Assignments

At Socrates Preparatory School, we use **HOMEWORK** and **ASSIGNMENTS** to enrich and reinforce learning objectives. We do not believe in homework or classwork as "busy" work. Our teachers closely monitor students in order to personalize assignments to meet learning goals. Because we utilize homework and assignments in this way, work that is turned in late loses effectiveness. For that reason, **teachers have the discretion to enforce a LATE WORK policy of 5% off (or equivalent points) for each day beyond the expected completion date.** Specific student accommodations are taken into consideration when determining expected completion dates. Please see individual teacher syllabus for detailed information on how they choose to enforce this policy in their classroom.

In order to determine learning strategies and specific accommodations, each student is assessed and continuously monitored to ensure academic and social progress. The Director of Student Services works collaboratively with the teachers and parents of each student to determine the optimal academic path to achieve growth and future success. Part of this process at Socrates Preparatory School is creating a live "Student Snapshot" document that captures all pertinent academic, social and behavioral information on the student, including personalized accommodations and learning goals. This document is shared with each student's teachers and is continuously updated to help guide learning goals and student progress. It is the parent's responsibility to share all previous and ongoing external student academic, social, and behavioral documentation (evaluations, transcripts, behavioral records, specific accommodations, and any and all pertinent information) with Socrates Preparatory School. Withholding information deemed necessary by Socrates Preparatory School for the success of a student's educational plan, may jeopardize a student's admission or continued enrollment at Socrates Preparatory School.

Daily preparation for classes includes review, study, and written work. Students are expected to devote adequate time to home study. It is the responsibility of the student to make up work missed during an absence whether or not the absence is excused. Students are required to bring all necessary materials to each class each day, including a **fully charged laptop computer.**

Grading and Report Cards

Academic grades are recorded in letters for grades 4-12.

Grading Scale for Grades 4 - 12		
A+	97 - 100	Exhibits exceptional mastery of the subject matter
A	94 - 96	
A-	90 - 93	
B+	87 - 89	Demonstrates good command of the subject matter
B	84 - 86	
B-	80 - 83	
C+	77 - 79	Demonstrates basic comprehension of the subject matter
C	74 - 76	
C-	70 - 73	
D+	67 - 69	Demonstrates some basic knowledge of the subject matter; however, falls short of basic comprehension
D	64 - 66	
D-	60 - 63	
F	0 - 59	Does not exhibit accepted level of comprehension of the subject matter No credit awarded
I	Incomplete	Incomplete coursework; unable to assess level of comprehension No credit awarded

A numerical recording system is used to report progress for grades 1-3.

Grading Scale for Grades 1 - 3	
4	Exemplary mastery of the subject matter Above grade level
3	Accomplished mastery of the subject matter On grade level
2	Developing knowledge of the subject matter Making progress according to grade level
1	Beginning comprehension of the subject matter Needs support at school and at home to meet grade level.

Interim Progress Reports are available electronically on ThinkWave at the end of each academic quarter. A Report Card for all work performed during the first half of the year is issued at the conclusion of Semester 1. A Final Report Card will be issued at the end of the school year which details final averages for Semesters 1 and 2. Grades for individual assignments and current averages for each class (based on assignments completed at that time) are available electronically on ThinkWave throughout the year. Parents and students are encouraged to review grades regularly to assess ongoing progress.

While numerical grades and Report Cards provide an ongoing assessment of a student's performance, the faculty and administrators at Socrates Preparatory School realize that grades (especially those earned at the beginning of the academic year) may not always adequately reflect a student's comprehension and mastery of a subject at the end of the year. The ultimate goal for each student is mastery of the subject matter by the end of the year. If a student performed poorly early in the academic year, and then later demonstrates mastery of the coursework, including working above and beyond assigned work, a re-evaluation of grade(s) may be rendered at the discretion of the Socrates Preparatory School faculty and administrators. This policy enables us to reward a student who has worked hard, persevered to attain progress and achieved success.

Academic Records Release

Academic records - including transcripts - will be released only upon request by the student and parent. Transcript Request Forms are available in the office. Please be advised that preparation of academic records may take 1 to 2 weeks and may be withheld if the student's financial account is in default.

Honor Roll

- To qualify for High Honor Roll, students must maintain a GPA greater than 3.8 unweighted or have no more than 1 B in core subjects.
- To qualify for the Highest Honor Roll, students must maintain a GPA of 4.0 unweighted or have all A's in core subjects.

Academic Honor Societies

- o To qualify for National Honor Society (NHS), students must be enrolled as a 10th, 11th, or 12th grade student, have a minimum 3.3 GPA, demonstrate good student citizenship, and be invited by the NHS Board.
- o To qualify for National Junior Honor Society (NJHS), students must be enrolled as a 6th, 7th, or 8th grade student, have a minimum 3.0 GPA, demonstrate good student citizenship, and be invited by the NJHS Board.

Members of Academic Honor Societies will be reviewed periodically to ensure that all membership requirements are being maintained. Membership may be suspended or withdrawn, depending on student academic and behavioral performance.

AP and Honors Courses

Students taking an AP (Advanced Placement) course will be eligible to take the AP exam at the end of the school year. AP exams are administered through the College Board, and a fee is charged by the College Board for each exam taken by a student. Please be aware that the cost of the AP exam and any fees associated with AP testing, are the responsibility of the student/parent and are not included in the student's annual fees and tuition. A current schedule of AP exams and associated fees is available at <https://www.collegeboard.org/>.

Due to the fact that Socrates Preparatory School offers AP test tutoring, we are unable to administer AP exams on our campus. Parents will be required to make the necessary arrangements to transport their child to and from the location designated by Socrates Preparatory School or chosen by the parent as the AP exam site.

