



# BOCA PREP INTERNATIONAL SCHOOL

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USA

**Lower School Student/Parent Handbook**  
**2024-2025**

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# **Introduction**

Welcome to Boca Prep, a school community committed to academic achievement and success. As life-long learners, at Boca Prep we embrace our nine International Baccalaureate (IB) Learner Profiles consisting of Caring, Open-minded, Balanced, Knowledgeable, Thinker, Communicator, Reflective, Courageous, and Inquirer. These profiles guide us in making good decisions, being empathetic human beings and responsible citizens.

Boca Prep offers a rigorous academic curriculum that promotes collaboration, discussion, and a practical learning experience through inventive and creative projects. Courses challenge students to think, actively participate and put forth the effort needed to be successful.

Additionally, at Boca Prep, we strongly believe that partnerships with families are a key component in ensuring student success. Ranging from sports, science and international fairs, and to college preparation, every program is designed to offer an extraordinary experience for all to celebrate academic learning, comradery and leadership.

We appreciate all of our school community members, the integral role each plays and the dedication given by all as our students grow, experience and learn.


Onward to a successful school year!

Mrs. Karakaedos

Head of School

# School Calendar 2024-2025

## 2024-2025 SCHOOL CALENDAR

2024-2025 SCHOOL CALENDAR																																																												
1 <sup>st</sup> Semester			2 <sup>nd</sup> Semester			180 School Days			 <b>BOCA PREP</b> INTERNATIONAL SCHOOL USA																																																			
86 Days			94 Days																																																									
1 <sup>st</sup> Quarter			2 <sup>nd</sup> Quarter			3 <sup>rd</sup> Quarter			4 <sup>th</sup> Quarter																																																			
Aug 12 - Oct 11 42 Days			Oct 14 - Dec 20 44 Days			Jan 7 - Mar 21 51 Days			Mar 31 - May 30 43 Days																																																			
<span style="background-color: yellow; border: 1px solid black; padding: 2px;"> </span> First/Last Day		<span style="background-color: lightgreen; border: 1px solid black; padding: 2px;"> </span> No School/Holidays		<span style="background-color: lightblue; border: 1px solid black; padding: 2px;"> </span> Begin & End Quarters		<span style="background-color: magenta; border: 1px solid black; padding: 2px;"> </span> Special Events		<span style="background-color: orange; border: 1px solid black; padding: 2px;"> </span> Teacher PDD		<span style="background-color: purple; border: 1px solid black; padding: 2px;"> </span> Early Dismissal																																																		
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## **Communications**

Each student in Lower School is assigned a Homeroom Mentor who is directly responsible for supporting their progress and ensuring every student has an adult at school that knows them well and supports effective home-school communication. The mentoring system is used throughout the IES Institution to support you in your academic program and beyond. It gives you and your parents a direct point of contact. They are part of the guidance we offer and will help in managing your time and supporting you in decisions that you make. Please always keep them informed about anything, which is affecting you and your ability to make the most of your time at Boca Prep.

Parents may communicate with the Homeroom Mentor and other specialist classroom teachers either by email, telephone, or in-person as often as necessary for clarification of any questions or issues that may arise. Teachers will respond at the soonest possible time, given they are busy teaching and working with students during the school day. Please allow a minimum of 24 hours for a response prior to calling again.

Formal Parent Conferences and other meetings take place throughout the year. When appropriate and necessary, via the coordination of the homeroom mentor, administration, or the Student Support Team (SST) a parent meeting with multiple teachers can always be arranged. With the exception of emergencies, meetings are by appointment only and all visitors are required to register at the front desk when they arrive on campus. While the Head of School and the Academic Coordinators are always available, the person with the best access to pertinent information is generally your child's teacher. We look forward to partnering with you this year to best support your child's learning and growth.

The school's telephone number is (561) 852- 1410.

### **Contacting and Communication with Parents by Students**

Only members of Boca Prep staff will contact families as needed during the school day. Students are not permitted to use their electronic devices nor the school telephone to contact parents. In the event of an emergency, the school will immediately contact the parent/guardian or emergency contact.

### **Visitors and Campus Security**

All visitors, including parents/guardians, will be screened by security before entering campus. Visitors should have an appointment and must sign in at the front desk prior to going anywhere else on campus. While on campus, visitors must follow all on campus policies and procedures. They will receive a visitor's badge, which must be visible at all times.

# **School Directory**

**Head of School:**

[Carissa Karakaedos](#)

**Dean of Students:**

[Maria Starkand](#)

**Director of Administration and Finance:**

[Liuba Suman](#)

**Director of School Counseling & Registrar:**

[Kimberly Allegro](#)

**Director of Admissions and Marketing:**

[Andre Alves](#)

**Director of IT/ Coding & Technology Teacher:**

[Llyan Narinejit](#)

**DP Coordinator (Grades 11-12):**

[Maria Starkand](#)

**MYP/Personal Project Coordinator (Grades 6-10):**

[Gisela Muller](#)

**PYP Coordinator (Kinder - Grade 5):**

[Cristina Swanson](#)

**VPK Coordinator (PK4):**

[Cassia Silvino Vasconcelos](#)

**Athletic Performance Director:**

[Freddy Ponton](#)

**Campus Security & Safety Officer:**

[Wayne Middleton](#)

**Administrative Receptionist & Health Services Coordinator:**

[Liam Muller](#)

# Mission Vision and Values

## **Boca Prep**

Boca Prep was founded in 1997 and is a Pre-K to 12th American College Preparatory School, managed by the International Education System (IES) group of schools. It is closely connected with the SEK International Educational Organization. Boca Prep is an IB world school, which offers all three programs: PYP (Primary Years Program), MYP (Middle School Program), and DP (Diploma Program). Extracurricular activities, community service, and performance training in sports and/or the performing arts are emphasized alongside the highest expectations for academic engagement and attainment.

## **The IES Mission**

The International Education Systems group (IES) promotes the development of young people who will have the capacity to contribute proactively to the ongoing work towards a better world. Through dynamic programs, IES strives to develop leaders for the future who are collaborative, communicative, enquiring, respectful, and creative individuals with a passion for lifelong learning. IES students will be encouraged to integrate effectively into the local, national and international communities through the diverse opportunities afforded to them.

## **The International Baccalaureate Organization Mission**

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the IBO works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people with their differences can also be right.

- [Assessment Policy](#)
- [Admissions & Inclusion Policy](#)
- [Language Policy](#)
- [Academic Honesty Policy](#)
- [Complaint & Grievance Policy](#)

## **Accreditation and Membership**

- IB World School
- The Florida Council of Independent Schools
- North Central Association Commission on Accreditation and School Improvement (NCA CASI - Cognia)
- Southern Association of Colleges and Schools (Advanced Ed)
- World Academy of Sports - AFEC (Athletic Friendly Education Center)
- Sunshine State Athletic Conference

## **Student Rights and Responsibilities**

- I have the right to learn and the responsibility to support the learning needs of others.
- I have the right to be treated fairly and the responsibility to treat others with fairness.
- I have the right to be treated with respect, regardless of my age or ability, gender, cultural, racial, or religious differences, and the responsibility to treat others with respect, regardless of these differences.
- I have the right to voice my opinions in a polite and respectful manner and the responsibility to listen respectfully to the opinions of others.
- I have the right to benefit from the reputation of the school and the responsibility to uphold and promote the reputation of the school.
- I have the right to enjoy the support of the school in my participation in cultural, sporting, and academic matters and the responsibility to be supportive of school events, take initiative, and contribute to the best of my ability.

- I have the right to be safe and secure in my person and property and the responsibility to respect and guard the safety, privacy, and property of others.
- I have the right to work in a healthy, clean, litter- and graffiti-free environment with good quality and well-maintained learning resources and the responsibility to keep it that way.
- I have the right to have school activities and lessons commence punctually and the responsibility to be punctual myself.
- I have the right to have assignments marked and returned within a reasonable period of time and the responsibility to hand in work on time, completed to the best of my ability.

**Parents' Rights and Responsibilities:** As a parent, what can the school expect of you?

- That you send your child off to school on time every morning, clean, healthy, rested, appropriately dressed, adequately nourished, and in a frame of mind to learn.
- That you treat school as important.
- That you are interested in every phase of what your child does and let your child know your interest and concern by listening enthusiastically and often to him/her, and by participating in school activities.
- That you have taught your child to respect and cooperate with the teacher, the basic rules of fair play, safety, personal cleanliness, and getting along with others.
- That your child is ready to learn in school because you enrich his/her life with suitable experiences.
- That it is your responsibility to hold your child to reasonable standards of conduct.
- That you do not hesitate to contact the school when you have a concern or desire a conference.
- That you support the school in its decisions about homework, safety rules, and discipline.
- That you are an interested, informed, and intelligent partner with the school in the education of your child. The ultimate responsibility for your child is yours.