It is the **parent's responsibility** to contact the AP College Board to request any required accommodations for the student's testing. When contacting the College Board, parents must state the specific nature of the requested accommodations and provide any necessary documentation the College Board requests. Please be advised that the College Board does not always match the accommodations a student receives from the school. The parent is also responsible for keeping Socrates Preparatory School's Director of Student Services informed (in writing via email) of all communication with the AP College Board as it is occurring. This process often requires many months to complete. Therefore, if the student will be taking an AP

exam during this school year, and the parent plans to request testing accommodations for them, it is **REQUIRED** that they begin the process (including written email notification to Socrates Preparatory School) no later than the first business day in September in order to ensure adequate time to work through the process.

Socrates Preparatory School offers **HONORS** level courses at the High School level. The Director of Student Services works closely with students, parents and faculty to determine whether students are ready to undertake high level courses designed to meet and exceed undergraduate college level curriculum and student achievement expectations. Honors credit may be earned by completing enrichment assignments and/or projects to demonstrate students' higher level of understanding of material.

Assessing Progress / Standardized Assessments /Accommodations

Socrates Preparatory School embraces a personalized and authentic 'whole child' approach to learning and assessment. Our philosophy is to empower students to reflect on their own learning and growing experiences. Students are mentored to use failures, challenges, successes, and personal goals to guide the path to self-improvement. Socrates employs a spectrum of methods to guide student assessment. These methods fall within the following two categories: formative (ongoing) such as class discussion, observations, quizzes, and summative (cumulative and/or standardized) such as quarterly projects, end of unit tests, reflective portfolios. The following assessments fall within these categories: Discussion, Anecdotal, Projects, Observations, Interviews, Tests, Quizzes, and Reflective Portfolios, TerraNova Norm-referenced Assessment, ACT, SAT, SAT Subject, PSAT, PERT.

All students are required, by the terms of our accreditation to take a standardized test annually. Therefore, we administer the TerraNova Standardized Achievement Test on our campus to students in grades 1-10 in April of each academic year. Special accommodations for this assessment are based on the accommodations on the Student Snapshot. Should a parent require accommodations not shared with the school via an IEP or a psychological evaluation, it is the responsibility of the parent to communicate those wishes to Socrates Prep's Administration in a timely manner.

Students in grades 11 and 12 may select between the PSAT (11th grade), ACT, SAT or the PERT exams to meet the standardized assessment requirement. The Director of Student Services will work with the student and parents to determine the best exam to take based upon their post-graduate path.

Please be aware that the cost of pre-College testing (such as PSAT, ACT, SAT, CLEP, AP and PERT) are not included in the student's tuition and fees, and are the responsibility of the parent to either direct pay, or to reimburse Socrates Prep via a TADS invoice. Furthermore, registration and all other arrangements associated with the testing are the responsibility of student/parent.

Due to the fact that Socrates Preparatory School offers SAT, ACT, PERT, and PSAT test tutoring, we are unable to administer the exams on our campus. Parents will be required to make the necessary arrangements to transport their child to and from the location designated by Socrates Preparatory School or chosen by the parent as the standardized exam site.

It is the parent's responsibility to contact the College Board or the desired testing organization to request any required accommodations for the student's testing. When contacting the College Board, parents must state the specific nature of the requested accommodations and provide any necessary documentation the College Board requests. Please be advised that the College Board and other testing organizations do not always match the accommodations a student receives from the school. The parent is also responsible for keeping Socrates Preparatory School's Director of Student Services informed (in writing via email) of all communication with the College Board and/or other testing organizations as it is occurring. This process often requires many months to complete. Therefore, if the student will be taking any of these exams during this school year, and the parent plans to request testing accommodations for them, it is **REQUIRED** that they begin the process (including written email notification to Socrates Preparatory School) no later than the first business day in September.

Students in grades 7 through 11 may be encouraged to take the **PSAT**. The Student Services Director at Socrates Prep will contact parents via email at the beginning of the year (September) with information on the PSAT. Parent/Student are expected to answer the email stating their intention to take the exam or not. All students are NOT required to take the exam. Taking the PSAT exam earlier than 11th grade is an academic choice only. PSAT exam scores are used by reputable colleges to scout for academic talent. Therefore, we encourage any student who may be ready to take the PSAT early, to take the opportunity to do so.

The PSAT is administered through the College Board, and is typically taken during a student's junior year, which is the only time when the scores may qualify the student for a National Merit Scholarship. A fee is charged by the College Board for each exam taken by a student. Please be aware that the cost of the PSAT exam and any fees associated with PSAT testing, are the responsibility of the student/parent and are not included in the student's annual fees and tuition. A current schedule of PSAT exam fees is available at the school office. Due to the fact that Socrates Preparatory School offers PSAT test tutoring, we are unable to administer PSAT exams on our campus. Parents will be required to make the necessary arrangements to transport their child to and from the location designated by Socrates Preparatory School or chosen by the parent as the PSAT exam site.

Dual Enrollment

Students wishing to take upper level classes that are not offered at Socrates Preparatory School have the option of dual enrollment through **Seminole State College or the University of Central Florida**. Dual enrollment allows students to enroll in postsecondary courses and receive both Honors-level high school and postsecondary credit. If students elect to participate in dual enrollment, additional tuition costs and enrollment fees associated with the course are the responsibility of the parents and are not included in Socrates Preparatory School fees and tuition. All associated tuition and fees must be paid to Socrates Preparatory

School upon registration for the dual enrollment course. Additional information is available at the Socrates Preparatory School office. It is the responsibility of the parent and student to inform Socrates Prep in writing via email of their intention to enroll in dual enrollment courses in a timely manner. It is further the responsibility of the parent and student to keep up with deadlines and other requirements associated with dual enrollment for each term.

Students must provide their own transportation to classes NOT administered on Socrates Preparatory School campus. While every effort will be made by Socrates Preparatory School to accommodate a student's schedule to permit dual enrollment, there may be instances when accommodations cannot be made.

Classes through Florida Virtual School (FLVS)

The Florida Department of Education currently requires that all public and private high school students take a minimum of one class online prior to graduation. A common and convenient way to do this is through FLVS. The credit hours earned through FLVS count toward graduation from Socrates Preparatory School if the course is approved for high school credit by FLVS and does not duplicate classes previously taken for credit at Socrates Preparatory School or a previous school. Course descriptions, objectives, prerequisites and requirements are specified by FLVS and are available on their website at <https://flvs.net/home>. Work assignments and grades are provided by FLVS certified teachers, not the teachers at Socrates Preparatory School. It is the student's responsibility to keep themselves on task and to complete any associated assignments, tests, etc. and submit them to FLVS.

Students at Socrates Preparatory School may choose to take additional FLVS courses up to a maximum of three courses equivalent to 3 credits annually and only two credits annually for students on PLSA/McKay scholarships. Any additional courses a student wishes to take for credit at Socrates Preparatory School require special permission from the Director of Socrates Preparatory School. It is the responsibility of the parent and student to inform Socrates Prep in writing via email of their intention to enroll in FLVS courses in a timely manner. It is further the responsibility of the parent and student to keep up with deadlines and other requirements associated with FLVS for each term.

While every effort will be made by Socrates Preparatory School to accommodate a student's schedule regarding FLVS courses, there may be instances when accommodations cannot be made.

Community Service

Many college and university scholarship programs, such as Bright Futures, require community service participation. Socrates Preparatory School also believes participation in community service is important in the cultivation of responsible citizenry and in preparing our students to become leaders in our community.

Students are required to have a **minimum of 75 hours** of community service accumulated during high school years to qualify for graduation. The number of community service hours will be prorated for any students attending Socrates Preparatory School fewer than 4 years during

high school. Students have the option of accumulating these hours in an approved community program or they can participate in one of the many community projects which Socrates Preparatory School organizes.

It is the parent's and student's responsibility to keep track of earned community service hours and to ensure that these hours are signed for and verified by qualifying community service organizations. It is further the responsibility of the parent and student to submit documentation of earned and verified community service hours to Socrates Preparatory School Director of Student Services via email in a timely manner. Parents and students must also keep up with all due dates and any other requirements regarding any Scholarship or College/University applications or organizational memberships.

NOTE: It is a requirement of The National Honor Society that members have a minimum of **100 hours** of community service to graduate with NHS alumni status. Scholarships such as Bright Futures and others may also require a minimum of 100 hours of community service to qualify.

Tuition and Re-enrollment

All parents must register their student(s) for re-enrollment. All re-enrollment documentation, re-enrollment fees and curriculum fees must be received via our online processing website TADS by the early February deadline (communicated to all parents via email) in order to reserve a space for the next academic year and to qualify for the reduced re-enrollment fee. A breakdown of tuition and fees are as follows:

- Annual Tuition \$11,950 G1-5
- Annual Tuition \$12,950 G6-8
- Annual Tuition \$13,950 G9-12
- \$175 Application Fee - \$125 Re-enrollment Fee (non-refundable)
- \$850 Curriculum Fee (Grades 1-12)

After the February deadline, available classroom space may be filled with new students, and Socrates Preparatory School may not have space available for returning students. If, after the February deadline, classroom space is available and current students who have not yet re-enrolled wish to re-enroll, they will be subject to the full Application Fee of \$175 along with the corresponding \$850 Curriculum Fee due immediately upon re-enrollment and completion of all documentation on the TADS website.

Homebound Students

In the event a Socrates Preparatory School student becomes homebound (or hospitalized) due to illness or other reason, tuition obligations remain in effect for that student. Tuition obligations remain as per the enrollment contract.

Unpaid Tuition

For students to continue their enrollment in Socrates Preparatory School and to receive Report Cards and/or Transcripts, regular payments must be made. Where any payment on an account is in default for more than 60 days, Socrates Preparatory School may require the student to withdraw from classes until satisfactory arrangements are made. Transcripts and any other student record will not be released until all fees and payments owed to Socrates Preparatory are satisfied.

Attendance

Students are expected to be at school and in each class on time every day. If a student is absent, parent/guardian is expected to notify the office by calling 321-422-0825 and/or emailing salma.hatoum@socprep.org no later than 8:00 am (leaving a message if call is not answered). For the absence, tardy or early departure to be considered excused, the **parent must provide a note** explaining the absence in a timely manner.

Students are to remain in their classrooms for the entire period unless instructed differently by their teacher or an administrator. Attendance on field trips, exhibitions and school events organized on school days is required for all students. Attendance at all other special events and activities on non-school days is expected, but not required of all students.

Socrates Preparatory School follows the following Florida State law regarding student attendance and instructional hours.

6A-1.09512 Equivalent Minimum School Term for Compulsory Attendance Purposes.

Any child of compulsory school attendance age, who is enrolled in a non-public school pursuant to section 1002.42, F.S., shall be deemed to be in compliance with the compulsory attendance requirements of section 1003.21(1)(a), F.S., provided the child maintains regular attendance during the entire school term of either:

*(1) One hundred eighty (180) actual school days determined as prescribed by section 1011.60(2), F.S., or
(2) A minimum of one hundred seventy (170) actual school days and the hourly equivalent of one hundred eighty (180) actual school days, determined as prescribed below:*

- (a) Kindergarten: Five hundred forty (540) net instructional hours.*
- (b) Grades 1-3: Seven hundred twenty (720) net instructional hours.*
- (c) Grades 4-12: Nine hundred (900) net instructional hours.*

Rulemaking Authority 1001.02, 1011.60(2) FS. Law Implemented 1002.42, 1003.21, 1011.60 FS. History—New 4-21-80, Formerly 6A-1.9512.