**School / Family Cooperation**

A positive and constructive relationship between the School and Parent/Guardian is essential to the fulfillment of the School's educational purpose and responsibilities to its students. In the case where the Parent/Guardian's behavior, communications involvement of legal counsel or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, reflects a loss of confidence or serious disagreement with the School's management and policies then the School reserves the right, in its sole discretion, to remove the Student from the School as stated in Sections 6.1 and 8.13 of the enrollment contract, if the Head determines that doing so is in the best interest of the School.

**Group Chats**

**Parent and student group chats are not encouraged as a form of communication, Should a parent chat be created, the following etiquette includes:**

Parent chat etiquette includes:

- Chats are solely for the purpose of disseminating important information or news.
- Be mindful of who is on the chat.
- Be respectful at all times.
- Guide the conversation in a positive spirit

Any disparaging, negative, or defamatory comments towards the institution, a member, or constituent of Boca Prep International School, displayed within any parent group chats, and presented to the school, are subject for review of academic contract stated under Sections 6.1 and 8.13 of the enrollment contract.

**Other Policies**

School Pandemic Policies and Procedures, Online Lessons Policy, and any Health and Safety Protocol will supersede where applicable during any pandemic or national emergencies. Boca Prep is entitled to apply new policies and procedures during the Academic Year. All measures, protocols, policies, and documents issued by



the School, other than the provisions of this Handbook, must always be understood as policies and procedures in favor of the health, safety, and proper learning of the Student, according to the circumstance.

## **The IB Learner Profile – Aspire to be an IB learner!**

The aim of all IB programs is to develop internationally-minded individuals who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

**Inquirers:** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable:** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers:** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators:** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**Principled:** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-minded:** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring:** We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-taker:** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced:** We understand the importance of balancing different aspects of our lives—intellectual, physical and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective:** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## **Dress Code and Uniform Guidelines**

Taking pride in high standards of appearance is the strongly stated preference of parents and the institutional policy of IES, which mandates that the entire policy be enforced. This means that a complete uniform, whether for regular classes, PE, swim, or special occasions are required.

The purpose of the uniform dress code is to make clothing a non-issue so that the focus can be on education rather than appearance. Students have every opportunity to express their individuality through their coursework, athletics, clubs, activities, etc. It is the policy that all students abide by the specific uniform requirements, including style and color specifications. Students must remain dressed in the appropriate school uniform at all times on school grounds

and on the way to and from school when they represent the school in the community. There are special dress-down days designated throughout the year.

Parents are asked to help the school enforce the dress code policy by ensuring that their child/children are properly groomed and attired when they leave for school each morning.

Students who are out of uniform will be provided with the correct article of clothing and parents will be billed unless parents can provide the items in a timely manner. All parents are expected to assist the school in supporting these regulations. Repeated dress code violations will result in formal disciplinary action. Working together under the same set of rules contributes to a cohesive student body with a strong camaraderie, integral to building a strong school spirit and sense of pride.

If there are any questions about uniform guidelines, please contact your child's classroom teacher. This should be done prior to purchasing the clothing items or changing one's own personal appearance.

### **Daily Class Uniforms may be purchased at PrintZInc**

<https://bocaprep.spiritsale.com>

### **Dress Uniform**

Dress uniforms are required for all assemblies and the Boca Prep logo white oxford is required. Hoodies are prohibited when dress uniforms are required. Girls are required to wear plaid or khaki skirts/skorts and the boys are required to wear khaki dress pants or shorts. The shirt must be tucked in for the entire day. Boys must wear a belt with pants/shorts and have their Boca Prep tie on for the entire day. Students must comply with all other standard uniform components.

### **Dress Uniform**

Dress uniforms are required for all assemblies and the Boca Prep logo white oxford is required. Hoodies are prohibited when dress uniforms are required. Girls are required to wear plaid skirts and the boys are required to wear khaki dress pants or shorts. The shirt must be tucked in for the entire day. Boys must wear a belt with pants/shorts and have their Boca Prep tie on for the entire day. Students must comply with all other standard uniform components.

## **Boys Dress Code**

<b>CLOTHING</b>	<b>GUIDELINES</b>
<b>Shirts</b>	<ul style="list-style-type: none"><li>● Oxford shirt (white Dress Uniform)</li><li>● Polo shirt (navy and white)</li></ul>
<b>Undershirts</b>	<ul style="list-style-type: none"><li>● Short/long sleeve undershirts in a solid color with no logos (navy or white)</li></ul>
<b>Hooded Jackets</b>	<ul style="list-style-type: none"><li>● Jackets with Boca Prep approved logo may be worn</li></ul>
<b>Shorts</b>	<ul style="list-style-type: none"><li>● Khaki cargo shorts</li></ul>
<b>Pants</b>	<ul style="list-style-type: none"><li>● Khaki pants (neatly hemmed)</li><li>● Joggers, Skinny jeans and cargo pants are not permitted</li></ul>
<b>Socks</b>	<ul style="list-style-type: none"><li>● Crew socks which have no logos and are clearly visible above the shoe line (navy or black)</li></ul>
<b>Tie</b>	<ul style="list-style-type: none"><li>● Striped tie</li></ul>

<b>Belt</b>	<ul style="list-style-type: none"> <li>● Plain leather uniform belts are to be worn with shorts or pants (dark brown or black)</li> <li>● Exempt: Pre-K and Kinder</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>● Solid black shoes (laces and soles must be black)</li> <li>● Free of embellishments and logos</li> <li>● PE uniform-solid color sneakers (Pre-K: velcro shoes are required)</li> <li>● Sandal, light-up, flip flops, athletic or boot type shoes are not permitted (e.g. Uggs, Vans, Toms, Slippers, Crocs, Converse)</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>● Hair should be cut in a traditional style (rat-tails, mullets and Mohawks/Fohawks are not permitted); boys' hair should not exceed the length of the chin and should be maintained, so that it is neat and clean in appearance. Unkempt hair is unacceptable.</li> <li>● Hair may not be dyed unusual or unnatural colors (e.g. blonde, brown, red, or black)</li> </ul>
<b>Jewelry</b>	<ul style="list-style-type: none"> <li>● Necklaces and bracelets may be worn if they are small in size (non-distracting) and do not exhibit any offensive symbols</li> <li>● No earrings</li> <li>● Wide gauge stretchers are not allowed (nude gauge ear plugs must be worn)</li> <li>● Bandanas, scarves, and hats are not authorized</li> </ul>
<b>Tattoos/Piercings</b>	<ul style="list-style-type: none"> <li>● Visible tattoos and piercings are not permitted</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Students may not alter the clothing of any school uniform. (e.g. you cannot cut slits at the bottom of pants or cut necks out of shirts)</li> <li>● Religious exemptions to the Dress Code may apply</li> <li>● While in Boca Prep uniform outside of school students must remember that they are representatives of the school and must behave appropriately</li> <li>● Please refer to the Dress Code before purchasing any articles of clothing for school. Your ongoing support of the mandatory uniform is assumed by your membership in the school.</li> <li>● Appropriate safety gear (shin guards, goalie gloves, etc.) required</li> <li>● School-sponsored club/event attire may be worn on approved days.</li> </ul>

## **Girls Dress Code**

<b>CLOTHING</b>	<b>GUIDELINES</b>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>● Oxford shirt (white dress uniform)</li> <li>● Polo shirt (navy or white)</li> </ul>
<b>Undershirts</b>	<ul style="list-style-type: none"> <li>● Short/long sleeve undershirts in a solid color with no visible logos (navy or white)</li> </ul>
<b>Hooded Jackets</b>	<ul style="list-style-type: none"> <li>● Jackets with Boca Prep approved logo may be worn</li> </ul>
<b>Skirts/Skort</b>	<ul style="list-style-type: none"> <li>● Boca Prep plaid or khaki skort <ul style="list-style-type: none"> <li>○ Must be at least four fingers from the top of the knee in length, neatly hemmed, and may not be rolled at the waist. Parents are to check the length of the skirts/skort during the year as the child grows to ensure proper coverage and modesty</li> <li>○ If skirts are worn, shorts be worn underneath while on campus</li> </ul> </li> </ul>