Refer to Appendix B – Absences and Tardies for more specific information on the Attendance policy.

Bell Schedule

Students are given ample time to transition between classes; therefore they are expected to be in class and ready to work according to the bell schedule. Please refer to **Appendix C** for the current academic year's Bell Schedule.

Early Dismissal / Early Pick-Up

During the regular school day, no student is to leave campus without permission. Students who are to be picked up prior to dismissal must be signed out at the Administrative Office by a parent/guardian or an individual authorized for pick-up (as designated in TADS on the Student Emergency Form, and may be asked to provide identification.)

Every effort should be made to schedule appointments outside of school hours. However, Socrates Preparatory School realizes there may be instances when that is not possible. A signed note or an email from the parent/guardian notifying the school of early pick up must be presented to the Administrative Office by 8:30 am of the day the early pick up will occur.

In the event of early pick-up, students are responsible for completing and abiding by deadlines set for all academic work missed. Whenever possible, assignments should be completed in advance if a known absence from class is anticipated.

In the event of a serious illness such as fever, vomiting, injury, etc., every attempt will be made to notify the parents. If these efforts are not successful, the student will be transported by ambulance to the hospital if deemed necessary. **It is critical to keep Socrates Preparatory School updated with any changes to the student and/or parent contact information. Please send all changes to salma.hatoum@socprep.org via email.**

Socrates Preparatory School has identified days on the Annual Academic Calendar as Early Dismissal days. On these days, there will be no school personnel on campus to supervise students. Therefore, ALL students must be picked up by 1:00 pm.

Pick-Up Policy

As an added security measure and to accurately and fairly track arrival and pick-up times, all students must be signed out of TADS via the school iPad by either the student or parent before leaving. Failure to sign out will result to charges to the parent's TADS account. Students not attending the After School Program must be picked up by 3:00 PM. A grace period of 15 minutes is given as a courtesy of Socrates Preparatory School. Therefore, students must be picked up no later than 3:15 PM. Students who are not picked up by 3:15 PM will be sent to the office where an attempt will be made to contact parent and the parent's TADS account will be charged a \$12 fee for every 15 minute period. Please note that, while a phone call to the school to explain the parent's delay in picking the student up is appreciated, it does not mean that the late fee will not be charged. In cases of true emergencies, the parent should speak with an Administrator directly to request forbearance on this fee.

School Closings

Because our school is located on the boundary between Orange and Seminole Counties, Socrates Preparatory School follows all emergency and closure advisories for both counties. If either of the counties' schools are closed, then Socrates Preparatory School will also be closed.

We also recognize that some of our students and staff travel to our school from surrounding counties such as Volusia, Osceola and others. Should your county issue a closure or other emergency warnings, we urge you to heed that warning and exercise your best judgment on whether or not you wish to travel to school on those days. If your child is not attending school that day, please notify the school no later than 8:00 AM by calling 321-422-0825. Students and staff will not be penalized for absences due to abiding by emergency warnings issued in the counties where they reside.

If conditions permit, closure updates will be posted on our website and Facebook page. Emails and/or text alerts will also be sent to all parents and students when possible.

Dress Code

Students and faculty at Socrates Preparatory School are expected to present themselves in a professional and respectful fashion, and to dress accordingly.

Socrates Preparatory School requires uniforms for grade levels 1-11. Students in grade 12 may wear school appropriate attire of their choosing as long as it does not fall into the category of "inappropriate dress" as described below. Uniforms are worn Monday through Thursday throughout the academic school year unless indicated otherwise by the school Administration. Notices will be sent to parents and students regarding any days on which the uniform policy is suspended.

The goals of the Socrates Preparatory School's dress policy are:

- To maintain a unified tone within the school community
- To provide financial relief to parents
- To reduce superficial competitiveness in dress among students

Uniform Description - Monday through Thursday

- Long or short-sleeved Polo shirt (black, white, grey) with the Socrates Preparatory School logo
- Khaki or black long pants
- Khaki or black skirts, shorts or skorts of an appropriate length for school
- Comfortable, clean, closed-toe shoes

- Socrates Preparatory School BLACK jacket or sweater with school logo (only when worn for warmth over a school uniform shirt during the school day).
- **SPECIAL NOTE ABOUT HOODED SWEATSHIRT JACKETS (HOODIES):** No pullover hooded sweatshirts are allowed. SOLID BLACK, hooded zip-up jackets with the school logo on the front are permitted but must be worn with a uniform polo shirt underneath.

Uniforms must be clean, neat, and in good repair at all times. Failure to wear proper uniform attire will result in disciplinary action in the form of loss of privileges.

Uniforms can be purchased at Lands' End at <http://www.landsend.com>. The school logo code is 900169699. School logo sew-on patches can also be purchased from the school office, while supplies last, for \$5 each, billed to your TADS account.

Appropriate Attire - Fridays only

On Fridays, students may dress in school appropriate attire of their choosing as long as it does not fall into the category of "inappropriate dress" as described below.

Inappropriate Dress & Presentation

Attire which would be deemed inappropriate for wear at school or at school-sponsored activities includes, but is not limited to, clothing items that reflect or represent any of the following:

- Language and/or any representation on attire that indicates gang affiliation.
- Attire that depicts violence, profanity, racial or gender discrimination or discrimination of any kind whatsoever.
- Attire depicting products or slogans related to alcohol or drugs, including tobacco products.
- Attire that contains any graphic or profane language or images.
- Attire that otherwise demeans an identifiable individual or group.
- Attire that is very tight-fitting and/or revealing.
- Attire that is excessively loose-fitting.
- Attire that shows an excessive amount of skin.

* The perception of "excessive" is at the discretion of the administration.

The Dress Code applies to all students at Socrates Preparatory School. It is at the sole discretion of the faculty and staff to determine if attire or presentation is in violation of the Dress Code.

Failure to comply with the Dress Code policy is a Level I Disciplinary infraction and may result in appropriate disciplinary consequences.

Spirit Shirts

During all Socrates Preparatory School field trips, events, exhibitions, and other specified activities, students will be required to wear the school uniform or a Spirit Shirt unless otherwise specified.

Lockers and Locks

Students are given the option of using a Socrates Prep locker, but are not required to do so. All lockers assigned to students remain the property of Socrates Preparatory School. They are not private property, and at no time does the school relinquish its exclusive control of its lockers.

Students can only store their own belongings in their assigned locker, and students may not trade lockers with each other at any time. A student cannot place his/her belongings in a locker which is not assigned to him/her. Any student who is found using a locker other than the one assigned to him/her, or who allows his/her locker to be used to store another student's belongings, is subject to having the locker immediately taken away.

Lockers are to be used to store only school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause an interference with school purposes or that violate school rules. **No food products are allowed in any locker overnight to avoid rodent and insect infestation.** Lockers are not burglar proof and students should not leave valuables such as money or expensive personal property in the lockers.

Students must keep their possessions only in their assigned lockers and are responsible for any assigned school property in their lockers. Posters, stickers, mirrors, hooks or any other types of permanent decorations are not allowed inside or outside of the locker. Removable magnets and shelves will be allowed.

Every Friday is locker clean-up day. Students are responsible to keep their lockers clean and organized.

Socrates Preparatory School reserves the right to proceed with necessary steps should a locker search be deemed necessary with probable cause.

Combination style locks owned by Socrates Preparatory School will be assigned with each locker. The school office will maintain a master list of combinations, and Socrates Preparatory School shall retain access to all student lockers. Students wishing to use their own lock may do so once they have provided the school the combination and/or the key to the lock. Students are solely responsible for the contents of their lockers and should not give out the combination of their assigned lock to other students.

The Socrates Preparatory School Principal or his/her designee shall have custody of all combinations to all lockers or locks. It is each student's responsibility to ensure the lock is secured appropriately after closing the locker and to report to the school office any incident in which locks and/or lockers have been tampered with.

Technology and Digital Use Policy

Socrates Preparatory School uses computers, computer software, the Internet and other electronics to support learning and to enhance instruction. Therefore, each student is **REQUIRED** to have a working laptop computer. The Internet allows our students to communicate with other students and professionals around the world, visit electronic libraries, research a variety of subjects, take online classes, and participate in special projects with students from all points on the globe. The use of computer software and networks allows students to experience learning from a technological standpoint. The objective is to promote educational excellence in school by facilitating resource sharing, innovation and high-tech communication. The use of technology will benefit all students as they prepare to enter an ever-increasingly technological industry and society.

While such wide-ranging access to the Internet provides great benefits, it also entails great responsibility on the behalf of all users in order to protect the integrity of the network and system for both Socrates Preparatory School and the individual students and teachers. The students are expected to follow all guidelines stated below, as well as verbal instructions of the faculty, and to demonstrate ethical behavior of the highest order in using computers, laptops, computer software, the Internet, and other electronics at the school.

Acceptable Use of Electronics

The purpose of the Internet is to facilitate communication in support of research and education by providing access to unique resources and the opportunity for collaborative work. Students **MUST** adhere to these guidelines in order to retain electronics privileges:

- The use of the student's email account must only be in support of and consistent with the educational objectives of Socrates Preparatory School.
- Students may not share their personal electronic devices with anyone else or allow someone else to borrow or use in any way their laptop, tablets or phones.
- Transmission and accessing of any material in violation of Socrates Preparatory School's guidelines or any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, and private or commercial material.
- Use of and access to any and all types of Internet social networks (Facebook, Twitter, etc.), and video games are prohibited during school hours **EXCEPT** during lunchtime.
- Students may not, under any circumstance, tamper with or change the security and firewall settings installed by Socrates Preparatory School onto the school computers, laptops, Internet, and any other electronic devices.

Network Etiquette

Students MUST abide by the generally accepted rules of network etiquette. They include, but are not limited to, the following:

- Do not reveal personal address, phone numbers or other personal information for yourself, family, acquaintances, faculty or classmates.
- Be polite. Do not be abusive or disrespectful in messages, correspondence, or other transmissions.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not engage in activities that are prohibited by Socrates Preparatory School or state or federal law.
- Do not assume that electronic mail is private. Messages relating to, or in support of, illegal activities may be reported to the authorities and will result in consideration for expulsion from Socrates Preparatory School.
- Do not use or interact with the network in such a way that would disrupt the use of the network by other users.

Cost of Network Services and Software

- Socrates Preparatory School is not responsible for any charges related to fee-for-service access to online resource services incurred by students other than services and accounts agreed upon and approved by Socrates Preparatory School in the terms of this agreement.
- Socrates Preparatory School makes no warranties of any kind, either expressed or implied, for the services it is providing and will not be responsible for any damages suffered. This includes, but is not limited to:
 - loss of data resulting from delays, non-deliveries, or service interruptions caused by students' own negligence or otherwise
 - errors or omissions including any and all types of viruses.
- Use of any information obtained via the Internet is at each student's own risk. Socrates Preparatory School specifically denies any responsibility for the accuracy, and/or quality, and/or appropriateness of information obtained through Internet access.