<b>Shorts</b>	<ul style="list-style-type: none"> <li>● Khaki shorts must be at least four fingers from the top of the knee in length, neatly hemmed, and may not be rolled at the waist</li> </ul>
<b>Pants</b>	<ul style="list-style-type: none"> <li>● Khaki pants (neatly hemmed)</li> <li>● Leggings are permitted to be worn under uniform skirt during the Winter months</li> <li>● Joggers, Skinny jeans and cargo pants are not permitted</li> </ul>
<b>Socks/Knee Highs/Stockings</b>	<ul style="list-style-type: none"> <li>● Crew socks which have no logos and are clearly visible above the shoe line (only) black</li> <li>● Black socks for PE</li> <li>● Knee highs must be solid in color with no patterns</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>● Solid black shoes (laces and soles must be black)</li> <li>● Free of embellishments and logos</li> <li>● PE uniform-solid black sneakers (Pre-K: velcro shoes are required)</li> <li>● Sandal, light-up, flip flops, athletic or boot type shoes are not permitted (e.g. Uggs, Vans, Toms, Slippers, Crocs, Converse)</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>● Unkempt hair is unacceptable.</li> <li>● Hair may only be dyed in natural colors (e.g. blonde, brown, natural red, and black)</li> </ul>
<b>Make-up</b>	<ul style="list-style-type: none"> <li>● Girls are not permitted to wear excessive make-up</li> <li>● Girls are not permitted to wear press-on nails</li> </ul>
<b>Jewelry</b>	<ul style="list-style-type: none"> <li>● Necklaces and bracelets may be worn if they are small in size (non-distracting) and do not exhibit any offensive symbols</li> <li>● Earrings may be worn by girls only and must be no larger than 1” diameter</li> <li>● Wide gauge stretchers are not allowed</li> <li>● Bandanas, scarves, and hats are not authorized</li> <li>● Solid (black, navy, brown) color headbands may be worn</li> </ul>
<b>Tattoos/Piercings</b>	<ul style="list-style-type: none"> <li>● Visible tattoos and piercings are not permitted (with exception for earrings)</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Students may not alter the clothing of any school uniform. (e.g. you cannot cut slits at the bottom of pants or cut necks out of shirts)</li> <li>● Religious exemptions to the Dress Code may apply</li> <li>● While in Boca Prep uniform outside of school students must remember that they are representatives of the school and must behave appropriately</li> <li>● Please refer to the Dress Code before purchasing any articles of clothing for school. Your ongoing support of the mandatory uniform is assumed by your membership of the school</li> <li>● Appropriate safety gear (shin guards, goalie gloves, etc.) required</li> <li>● School sponsored clubs/events attire may be worn</li> </ul>

### **Dress Down Day**

Dress down days are designated days that students may dress out of uniform or in house colors. Dress down day guidelines/students may not wear:

- Clothing with offensive pictures or logos, profanity, or suggestive content.
- Bandanas, scarves, or hats other than the Boca Prep hat
- Torn or ripped jeans (anywhere)

- No tank or tube tops are allowed
- Excessively baggy or tight clothes
- Clothing showing bare midriff or having spaghetti straps
- No see-through shirts or pants
- No muscle shirts, low cut shirts or including no visible undergarments
- Excessively short shorts or skirts – shorts and skirts must be no shorter than four fingers from the top of the knee in length
- Shoes: Absolutely no flip-flops, open toe shoes, lifted shoes/wedges, open back shoes, foam/bubble shoes, slides, and sling back shoes (i.e. crocs).

### **Field Trips**

To dress appropriately for the nature of the field trip based on staff instruction – this would include dress uniform, regular uniform, P.E uniform, or dressing up.

### **Physical Education Uniform**

- All students are required to dress in the Boca Prep P.E. t-shirt and Boca Prep P.E. navy athletic shorts. Athletic shoes are required along with white crew socks only.
- During the winter months, plain navy sweatpants or leggings may be worn.
- Lower school students are required to come to school in their P.E. uniforms on designated P.E. days and will stay in their P.E. uniforms for the entirety of the day.
- Lower school students will change into their swimsuits on designated swim days. Girls must have a one-piece and boys must have swim trunks. Only swim shirts are allowed and swim caps are required. All students must change in the change rooms provided and be fully clothed, including wearing appropriate footwear (swim shoes), when exiting the pool/field and entering the school. PARENTS ARE NOT ALLOWED ON THE POOL DECK.

### **Physical Education/School and House Competition Activities Uniform**

All students must wear the appropriate PE uniform which includes swimwear on designated swim days. Approved swimwear includes swim trunks, full one-piece swimsuit, swim shirts or shorts, goggles and appropriate footwear (flip-flops, slides, or water shoes). During House Competitions all students must wear their House Shirt and PE shorts, uniform bottoms, or blue or black leggings.

During the winter months plain navy sweatpants or leggings may be worn in lieu of PE shorts.

### **Performance Program Uniform**

Please refer to the *Student Athlete Handbook* for all sports uniform guidelines.

The Boca Prep Soccer Academy is required to wear the Official Boca Prep jersey, Boca Prep shorts and Boca Prep Soccer socks. Students are required to wear shin guards, proper indoor/outdoor soccer shoes. No other soccer jerseys are allowed during the Soccer Academy Program. Students are allowed to wear their academy uniform to school on training days.

The Boca Prep Volleyball Academy is required to wear the Official Boca Prep Academy training shirt, leggings or shorts of appropriate length and indoor volleyball shoes with rubber soles each training day. Knee pads are required for games. Sandals will be needed for outdoor training. Students are allowed to wear their Volleyball Academy uniform to school on training days if they also have on opaque black or blue leggings that are a minimum of 5 fingers from the top of the knee, under their shorts. Volleyball uniform shorts alone are not allowed in school for regular classes.

The Boca Prep Swim Academy is required to wear the Boca Prep Academy swim suit. This includes the one-piece bathing suit, swim trunks, cap, goggles, or required materials during morning practice. Following practice, students must change into their Boca Prep school uniform prior to heading to class.

The Boca Prep Basketball Academy is required to wear the Official Boca Prep Academy training shirt, shorts of appropriate length (minimum of five fingers above the knee) and indoor basketball shoes with rubber soles each training day. No other basketball jerseys are allowed during the Basketball Academy Program. Students are allowed to wear their academy uniform to school on training days if shorts comply with the regular length requirements.

## **Lower School Academic Policies and Practices**

### **Student Body**

Boca Prep is an IB World school with students from more than 50 countries represented. Students in the Lower School take core and specialist classes, which cover creative and athletic options. A unique feature of Boca Prep is that students can attend a Performance Program, including Junior Soccer Academy, Golf Academy, Rick Macci, or a Private Program.

### **Academic Calendar**

Boca Prep operates on a four-quarter academic calendar. Report Cards and Progress Reports are issued quarterly.

### **Curriculum**

Boca Prep is an authorized IB World School and adheres to the IB curriculum. The PYP develops caring and culturally aware children from Kindergarten to 5th grade to become active participants in their own learning.

### **ELL Students**

Students will receive targeted language support in ELL (English Language Learner) through instructional modifications and assessment accommodations in all classes. Students will be evaluated and placed in the correct proficiency level: Level 1, Level 2, or Level 3.

### **Homework Policy**

Homework is considered an integral part of the learning process. Within the PYP courses, regular homework assignments are designed to develop the skills necessary for students to succeed academically. Homework is meant to encourage students to practice skills they learn in class, raise achievement, and develop self-management skills. Homework assignments are written in the students' agendas that are taken home daily, and students and parents should read agendas regularly to support communication between the school and the home.

### **Frequency & Length of Homework**

The amount of homework varies by grade level according to the student's age and ability level. Students are encouraged to follow the grade level guidelines when completing homework.

### **PYP Homework Policy**

Homework in the Lower School is considered an integral part of the learning process. Within the PYP courses, regular homework assignments prepare students for the demands of the MYP Program and the IB Diploma Program. In all subject areas' students develop the independent study skills that are required for lifelong learning. Homework is meant to encourage students to practice skills they learn in class, to raise achievement, and to develop self-management skills. Homework assignments are written in the students' agendas that are taken home daily, and students and parents should examine agendas regularly to support communication between the school and the home.

### Frequency & Length of Homework:

The amount of homework varies by grade level according to the student's age and ability level. Students are encouraged to time themselves when completing homework and to not exceed the following time constraints unless they want to challenge themselves.

Homework Time Table	
	Minutes per Night
Pre-K 3, Pre-K 4, and Kindergarten	HW on an "as needed" basis.
1st Grade	10 minutes
2nd Grade	20 minutes
3rd Grade	30 minutes
4th Grade	40 minutes
5th Grade	50 minutes

In addition to regular homework, students are encouraged and expected to read daily in order to develop reading fluency, prosody, and comprehension.

Grade(s)	Amount of Reading Per Night
Pre-K 3 & Pre-K 4	Parents/guardians should read to Pre-K 3 & 4 students for approximately 10-15 minutes per night.
Kindergarten & First Grade	Kindergarten and First grade students should read for approximately 10-15 minutes per night.
Second through Fifth Grade	Second through Fifth grade students should read for approximately 15-20 minutes per night.
*All Grade Levels	*Boca Prep values cultural diversity and thus encourages students to read in their Mother tongue for approximately 10-15 minutes per night.

### Communication of Academic Achievement and Progress

A student's ongoing performance in each subject and grade level will be available to students and parents and updated weekly by teachers on Managebac (following the Boca Prep assessment policy). We encourage families to check Managebac on a weekly basis. Notifications on summative assessment results from Managebac will be provided to parents regularly.

- Progress reports are distributed quarterly.
- Report Cards are distributed at the end of the quarter.
- Academic, Progress Reports, Report Cards, or Transcripts will not be distributed should there be a student hold within their account.

### Academic Honors

Students are recognized for their effort and academic achievement through awards.