Internet and Network Security

- Internet security and security on any computer system is a high priority, especially when the system involves many users.
- If the student identifies a security problem, the student must stop work immediately and notify the school Principal or available faculty that a security issue has been

encountered. The student should not demonstrate the problem to other students and risk the problem being spread to other computers.

- Any attempt to access the Internet or school accounts as an administrator will result in the cancellation of user privileges and possible disciplinary actions as serious as consideration for expulsion.
- Any student identified as a security risk or having a history of problems including focus and distraction with the Internet and/or computers, laptops, and/or other electronic devices may be denied privileges to those devices at any time.
- Parents are urged to install, maintain and monitor parental control/internet security software on the student's laptop. Socrates Preparatory School specifically denies any responsibility for any and all harm and/or damages as a result of the parent's failure to protect the student's computer.

Electronic Vandalism/Negligence/Theft

Vandalism is defined as any malicious attempt to harm or destroy hardware, software, network, data of other users, data of Socrates Preparatory School or the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Per this policy, the parent/guardian and student understand and assume the ethical and financial responsibilities of using technology. Vandalism, negligence or theft will result in the termination of computer, laptop, Internet and electronic privileges and may incur additional consequences including but not limited to:

- financial responsibility of equipment and accounts
- consideration for expulsion from Socrates Preparatory School

Cell Phones

At Socrates Preparatory School we believe that cell phones are a necessary part of daily communication and students will be using them for both social and professional purposes in their future. Therefore, we want our students to learn to use their phones in a responsible manner. We have established a policy where our high school students are allowed the privilege to utilize their phones for academic purposes during class and for social/personal purposes during lunch and non-class times. However, as they are given more freedom, they will also have more responsibility to demonstrate mature and appropriate cell phone conduct.

- Grades 1-8 no cell phones. If student must bring a cell phone to school, the phone must be turned OFF and given to an Administrator in the front office as they enter the building. The phone will be locked up throughout the day and the student may retrieve it as they leave school.
- Grades 9-12 cell phone put away in locker or backpack with ringer and vibration turned OFF.

- All cell phones must be on silent/no vibrate and must not be connected to school network.

Cell phones may NOT be used during the school day (8:00 am – 3:00 pm) except during class transitions and at lunchtime for students with cell phone privileges in Grades 9-12. Specific permission may be given by the teacher to use cell phones for academic purposes in the classroom for our High School students, and students must abide by any rules established at that time by their teacher.

Consequences for Cell Phone Use Infractions:

1. Warning
2. Take Phone for the period, (Report Liveschool)
3. Take phone for the day, (Send email to parents)
4. Take phone, give it to administrator, send email to parents to notify and pick up the phone, student loses phone privileges for the semester.
 - a. If incident happens at the end of the semester, student loses phone privileges for the rest of the year.

School and teachers are not responsible for any loss of or damage to confiscated items.

School Telephones

No personal calls are allowed on the school telephones unless it is an emergency, and with permission from an Administrator. School telephones are for school business only. Students will not be called out of class to receive a phone call. If a parent needs to convey a message to a student, they may call the school. The Admin answering the phone will take the message and relay it to the student during the next class transition time.

Photographing and Videotaping of Students

Photographing and videotaping of students for educational and/or promotional purposes may occur during the school year, both during regularly scheduled classes and at other school events, field trips, competitions, etc. Unless otherwise informed by parents/guardians in writing, Socrates Preparatory School assumes that the school and its agents, employees and duly authorized representatives have permission to take photographs, motion pictures, video and/or audio tapes of students. It is also assumed, unless notice to the contrary is given, that consent is given to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes Socrates Preparatory School may deem proper, including, but not limited to, inclusion of student photo(s) in the annual school Yearbook. If you do NOT give permission for your student to be photographed, interviewed, videotaped, or for your student's pictures or work to be displayed on the Socrates Preparatory School website, please notify the administration in writing.

Acceptance Form

By accepting enrollment at Socrates Preparatory School, students and their parents/guardians consent to and authorize all reasonable action on the part of school authorities to enforce all policies and rules contained in this document including:

- the discipline and student behavior policy
- the computer, laptop, Internet, cell phone and other electronics policy
- the dress code policy
- the attendance policy

All registered students are bound by the policies of this handbook as agreed to by receipt of parental signature upon registration/enrollment through TADS. Issues not specifically covered in this handbook will be handled at the discretion of the Administration. In addition, Socrates Preparatory School reserves the right to amend and/or supplement the policies detailed in this handbook at any time. If changes to the policy are enacted, parents/guardians and students will be notified and provided with an Addendum explaining the changes and additional signatures will be obtained as needed.

Also included in this acceptance are:

- Appendix A – Behavioral Policy
- Appendix B – Absences and Tardiness Policy
- Appendix C - Bell Schedule

Student Name (Print): _____

Student Signature

Date

Parent/Guardian Name (Print): _____

Parent/Guardian Signature

Date

Socrates Preparatory School

Appendix A – Behavioral Policy

Socrates Preparatory School is committed to providing a safe and stress-free environment where students can learn and focus on academic and social achievement. Consequently, Socrates Preparatory School does not accept students with past and/or continued consistently disruptive behavioral issues. However, we realize that our students are still in the developmental stages of their behavioral and social growth. With that in mind, Socrates Preparatory School employs preemptive strategies and incorporates civic education as part of every learning opportunity in order to guide our students into making the best behavioral choices.

Socrates Preparatory School uses LiveSchool to encourage positive student behavior. In each of their six daily classes, students are either awarded or docked a point in each of six categories of expected behavior:

1. Demonstrates positive attitude / grit
2. Respects others, themselves and the school
3. Collaborates with their peers
4. On time and prepared
5. On task and engaged
6. Uses technology responsibly

If a teacher takes a point away, they must include a message to explain. The student, their parents and the other teachers will all be able to see and monitor these comments. As students accumulate points, they are able to “spend” them in the school store on snack items, small toys, uniform and homework passes, etc.