## **Academic Honesty**

Students are required to follow a code of academic honesty as stated in the Student Handbook on page 27.

## **Advance to the Next Grade**

In order to matriculate into the next grade all students must successfully complete the required coursework at a level that indicates his/her ability to achieve success in the upcoming curriculum.

Other factors that are important to consider are behavior, attitude, quarterly effort grades, discipline reports, and the degree of support of the School's policies. Boca Prep has the right to refuse transition or advancement to the next grade. Non promotion of a student will not exceed a total of two academic school years. With the requirements stated above, Boca Prep will hold a meeting to determine future enrollment.

## **Academic Acceleration**

Skipping grades is highly discouraged due to numerous factors including brain development and social readiness. To qualify for academic acceleration, students must undergo a WISC-R psychoeducational evaluation by a licensed counselor or behavioral health practitioner. The student must test as gifted based on the percentile range. In addition, teacher recommendations, classroom observation, and standardized testing will be used to determine eligibility. For additional questions and information, please contact the school counselor.

## **Records**

Non-Custodial Parent: Boca Prep abides by the provisions of the Family Educational Rights and Privacy Act. It is the obligation of every parent to ensure that the School has accurate, current mailing and e-mail contact information. With respect to the rights of non-custodial parents/primary caregivers, in the absence of a Court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Non-custodial parents should contact the school School Counseling Guidance Department to receive the necessary forms.

All Requests for records and/or Report Cards/transcripts must be given to the Registrar, and recommendations will be processed within five business days. All recommendation letters are confidential.

All updated medical forms and documentation must be presented to the school prior to the initial start date for enrollment. This includes all required annual medical and health forms, Individual Education Plans (IEPs), 504 Plans (504s), psychoeducational evaluations, etc. Current enrolled students must update all medical forms annually, and update any IEP's, 504's or psychoeducational evaluations in their entirety when necessary, per IB and school requirements. Withholding, **falsifying, or omitting** necessary information to effectively service a student educationally, is subject to review by the school for continued enrollment.

## **Attendance Policy**

Regular attendance at school and arriving at school on time are of the utmost importance to the success of the students. It is the responsibility of the student and parents to help the child arrive at school and to attend each class on time and properly prepared. Students are tardy when they are not seated in their class prior to the designated start time. Students who arrive late will be issued a detention after school and be required to check in at the security booth.

## **School Hours**

Classes begin promptly in the morning, missing any part of the academic day is detrimental to the student's progress in school. All students should be on campus no later than 7:55 a.m. to prepare for a positive start to their learning day.



- 8:00 am – 3:00 pm for grades Pre-K – PYP 5
- 3:15 p.m. – 4:00 p.m. After School Enrichment Activities (available at an additional cost) and Subject Area Tutoring

### **Loitering**

All students not enrolled in enrichment or attending after-school activities must be picked up by 3:15 pm. Boca Prep assumes no responsibility for students after 4:00 pm. No loitering in cars is allowed. Previous Boca Prep students who were expelled for academic or behavioral reasons may not be on campus or in the parking lot.

### **Absences**

Students have a total of 8 absences per semester.

- Students who exceed the number of allowed absences in a semester will be required to attend mandatory after-school tutoring from 3:10 PM-5 PM. (at an additional cost per day missed), unless justified due to a long term medical condition.

Permitted absences include, but are not limited to:

- Approved and documented athletic tournaments or school approved competitions (travel; one day prior, one day following travel dates included)
- Long term medical conditions with documentation
- Immigration related travel

### **Absence Make-up Work**

- Students are responsible to check online for any assignments and make arrangements with teachers to complete or make up assignments, tests, etc. upon the student's return.
- The student will be granted the equivalent amount of time to complete missed work.

### **Absence for Tournaments/Sports**

Students must complete and submit the Student-Athlete Activity Request form at least one week before they leave for their activity. Failure to do so may result in disciplinary action. Google Forms shared with teachers.

### **Absences on Test Days**

Being absent on the day before a test that was previously assigned does NOT excuse a student from taking that test. Additionally, if a student is absent on the day of a scheduled test, he/she must take the test within the week that he/she returns to school.

### **Tardiness (all grades): Morning Arrival**

All students must arrive prepared for class on time. Students who are habitually late cause interruption and impede learning within the school community. **Students should be on campus no later than 7:55 am each day** so they have time to unpack and settle in prior to class beginning. A student is tardy when he/she is not seated in class prior to the bell. With a written pass from the front desk.

- Students late to school must check in with the security gate.
- 3 Tardies either per day or per class will initiate a Parent Tardy Warning letter, and the student will be given a detention
- Students/Parents grades Kindergarten through PYP2 will have a Parent/Administrator meeting to discuss punctual arrival procedures stated in the handbook
- Students grades PYP3- PYP5 will serve a detention after 3 Tardies

### **Unexcused Tardiness**

This refers to any tardiness for reasons other than the one listed above. Five (5) instances of tardiness will equal one day of unexcused absence.

## **Sick / Emergency Policy**

For the protection of all children, no child will be permitted to attend school if any of the following symptoms are exhibited:

- Vomiting or diarrhea (within a 24 hour period)
- Fever (temperature of 100 degrees Fahrenheit or higher within a 24 hour period without fever reducers)
- Acute cold
- Clear, yellow or green discharge from the nose (without medical consultation)
- Rash
- Deep hacking or uncontrollable cough
- Head lice (nits or bugs)
- Chicken Pox or any other contagious diseases
- Uncovered open sores
- Communicable diseases

If the above symptoms are exhibited during the school day, a parent will be notified and the child must be picked up immediately (**within one (1) hour**). If the parent/guardian or emergency contact does not arrive within the hour, depending on the child's condition, the school reserves the right to transport the child to the nearest emergency room for the child's health and well-being at the expense of the parent/guardian.

- If your child is absent for three or more days, a doctor's note is required for them to return to school.
- If your child is unable to remain at school for an unforeseen circumstance, parents will be notified immediately. The child must be picked up within one (1) hour. If the parent/guardian or emergency contact does not arrive within the hour, depending on the child's condition, the school reserves the right to transport the child to the nearest emergency room for the child's health and well-being at the expense of the parent/guardian.

## **Medication**

It is the responsibility of the parent/guardian to inform Boca Prep staff whenever a child has been given any prescription or non-prescription medications before coming to school. The child can then be observed for any adverse reactions to the medication, including changes in behavior.

Boca Prep staff are limited to treating superficial wounds with bandages and ice packs. Ice packs are only provided when significant injury occurs and parents are called to pick up their child.

It is not permitted for any student to possess medication on their person or in their backpacks.

Boca Prep requires a parent to be present on campus to administer prescription and nonprescription medications only if the following requirements are met:

- A medication release form must be signed by the parent/guardian, stating the name of the child, the name of the prescription medication and the dosage and times the medication is to be given.
- Prescription and non-prescription medications must be brought to the school in the original container with the child's name, date, pediatrician's name, instructions and pharmacy phone number.
- Nebulizer treatments must be administered by the parent.
- Where age appropriate, a medical release form from a physician is required for a student to self administer a necessary medication (i.e. insulin, inhaler, epi-pen).
- Children who require any over-the-counter medication to be administered throughout the day will be required to stay home to limit the amount of contagion exposure to other children or staff.

## **Food Delivery Policy**

No outside food delivery is permitted during school hours (7:45AM - 4PM). Any delivery driver will be refused at the gate and food will be sent back. Food delivery may not be passed through the gate. Food deliveries outside of school hours must be approved by Boca Prep prior to the delivery.

Additionally, students are permitted to have a water bottle and/or lunch bag brought on campus. Students are not permitted to bring beverages including but not limited to coffee, tea, or other caffeinated drinks on campus upon arrival.

## **Permission to Leave Campus**

Boca Prep operates within a “closed campus” policy. This means that students are not permitted to leave the campus during the school day without first checking out through the front desk with a parent/guardian. A student who needs to leave campus for a valid reason must present a written note from his/her parents/guardians explaining the reason to the front desk. Dismissal of a student must be initiated by a parent. The parent must then sign the student out at the front desk. If the student intends to return to school that same day, the parent must also sign back in upon return. Failure to do so will result in the student being considered “truant”, and will result in disciplinary action.

## **Uber/Lyft/Car Transport Policy**

Both companies require passengers to be 18 years or older. Boca Prep School honors and respects that policy. Consequently, no Boca Prep student may use either service unless he or she is 18 years of age with written permission from the parents.

## **Facilities Usage**

Parents who are interested in using the facilities after hours must first contact the Athletic Director. No one may use the facilities without prior permission and Boca Prep employee supervision.

## **Lost and Found**

Students are responsible for securing and protecting their own belongings. Found personal property (books, clothing, book bags, lunch boxes, and jewelry) should be turned in to the front office. Lost and found items will be collected for a period of time. If items are not claimed, they will be donated.

Boca Prep International School is not responsible for and will not reimburse any items that are lost, stolen, or damaged on school property.

## **Animals on Campus**

No animals are allowed on campus without the expressed written permission of the Boca Prep administration.

## **PYP Testing Assessments**

### **Diagnostic Testing/Assessments**

- Accelerated Reader (AR)
- IXL Diagnostic

## **Standardized Testing**

- Iowa Test of Basic Skills - ITBS (Kindergarten - Grade 8)

**Boca Prep International School has limited resources or accommodations which can be provided to students in terms of success educationally. All approved, clinically evaluated, or public school documentation (including 504's & IEP's) must be provided to the school upon enrollment, or upon initial diagnosis. While Boca Prep aims to provide a successful educational experience the school has the right to review all**

**accommodations to determine appropriate services to be provided. Inability to provide necessary documentation in its entirety to the school may result in review of the student's enrollment status.**

Testing services require the following criteria in professional documentation (Psycho-educational Evaluation, IEP, 504) for accommodations:

- State the specific disability, as diagnosed
- Be current (in most cases the evaluation should be completed within three four years of the test date)
- Provide complete educational, developmental, and relevant medical history
- Describe the comprehensive testing and techniques used to arrive at the diagnosis (including evaluation dates and test results with sub-test scores from measures of cognitive ability, current academic achievement, and information processing)
- Describe the functional limitations supported by the test results
- Describe the specific accommodations requested and state why the disability qualifies the student for such accommodations
- Establish the professional credentials of the evaluator, including information about license or certification and area of specialization
- Update the child's testing/evaluation upon transition between programs (Lower School to Middle School; Middle School to High School)
- For testing accommodations to be waived, parental consent in writing is required
- The school may request an updated evaluation based on observations and student progress.

### **Advance to the Next Grade**

In order to matriculate into the next grade at Boca Prep International School, all students must successfully complete the required course work at a level that indicates his/her ability to achieve success in the upcoming curriculum.

Other factors that are important when the offer of re-enrollment is considered include the behavior and attitude of the student, as seen in the quarterly effort grade, number of discipline reports, attendance, and the degree of support of the School's policies and philosophy on the part of the parents.

## **Primary Years Program- IB World School**

The IB Primary Years Program, for students aged 3 to 12 (Grade PK3 – PYP 5) focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. The most significant and distinctive feature of the IB Primary Years Program is the six-transdisciplinary themes, which provide global significance and balanced education that integrates the subject areas.



There are several elements that create a scaffold upon which students learn. These elements form the basis of the curriculum and are listed and expanded upon below.

The elements are Knowledge, Learner Profile, Key Concepts, Skills, and Reflection.

### **Who We Are**

An inquiry into the nature of the self; beliefs and values; personal, physical, mental, social, and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human.

### **Where We Are in Place and Time**

An inquiry into orientation in place and time; personal histories, homes, and journeys; the discoveries, explorations, and migrations of humankind; the relationship between and the interconnectedness of individuals and civilizations, from local and global perspectives.

### **How We Express Ourselves**

An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs, and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.

### **How the World Works**

An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and the environment.

### **How We Organize Ourselves**

An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact on humankind and the environment.

### **Sharing the Planet**

An inquiry into the rights and responsibilities in the struggle to share finite resources with other people and with other living things; communities and the relationship within and between them: access to equal opportunities; peace and conflict resolution.

### **Learner Profile**

The IB Learner Profile encompasses the qualities and attributes of internationally-minded people. The aim of all IB programs is to develop global citizens who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

**Inquirers:** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable:** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers:** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators:** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**Principled:** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-minded:** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring:** We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-taker:** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced:** We understand the importance of balancing different aspects of our lives—intellectual, physical and emotional—to achieve well-being for others and ourselves. We recognize our interdependence with other people and with the world in which we live.

**Reflective:** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

### **Concepts**

Seven key concepts, expressed as questions, provide the structure for inquiry:

- Form: What is it like?
- Function: How does it work?
- Causation: Why is it like it is?
- Change: How is it changing?
- Connection: How is it connected to other things?
- Perspective: What are the points of view?
- Responsibility: What is our responsibility?

### **Skills**

Five transdisciplinary skills are acquired in the process of structured inquiry:

- Thinking
- Communication
- Social
- Research
- Self-management

### **Reflection**

Daily reflection helps learners to process what they have learned and is embedded throughout the PYP program in multiple ways. We encourage families to participate in our monthly IB reflections focused on the IB Learner Profile.

### **PYP 5 Exhibition**

The PYP 5 students participate in an exhibition project. An exhibition project is a student-centered unit of inquiry. Students choose the central idea for the unit and the lines of inquiry. Students also decide what they want to learn and how they want to present their learning. It is a highly collaborative exercise using all the skills and knowledge students have accumulated in the Primary Years Program. Attendance during this time period is highly important to effectively plan and develop their group presentations.

## Conferences

Conferences are held twice a year virtually/in person. However, parents are encouraged to keep in close contact with the classroom and subject teachers via the student's agenda. Additionally, appointments may be made to speak with the teacher. We value the relationships between teacher, parent, and child.

- Teacher-Parent Conferences (1st semester)
- Student-Led Conferences (2nd semester)
  - The Primary Years Program (PYP) supports the pedagogy that the students are at the center of learning and should take ownership of their own learning experiences. In the third quarter of the school year, PYP students conduct a student-led conference for their parents and teachers. A student-led conference is one in which the students lead a discussion of their progress throughout the school year, exhibit their portfolio, and reflect on their success in meeting various educational goals.

## Student Life

### School Hours

Classes begin promptly in the morning and missing any part of the academic day is detrimental to the student's progress both academically and socially. ***All students should be on campus no later than 7:55 a.m. to ensure they are able to find their room and prepare for a positive start to their learning day beginning at 8:00 a.m.***

- 8:00 a.m. – 3:00 p.m. for grades K – 5th
- 3:15 p.m. – 4:00 p.m. After School Enrichment Activities (available at an additional cost) and Subject Area Tutoring

### Drop Off and Pick-Up

- Students must remain with their parents until the start of drop off which begins at 7:45 a.m.. No students are allowed to be left unsupervised on campus prior to 7:45 a.m.
- Car tags are required to enter campus for the drop off and pick up of students
  - Families will receive two free car tags. Additional car tags can be purchased through the finance office.
- Only authorized persons within our system will be allowed to pick up and/or dismiss a student. Appropriate ID is required.
  - Information for all approved authorized persons is to be submitted through the front desk.
- During drop off and pick up of students, parents must remain in their cars. Should a parent have an appointment or need to visit the main office, parking is located in the lower lot.
  - Preschool parking is located on the side parking lot adjacent to the stairs with signage LOT A
  - Student parking is located in the main front lot with signage FRONT LOT B
  - Staff parking is located in the main front lot with signage BACK LOT B
  - Athletic / Gymnasium parking is located in front of the gym with signage LOT C

### Visitors

All visitors, including parents, will be screened by security before entering campus. Visitors must sign in at the front desk. While on-campus visitors must follow all on-campus policies and procedures. Parents are not allowed to observe classes, but all parents are encouraged to join the Parent Volunteer Organization (PVO).

### Performance Program Visitors

Students who wish to participate in training must have prior approval from the Director of Athletics, sign the liability waiver at the front desk, and receive a visitor pass.

### Facilities Usage

Parents who are interested in renting the facilities after hours must first contact the Athletic Director. No one may use the facilities without prior approval and permission.

## **Birthday Celebrations**

Boca Prep International School recognizes the importance of a child's birthday as a very special day. Students enjoy celebrating birthdays at school, as it is a memorable time to share with teachers and friends. Our caring staff acknowledge children in their classrooms on their special day in a variety of ways while maintaining instructional time.

In an effort to adhere to Health & Safety procedures, we are asking all parents to follow the guidelines listed below when considering an acknowledgement of your child's birthday at school. Please note, there is no expectation by Boca Prep International School that you participate in these guidelines as we understand most birthday celebrations occur off-campus with friends and family.

Parents/Guardians may:

- Donate an educational game or book for your child's classroom.
- Donate an item to the classroom for playtime/recess.
- Send the child in with a healthy, nut-free, store bought, wrapped snack which will be distributed during snack time in the classroom. These types of items assist in ensuring a safe environment for students with severe and/or extreme allergies (must provide enough for every student in class).
- If you provide a food item please send in plates and napkins

**We respectfully ask that parents refrain from sending balloons, gifts, goodie bags and visiting your child during the school day, lunch order deliveries, etc.**

We appreciate your partnership when acknowledging your child's birthday at school!

Parents are asked to use discretion and sensitivity when planning birthday celebrations outside of school to prevent feelings of exclusion. Invitations to personal birthday parties and gifts for personal birthday parties should be handled outside of school. Invitations to personal birthday parties may be given out during school hours if all classmates are included. Otherwise, invitations should be handled outside of the classroom.

## **Nut-Free School**

Nut allergies are life-threatening and we kindly ask you to provide your child with nut-free snacks and lunch to help ensure the safety of our allergic students. Items must not contain any nuts, and they must not be "processed on equipment that also processes peanuts and tree nuts" – please check labels closely to ensure the food(s) you send in do not have this warning. For students with nut allergies, it is advisable NOT TO EVER share food with other students because it may contain nuts.