Set up and login information for LiveSchool will be sent home with your student at the beginning of the year.

In addition to losing LiveSchool points, in the case of moderate behavioral incidents such as those listed in Level I Student Behavior, Socrates Preparatory School will enact the consequences listed in Level I Consequences. Socrates Preparatory School will view a 3rd incident as blatant disregard of its behavioral policy. Such behavior is detrimental to the success of the other students and negatively impacts the Socrates Preparatory School teachers, administrators and staff who are working hard and focused on academic achievement and ongoing student progress.

Level I

Student Behavioral Infractions – Level I

- Inappropriate language
- Unwelcome physical contact and/or “roughhousing”
- Disobeying administrators, teachers, staff, interns, volunteers, and chaperones
- Defiance and refusal to work
- Disruptive behavior
- Plagiarism
 - a. In addition to associated consequences, students caught plagiarizing will receive a zero for the assigned work.
- Breaching the dress code
- Skipping or leaving class without permission

Consequences for Behavioral Infractions – Level I

- 1st incident: Verbal warning (contacting parent/guardian at teacher discretion)
- 2nd incident: Notify Principal & parent/guardian notified of infraction by teacher
- 3rd incident: Referral to Principal & possible meeting with parent/guardian
- Should a 4th incident occur, the student will be sent home and suspended for a period of time at the discretion of Administration. The student's file may be referred to the school Admissions Council for reconsideration of his/her placement at the school. Depending on the severity and repetition of the behavior, the student may face expulsion.
- Note: in addition to the above consequences, Socrates Preparatory School will also administer the following:
 - o LiveSchool - loss of points and reported to parent/guardian

ZERO TOLERANCE POLICY – Level II

Student Behavioral Infractions – Level II

- Serious verbal threats against administrators, teachers, staff, interns, volunteers, guests, parents and students
- Endangering the lives of administrators, teachers, staff, interns, volunteers, guests, parents and students
- Physical and/or verbal assault and/or outbursts against administrators, teachers, staff, interns, volunteers, guests, parents and students
- Possession or use of drugs, cigarettes, alcohol and/or illegal substances including tobacco and/or associated paraphernalia (see “Substance Abuse” below as well)
- Act of Smoking/Paraphernalia
- Sexual misconduct such as assault and/or harassment
- Possession of firearms, weapons, explosives and/or explosive substances
- Intentional property damage
- Bullying, hate-motivated acts, verbal harassment, online bullying
- Leaving school grounds without permission
- Theft and/or burglary
- Serious technology violation
- Any act considered by Administration to be a serious breach of Socrates Preparatory School’s Code of Conduct or any act that is considered by the Administration as threatening to the safety and security of the school.

Substance Abuse

Socrates Preparatory School is committed to a substance-free environment. This commitment may, under some circumstances, prompt a need for:

- Unannounced drug sweep (with probable cause and under the guide of local authorities)

Consequences for Behavioral Infractions – Level II

Any student found to have violated this policy may be subject to appropriate disciplinary action as determined by the Socrates Preparatory School Administration. Disciplinary action may include one or more of the following:

- temporary removal from the classroom
- loss of privileges
- detention
- counseling
- parent conference
- suspension
- expulsion
- notification to appropriate local, state, or federal authorities.

The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

Socrates Preparatory School

Appendix B – Attendance and Tardiness Policy

Socrates Preparatory School strives to create a student-centered environment of exploration and education through a combination of traditional Socratic teaching with modern technology-based instructional methods. The curriculum at Socrates Preparatory School is infused with hands-on projects, discussions, group work, and field trips; hence, failure to adequately participate hinders the experiential learning process. While it is important that students complete any missed assignments, it is also important to realize that excessive absenteeism or tardiness lessens student participation and negatively impacts the educational experience both for the absent student and for their classmates.

It is essential that parents and students understand and abide by the Attendance and Tardiness Policy of Socrates Preparatory School in order to minimize the negative impact of absenteeism and tardiness on the learning process. It is imperative that parents closely monitor the status of student absences.

It is at the discretion of the principal to determine if an absence is excused or unexcused. Upon returning to school after any absence, the student must present a written explanation to the office within a timely manner.

Socrates Preparatory School follows the following Florida State law regarding student attendance and instructional hours.

6A-1.09512 Equivalent Minimum School Term for Compulsory Attendance Purposes.

Any child of compulsory school attendance age, who is enrolled in a non-public school pursuant to section 1002.42, F.S., shall be deemed to be in compliance with the compulsory attendance requirements of section 1003.21(1)(a), F.S., provided the child maintains regular attendance during the entire school term of either:

- (1) One hundred eighty (180) actual school days determined as prescribed by section 1011.60(2), F.S., or*
- (2) A minimum of one hundred seventy (170) actual school days and the hourly equivalent of one hundred eighty (180) actual school days, determined as prescribed below:*
 - (a) Kindergarten: Five hundred forty (540) net instructional hours.*
 - (b) Grades 1-3: Seven hundred twenty (720) net instructional hours.*
 - (c) Grades 4-12: Nine hundred (900) net instructional hours.*

Rulemaking Authority 1001.02, 1011.60(2) FS. Law Implemented 1002.42, 1003.21, 1011.60 FS. History—New 4-21-80, Formerly 6A-1.9512.

Excused Absences

Absences are excused only if they are due to any of the following circumstances:

- Illness
 - A written excuse from a doctor is required for absences exceeding 3 days
- Imminent Doctor's appointment
 - We urge parents/guardians to schedule doctor appointments outside of school hours whenever possible.