## **FOOD ALLERGY DISCLAIMER**

The School may provide or offer food to its students, staff, and visitors directly, through catering service providers, or through vending machines, where applicable. The school makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff, if applicable, and/or service providers on the severity of food allergies. Because of the number of different meals, where applicable, as well as the number of ingredients used each day, it cannot be guaranteed that every allergen in the food served or offered by or at the School's premises will be identified and/or labeled, and if so, there is always a risk of cross-contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation or substitute at any time, without notice. Consumers that are concerned with food allergies need to be aware of this risk. Students/ Staff with life-threatening food allergies who may need to use an epi-pen should be carrying their own. Please take note that the school's staff is not necessarily trained to administer epi-pen. The School cannot assume any liability for adverse reactions to foods consumed or items one may come in contact with while eating at the School's establishments or purchased in the School by the students/staff or visitors.



# **Behavior and Discipline - Lower School:**

## **Introduction**

The cooperation of everyone in our school community is essential to establish and maintain a positive learning environment. To ensure that learning occurs, rules and regulations are established so that everyone has an opportunity to learn and that the behavior of one child or group of students does not adversely affect the learning program. Our behavior management reflects a balance between the rights and responsibilities of the individual and those of the entire school community with a focus on progressive discipline, mediation and ensuring students have the opportunity to learn from their choices and improve their behavior.

Every individual has the right to feel safe, protected, and respected. Students are required to know the rules of behavior and will be held accountable for their actions. Acceptable behavior is important in all aspects of the school learning environment. Students are responsible for appropriate behavior on school computer networks just as they are in the classroom or other areas of the building.

Our school goal is the increasing internalization of self-discipline and the decreasing of external enforcement and reinforcement. It is our hope that this philosophy will produce students with individual awareness and a social conscience that will enable them to engage in productive, rewarding, and individual behaviors.

Staff members and parents need to be actively involved in making Boca Prep International School a great place where children can thrive. Frequent and open communication enables staff and parents to accomplish this goal.

## **Student Code of Conduct**

As a student of Boca Prep International School, I agree to fully pursue a rigorous academic curriculum by:

- Being prepared for class
- Conscientiously attending class
- Arriving on time
- Actively participating in my learning
- Completing tasks without plagiarism or assistance from AI
- Taking responsibility for homework, including make-up work
- Celebrating academic success
- Being responsible by honestly doing my own class work and exams

Show respect for people, property, and myself by:

- Dressing appropriately for school by meeting the school dress code guidelines
- Staying focused on my own work and not disrupt the learning of others
- Welcoming guests politely, including substitute teachers and parents
- Keeping the classrooms, hallways, gym, all common spaces and grounds clean
- Using language appropriate for school
- Expressing ideas and opinions in a respectful manner
- Responding respectfully to reasonable request of adults and other students
- Respecting the property of others at all times
- Refraining from taking/using anything without the owner's permission

Promote health, safety, and security, for oneself and others, by:

- Always walking, not running, in the corridors and walkways
- Obeying bicycle, pedestrian, and automobile safety rules
- Staying on campus during the school day
- Volunteering information in matters relating to the health, safety, and welfare of others
- Not pushing, fighting, or "getting into the personal space" of others
- Never possessing or using tobacco, drugs, weapons, or other harmful substances

- Refrain from making false statements or allegations against members of the school community
- Maintain boundaries with peers and members of Boca Prep staff
- In the event of evacuation, students are expected to follow the direction of the teacher (i.e parking lot, meeting place at Burlington Coat Factory 20851 SR 7 South Boca Raton 33428, etc)

Adhere to the *Essential Agreements* of each classroom by:

- Listening to the announcements on the public address system
- Asking for clarification if I am unclear about the rules
- Handle any chewing gum respectfully and dispose of it in the trash can
- Knowing and upholding all of the above standards

## **Standards of Behavior**

**General:** Students are expected to:

- Follow directions given by staff members and/or parent volunteers
- Show respect toward school property and the property of others
- Use computers and technology in a responsible and ethical manner
- Interact with peers and adults in a respectful way
- Remove hats and other head coverings when in the building
- Keep hands, feet and objects to one self
- Follow fire drill procedures quietly
- Follow school safety procedures and emergency plan
- Maintain good behavior while in Boca Prep uniform off campus
- Engage in open, honest communication with staff and peers
- Take ownership and accountability of one's behavior

**Hallway:** Students moving through the halls are expected to:

- Walk quietly in the hallway
- Be considerate of others
- Respect the work of other students displayed in the hallway
- Possess a classroom pass to destination

**Restroom:** Students are expected to:

- Carry nothing into the restroom
- Respect the rights of other students who are in the restroom
- Respect the property in the restroom and help keep it clean
- Keep walls and doors free from any drawings, markings, or writing

**Bus:** Students are expected to:

- Follow the instructions of the bus driver
- Board and exit the bus in an orderly manner
- Keep aisles clear of all materials
- Remain seated while on the bus
- Keep hands and body to themselves
- Talk quietly and respectfully to students seated nearby

**Assembly:** Students attending an assembly are expected to:

- Walk and enter assembly quietly in order to hear instructions
- Listen and pay attention to the presenters
- Show appreciation for the assembly by applauding at appropriate times
- Follow the directions of the adult in charge

- Be in the dress uniform

**Cafeteria:** Students are expected to:

- Speak and act in a respectful manner toward all adults and fellow students
- top talking and listen when an adult is speaking to them
- Use quiet indoor voices
- Use proper manners
- Refrain from sharing food during lunch due to food allergies
- Keep their hands to themselves
- Consume all food in the cafeteria/outdoor classroom
- Engage in appropriate use of cell phones or other electronic devices
- Be mindful of cleaning up after myself with proper disposal of all materials
- Clean up your personal area by wiping your table section and seat along with throwing all trash away and replacing trays in labeled bins
  - The above applies to the outdoor classroom as well

**Fields:** Students are expected to:

- Speak and act in a respectful manner toward all adults and fellow students
- Follow the directions of the outdoor field personnel
- Follow the rules of safety including remaining in view of teacher supervision at all times
- Play cooperatively and respectfully engaging in sportsman-like conduct
- Keep hands to themselves
- Respond quickly when the teacher's whistle blows or lineup is called
- Finish all food, drink or candy items in the cafeteria before going out to recess
- Engage in appropriate language void of slang and vulgar comments

**Field Trips:** Students attending a field trip are expected to:

- Represent the school and behave appropriately
- Dress appropriately for the nature of the field trip based on staff instruction
- Adhere to school behavior policies and rules for day and overnight field trips

## **Student Conduct**

### **Honor Code**

All Lower School students use an Honor Code Pledge on all major assignments. This reminds the students of the importance of both completing their own work by their own efforts and allowing others to do so as well. The Honor Code is generally included as part of the assignment rubric or on the cover sheet.

### **Boca Prep International School Honor Code**

*I pledge to adhere to the rules and regulations of this classroom and of our School. This means that I will not distort the truth, cheat or misrepresent someone else's work as my own. Additionally, I will not assist any fellow student(s) by providing test information or answers before, during or after the testing session. I pledge to earn my own grades based upon my own efforts.*

*I pledge that I will be responsible for my own actions and will accept appropriate consequences for my actions, as listed in the Student Handbook, for any violation of this Honor Code. I have thoroughly prepared for this assignment/exam and am proud of the work that I am presenting.*

## Academic Malpractice

The IB Regulations define malpractice as behavior that results in or may result in, the candidate or any other student gaining an unfair advantage in one or more assessment components. Malpractice includes

- plagiarism: this is defined as the representation of the ideas or work of another person as the student's own
- collusion: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another
- duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

## Electronic Devices

Boca Prep recognizes the educational benefits of using electronic devices.

Devices such as cell phones, earbuds, AirPods, and smart watches must be turned off and may not be used by students during the school day. These devices must not be carried in a visible manner or on the student's person and should be kept out of sight in a book bag, purse, etc. Smart watches cannot be worn during testing. These devices must not be carried in a visible manner or on the student's person, and should be kept out of sight in a book bag, purse, etc.

Cell phones and other electronic devices will be confiscated by a teacher for the following reasons:

- If the phone rings or vibrates during class – meaning that it is not turned off
- If school personnel see the device – meaning the device was visible or on the student's person, which is a violation of the policy

Misuse of electronic devices may lead to disciplinary actions. Misuses include, but are not limited to:

- Recording videos and/or taking pictures of others without their permission
- Use of social media apps during school hours
- Air dropping information
- Social communication such as text messaging
- Compromising exam validity
- Cyberbullying or other threatening behavior
- Active telephone calls to others both on and off campus
  - The front desk has a telephone available for use in the event of an emergency

Confiscated items will be given to the receptionist and a parent/guardian will be required to retrieve and sign for the confiscated item(s) from the front desk. Violations of the policy will result in disciplinary action.

**Students may not use their phone, iPad or any electronic device to record, video record and/or photograph other students or staff members without permission. Recording and/or photographing without permission is a violation of the following Florida State Statute: 810.145 Video voyeurism.**

## Harassment and Bullying

Our main focus is to ensure that our students feel safe and happy when they come to school. In any school one of the most common causes for this not to happen results from bullying by other students. Harassment can be defined as any conduct, which is unwanted by the recipient(s) and which adversely affects their dignity and well-being or their ability to learn or carry out their duties. Harassment of a student consists of behavioral, verbal, or physical conduct relating to an individual's race, color, national origin, ethnicity, religion, disability (relating to the individual's physical or mental challenges), sexual orientation, or appearance. Harassment is violence and is totally unacceptable at Boca Prep.

## **Sexual Harassment**

Federal law prohibits sexual harassment of any kind by students or employees of Boca Prep. Violations should be reported to the teacher, Dean of Students, Head of School, or any faculty member. Following an investigation, appropriate disciplinary action will be taken. Sexual harassment is defined as unwelcome and unsolicited sexual advances, sexually motivated physical contact or other verbal or physical contact, or communication of a sexual nature. Sexual harassment is any act or comment of a sexual nature, which makes another person feel uncomfortable or threatened. Schools are required by law to maintain an environment free from sexual harassment.

## **Bullying**

Each student is expected to respect the rights of others. Each student also has an obligation to promote and safeguard an atmosphere where all learning and enrichment activities can take place without fear of disruption. Disruptive, dangerous and/or bullying behavior in class, on school grounds, during school functions, or while coming to and going home from school will not be tolerated.

At Boca Prep International School we are committed to creating and maintaining a safe, respectful environment which is free of bullying behavior by;

- Resolving conflicts peacefully
- Respecting differences
- Including others in activities

Boca Prep does not tolerate behavior which jeopardizes the emotional well-being or physical safety of members of the school community.

## **Definition of Bullying**

Bullying is the repeated emotional or physical action or threat over time directed toward a person by one or more people who have or are perceived to have more power or status than their target in order to cause fear, distress, or harm.

Three critical conditions distinguish bullying from other forms of aggression:

- Power: Children who bully may acquire their power through physical size and strength, by status within the peer group, or by recruiting support of the peer group.
- Frequency: Bullying is not a random act. Bullying is characterized by frequent and repeated attacks.
- Intent to Harm: Individuals who bully generally do so with the intent to either physically or emotionally harm another child

## **Direct Bullying**

Direct bullying involves physical and/or verbal aggression. It can include open assault on another student such as slapping, hitting, punching, kicking, spitting, poking, throwing things. It can also include verbal taunts or open threats to harm the other individual.

## **Indirect Bullying**

Indirect bullying is usually hidden behavior, and takes the form of teasing, criticism, gossiping, defamation of character, spreading malicious rumors, threatening to withdraw friendship, social isolation, or exclusion from the group.

## **Cyberbullying**

Cyberbullying is the intentional and repeated mistreatment of others through the use of technology, such as computers, iPads, cell phones, and other electronic devices. Examples of this behavior include but are not limited to:

- Posting derogatory or threatening comments, images or recordings on the Internet or any social media platform
- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into or creating an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student/teacher picture without his/her permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyberbullying and harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property, or disrupting the orderly operation of the school, will not be tolerated. The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social platforms, electronic devices, cameras, and webcams. As new technologies emerge, they too may be included with the above forms of electronic communication.

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, the school administration may impose consequences.

The Administration may also report Cyberbullying or harassment to the police. Action Steps to Respond to Cyberbullying or Harassment:

- Save the evidence
- Provide the online harassing
- Identify the Cyber Bully
- Clearly tell the Cyber Bully to stop
- Ignore the bully by leaving the online environment and/or blocking communications
- File a complaint with the Internet or cell phone company
- Alert the school administration
- Contact the police

### **Plan of Action**

All students from Preschool to Upper School are instructed on the expectations at Boca Prep of respecting all members of our community. This is also reinforced through the many opportunities provided for students to learn to take responsibility for their own behaviors, and stand up for the rights of others to participate in their learning and development in a school environment that is safe, positive and inclusive.

### **Reporting and Consequences**

When behavioral expectations are not being met, a range of consequences may result including detention, counseling, community service, a behavioral contract, referral, suspension or expulsion. Any student who is directly or indirectly involved in these incidents will be held to disciplinary measures.

The school actively promotes reporting of any harassing conduct. Every student, parent or member of staff has a responsibility to speak out to protect the community from this unacceptable behavior. Boca Prep encourages students who believe they are being harassed, or who believe that another student is being harassed in violation of this policy, to promptly notify his or her parents and any of the following individuals:

- School Counselor
- Assistant Head of School / Dean of Students
- Homeroom Mentor
- Classroom Teacher

- Administration

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences while an investigation takes place. The Administration may also report Cyberbullying or harassment to the police.

Boca Prep, as an institutional organization, is mandated by state law and ethical obligations to report serious crimes or allegations presented to any school official. Once the nature of conduct is determined, either by the school or by appropriate agencies, the appropriate steps will be taken. If the nature of the conduct is determined to be falsely presented or malicious in intent the school reserves the right to review the status of enrollment for any student.

**Action Steps to Respond to Cyberbullying or Harassment (evidence to be presented to school)**

- Save the evidence (screenshots/ showing the owner of the message & date if possible)
- Print the online harassing message or images/video
- Identify the Cyber Bully
- Clearly tell the Cyber Bully to stop
- Ignore the bully by leaving the online environment and/or blocking communications
- Inform your parent(s)/guardian(s)
- File a complaint with the Internet or cell phone company
- Alert the school administration and share evidence of harassment
- Contact the police

File a complaint with the Internet or cell phone company

**Disciplinary Consequences**

**\*\* break out into K-3 and 4-5 , K-3 removal from class/home**

**Below is a grid of detailed guidelines of student behavior choices and actions, with their corresponding progressive disciplinary procedures.**

The consequences listed are given as a guideline in relation to the problems. The exact consequences will be determined by the teacher and/or by the administration based on individual circumstances. The classroom teacher may also set other rules and consequences as needed and as appropriate. These guidelines apply to all activities on school property, and on the bus, as well as all school-sponsored events, including extracurricular trips and sporting tournaments. Prior to issuing an infraction, the teacher will have already implemented classroom management strategies to correct the behavior.

LEVEL 1 INFRACTIONS			
Before administrative action is taken a teacher will have given prior documented warnings for the offense and parents will have been notified. This policy does not pertain to Level 3 Infractions or Zero Tolerance offenses.			
Level 1 Infractions	1st Offense	2nd Offense	3rd Offense
1. Classroom disruption - minor 2. Classroom rules violation 3. Running/shouting/ horseplay Dress Code	<b>GRADES PRE-K – 5</b>		

<ul style="list-style-type: none"> <li>violation – correctable on the spot</li> <li>4. Tardy (5/per quarter)</li> <li>5. Unprepared for class</li> <li>6. Loitering on campus without supervision</li> <li>7. Littering/throwing food</li> <li>8. Hall pass violation</li> <li>9. Misuse of Cell Phone and Electronic Devices</li> <li>10. PDA-Public display of affection Misuse of Gum</li> <li>11. Using elevator without permission</li> </ul>	<p>Administrative Action</p> <ul style="list-style-type: none"> <li>● Teacher document incident</li> <li>● Dean notifies parent</li> <li>● Restrict Activity: <ul style="list-style-type: none"> <li>○ (recess, field trip, house activities, performance program, other)</li> </ul> </li> <li>● Assign 1 day detention</li> </ul>	<p>Administrative Action</p> <ul style="list-style-type: none"> <li>● Teacher document incident</li> <li>● Dean notifies parent</li> <li>● Meeting with parents</li> <li>● Restrict activity <ul style="list-style-type: none"> <li>○ (recess, field trip, house activities, performance program, other)</li> </ul> </li> <li>● Assign 1- 2 days detention</li> </ul>	<p>Administrative Action</p> <ul style="list-style-type: none"> <li>● Teacher document incident</li> <li>● Dean notifies parent</li> <li>● Meeting with parents</li> <li>● Restrict activity <ul style="list-style-type: none"> <li>○ (recess, field trip, house activities, performance program, other)</li> </ul> </li> <li>● 1 -2 days In-School Suspension</li> <li>● Subject to 1 day suspension.</li> <li>● Meeting with family</li> </ul>
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**LEVEL 2 INFRACTIONS**

**Before administrative action is taken a teacher will have given prior documented warnings for the offense and parents will have been notified. This policy does not pertain to Level 3 Infractions or Zero Tolerance offenses.**