- o A written doctor's excuse is required.
- Approved academic appointment
- Tragedy in the family
- Religious observation
- Dire unforeseen circumstances

If the absence is excused, any participation grade scheduled on the excused absence day will be forgiven; however, students will be responsible for completing assigned work and abiding by deadlines set for all academic work on those days.

Unexcused Absences

Students are allowed only two (2) unexcused absences per semester. If a student exceeds the two allowed unexcused absences, parents/guardians will be immediately contacted.

Students will initially receive a grade of "0" on any participation grade scheduled on the unexcused absence days; however, at the teacher's discretion, students will be allowed to make up these participation grades. Students will also be responsible for completing assigned work and abiding by deadlines set for all academic work on those days. It is at the discretion of the teacher to determine whether full credit can be attained on a missed assignment due to an unexcused absence. In some circumstances when assignments are late, only partial credit may be given.

Excessive unexcused absences will result in disciplinary consequences and academic review.

Scheduled (Pre-Arranged) Absences

At Socrates Preparatory School, we realize there can occasionally be family functions or other social obligations which may arise outside of the time off scheduled in the school calendar. If such an obligation arises, the parents/guardians must provide a written notification to Socrates Preparatory School when the student is going to be absent for more than two (2) days in a row beyond the number of days allotted in this agreement. It is then at the discretion of the principal to determine if the absence will be deemed excused or unexcused. Multiple factors may be considered in determining if the absence is excused including, but not limited to:

- Reason for the absence
- Length of time off requested
- Overall academic performance of the student
- Anticipated impact of missed class time on the student
- Amount of time already missed in the quarter or semester
- Assignments, testing, etc. which will be missed

Scheduled absences (even if deemed excused) have a negative impact on a student's educational experience and should be avoided whenever possible. As with other absences, any missed work must be completed either before the missed days or upon return to school.

Tardiness

Punctuality fosters courtesy, communication, and effective use of time. Students who are habitually late cause interruption and impede learning for all students. In order to instill a sense of responsibility and to develop proper work habits, Socrates Preparatory School holds students accountable for being on time to school, classes and special events. Students must be in their classroom by 8:15 am. Students who arrive after 8:15 am must report to the Administration Office. Unwarranted tardiness to class is unacceptable and may be categorized as unexcused absences.

Excused versus Unexcused "Tardies"

"Tardies" are excused only if they are due to any of the following circumstances:

- Illness
- Dire unforeseen circumstances
- Health appointments - with note from practitioner turned into office
- Academic appointments

A written or emailed excuse from the parent/guardian is required for each "tardy" the same day that the student is tardy. If a written excuse is not provided by the next day, then the "tardy". If a "tardy" is deemed excused, students will be forgiven from any participation grade during that portion of class; however, students will still be responsible for completing and abiding by deadlines set for all academic work (as described above for absences).

Socrates Preparatory School

Appendix C – Bell Schedule

GRADES 1 through 5

Weekly Schedule - Discovery	
08:00 am - 08:15 am	DEAR (Drop Everything And Read)
08:15 am - 09:30 am	P1 ELA Block
09:30 am - 10:00 am	Snack Break & Recess
10:00 am - 11:00 am	P2 Interactive Math
11:30 am - 12:30 pm	Lunch & Recess
12:30 pm - 01:45 pm	P3 Science (Mon, Wed, Fri)
12:30 pm - 01:45 pm	P3 Social Studies (Tues, Thurs)
01:45 pm - 02:45 pm	P4 Cosmic Yoga (Mon, Wed,)
01:45 pm - 02:45 pm	P4 Art (Tues, Thurs)
01:45 pm - 02:45 pm	P4 Social Thinking / Healthy Kid (Fri)
02:50 pm - 03:00 pm	Clean Up and Dismissal

GRADE 6

Weekly Schedule -Foundation G6	
08:00 am - 08:15 am	DEAR (Drop Everything And Read)
08:15 am - 09:00 am	P1 Math
09:00 am - 09:30 am	P2 English - Reading/Language
09:30 am - 09:45 am	Snack Break
09:45 am - 10:30 am	P3 English - Writing/Grammar
10:30 am -11:30 am	P4 Student Success / Healthy Tween
11:30 am - 12:15 pm	Lunch
12:15 pm - 01:35 pm	B1 Spanish (Mon, Wed)
12:15 pm - 01:35 pm	B1 Performing Arts (Fri)
12:15 pm - 01:35 pm	B3 Social Studies (Tues, Thurs)
01:40 pm - 02:50 pm	B2 Science (Mon, Wed, Fri)
01:40 pm - 02:50 pm	B4 Elective (Tues, Thurs)
02:50 pm - 03:00 pm	Clean Up and Dismissal

GRADES 7 through 12

Weekly Schedule - Foundation & Preparatory	
08:00 am - 08:15 am	Homeroom (Report to First Period Class)
08:15 am - 09:05 am	Period 1
09:05 am - 09:10 am	Transition between classes
09:10 am - 10:00 am	Period 2
10:00 am - 10:05 am	Transition between classes
10:05 am - 10:55 am	Period 3
10:55 am - 11:00 am	Transition between classes
11:00 am - 11:30 am	Period 4/Student Success & College Prep
11:30 am - 12:10 pm	Lunch
12:10 pm - 12:15 pm	Transition to afternoon classes
12:15 pm - 01:35 pm	Block 1 (Mon, Wed, Fri)
12:15 pm - 01:35 pm	Block 3 (Tues, Thurs)
01:35 pm - 01:40 pm	Transition between classes
01:40 pm - 03:00 pm	Block 2 (Mon, Wed, Fri)
01:40 pm - 03:00 pm	Block 4 (Tues, Thurs)
03:00 pm - 03:15 pm	Dismissal