Level 2 Infractions	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> <li>1. Kicking, pushing, hitting, or spitting (<b>Contact Admin.</b>)</li> <li>2. Obscene language/gestures</li> <li>3. Vandalism (minor)/ Tampering with school equipment</li> <li>4. Absence from class w/o permission (skipping)</li> <li>5. Disruptive in class - major</li> <li>6. Non-compliance with teacher/adult directions</li> <li>7. Academic Dishonesty – cheating</li> <li>8. Repeated level 1 infraction</li> <li>9. Engaging in social media challenges on campus</li> </ul>	<b>PRE-K- 5th</b>		
	<p>Administrative Action</p> <ul style="list-style-type: none"> <li>● Teacher document incident</li> <li>● Dean notifies parent</li> <li>● Meeting with parents</li> <li>● Assign detention 2-4 days</li> </ul>	<p>Administrative Action</p> <ul style="list-style-type: none"> <li>● Teacher document incident</li> <li>● Dean notifies parent</li> <li>● Meeting with parents</li> <li>● In-School Suspension 1-2 days 1 day</li> </ul>	<p>Administrative Action</p> <ul style="list-style-type: none"> <li>● Teacher document incident</li> <li>● Dean notifies parent</li> <li>● Meeting with parents</li> <li>● In-school suspension 2- 3 days</li> <li>● Subject to 2 days suspension</li> <li>● Meeting with family</li> </ul>



## LEVEL 3 INFRACTIONS

**Before administrative action is taken a teacher will have given prior documented warnings for the offense and parents will have been notified. This policy does not pertain to Level 3 Infractions or Zero Tolerance offenses.**

Level 3 Infractions	1st Offense	2nd Offense	3rd Offense
<ol style="list-style-type: none"> <li>1. Fighting and aggressive or intimidating behavior towards others</li> <li>2. Possessing or using tobacco products and e-cigarettes/vaporizers</li> <li>3. No vaporizers or accessories</li> <li>4. Leaving campus w/o permission - Truancy</li> <li>5. Academic dishonesty – Plagiarism/cheating repeated</li> <li>6. Stealing</li> <li>7. Sexual misconduct</li> <li>8. Vandalism – Major</li> <li>9. Misuse of technology / cell phone</li> <li>10. Possessing or viewing pornography</li> <li>11. Crank/ Prank 911 calls /Tampering with Fire Alarms/Security</li> <li>12. Theft and Use of someone’s identity for malicious intent</li> <li>13. Bullying/Harassment - Sexual, racial, ethnic, religious, cyber bullying</li> <li>14. False allegations against a teacher or student.</li> <li>15. Repeated level 2 infraction</li> <li>16. Engaging in social media challenges that are unhealthy and/or may cause a threat to themselves or the school community</li> </ol>	<b>GRADES PRE-K - 5th</b>		
	Administrative Action <ul style="list-style-type: none"> <li>● Teacher document Incident</li> <li>● Meeting with parents</li> <li>● Dean notifies parent</li> <li>● In-school suspension 1-2</li> </ul>	Administrative Action <ul style="list-style-type: none"> <li>● Teacher document incident</li> <li>● Dean notifies parent</li> <li>● Out of School Suspension 1- 2</li> <li>● Meeting with parents</li> </ul>	Administrative Action <ul style="list-style-type: none"> <li>● Teacher document incident</li> <li>● Dean notifies parents</li> <li>● Expulsion</li> <li>● Meeting with parents</li> </ul>
INTERVENTIONS: <ul style="list-style-type: none"> <li>● Meet with counselor</li> <li>● Identify contributing Functional and Environmental Factors</li> <li>● Develop behavior contract: assign an adult mentor</li> <li>● Parent Meeting Required</li> </ul>			

## ZERO TOLERANCE INFRACTIONS

**Before administrative action is taken a teacher will have given prior documented warnings for the offense and parents will have been notified. This policy does not pertain to Level 3 Infractions or Zero Tolerance offenses.**

1. Illegal Activity
2. Fighting – causing serious bodily harm/injury
3. Drugs – possession, use, or under the influence
4. Alcohol - possession, use, or under the influence
5. Weapons - possession or use
6. Felony arrest outside of school
7. Threat - to the school or any individual

8. False allegations of a sexual nature resulting in DCF and/or local authority involvement leading to “no findings”

**ALL GRADES**

- Immediate referral to Dean of Students
- Student removed from class and sent to the office
- Meeting with parents
- Subject to expulsion.
- Law enforcement may be called.

**Definitions of Sanctions**

Temporary Removal of Student from Classroom - removal from the student’s classroom for less than half a school day, not to extend beyond the time of dismissal on the day of the disciplinary action. During any such removal, the student shall be supervised and provided with instructional materials.

The Dean of Students may request a parent/guardian to collect a student from school as a temporary measure.

Lunch Detentions - detentions will be served from 11:00-11:50 am. Students will not have the opportunity to work on homework, or use computers or cell phones while serving their detention. Silence is mandatory.

After School Detentions – detentions will be served from 3:15–4:00 pm. Students will be required to complete an assigned reflection and take notes from the handbook that refer to the relevant infraction(s). Students will not have the opportunity to work on homework, or use computers or cell phones while serving their detention. Silence is mandatory.

In school suspensions will be designated to students with:

All Lower School	Grades 3-5 Only
3 detentions = One (1) in-school suspension	third offense of a level 1 infraction
1 missed detention = Two (2) detentions	
2 missed detentions (in one academic year) =	One (1) in-school suspension
	2nd and 3rd offense of a Level 2 infraction

Expulsions will be designated to students with

Any Zero Tolerance infraction
Any 3rd offense of a Level 3 infraction

**In-school suspensions** - The student will be required to have a meeting with the Head of School and the School Counselor. ISS’s will begin at 8:00 am and conclude at 3:10 pm. Students will be responsible for completing assigned work from their teachers. However, students will not be permitted to use computers, cell phones or eat lunch in the cafeteria.

**Out of School Suspension** - A student may be designated to an OSS due to certain circumstances encompassing the student's actions, or asked to leave because it is felt the school is not the best place for the student to learn or

because the student is preventing the learning of other students and measures to address this have not been successful.

**Expulsion** - the denial of the right of a student to attend any Boca Prep International School program, including all classes and school activities. According to the Continuous Enrollment contract no refund will be issued under these circumstances.

**Please Note:**

Students and families have the right and responsibility to redress grievances through established Boca Prep International School procedures.

**Behavioral Probation**

Behavioral Probation is an action the school will take when a student's behavior, despite support, does not improve. Behavioral probation is accompanied by a behavioral plan, Personal Behavioral Plan (PBP), which will serve as monitoring of the student's behavior over the course of a semester. The student will be placed on a Behavior Monitoring Plan during a meeting with the family.

The student and family will be provided a one semester probationary period, in which guidelines of expectations will be provided by the school. Upon the end of the semester, the school will consider the student record for the potential removal of the behavioral probation, or continued enrollment.

In the case that the student plan is necessary, the Assistant Head of School and Head of School will determine whether a student and guardians will meet with the School Counselor to determine the student's continued enrollment.

**Trip Eligibility**

Students who are on either academic or behavioral probation will not be eligible to participate in school trips. Additionally, students with multiple infractions rising to the level of a second offense beyond a Level 1 infraction will also not be eligible to participate. The school will consider reviewing the student record prior to school trips.

**Athletics Department/ Performance Program Conduct Guidelines**

Please refer to the Student Athlete Handbook for all program conduct guidelines.

**Technology Resources Policy**

**MYP 1-3 Apple Device Personal Learning**

The focus of this One-to-One Personal Learning Initiative focuses on providing tools and resources to the 21st Century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one learning tool for these 21st Century students is the Apple devices (Mac or iPad with keyboard). All MYP 1-3 students are required to bring an Apple device and headphones to school and follow the school's [Technology Use Policy](#).

**Acceptable use:**

**Introduction**

Use of the system is defined as obtaining access to any Boca Prep technology, software, or services. Regardless of the technical device and regardless of whether or not the device is owned or operated by the school. Students, staff, and guests who are provided with access to networks (including the Internet), and other technologies by the school shall be governed by the following policy.

Students are expected to use the school's computer technology correctly and appropriately. This includes the Mac and iPads devices and all their accessories, software, configuration, cases, keyboard and any device/software related to them. The misuse of any of the technological devices will be treated as equivalent to lying, cheating, stealing, or vandalism, and the offending students will be subject to appropriate academic and disciplinary consequences. Students who install or store in a computer, handheld calculator, or any electronic storage device any program contradictory to the mission or philosophy of the school, or who are in possession of such technology, are subject to appropriate academic and disciplinary consequences and to the confiscation of the device. Students who tamper with another student's digital work or technology, whether they can be restored or not, will be subject to academic and disciplinary consequences.

**The use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate behavior.**

A student may access the internet once the computer has been checked for anti-virus and registered through the school. It is expected that the student will use the internet solely for academic tasks. Students are not allowed to access school Wi-Fi with their cell phones.

Boca Prep provides a computer lab and internet access as a means of creating an environment where students can learn. Technology, which includes computers, other devices, networks, internet access and peripherals, is a part of that environment.

Students are expected to use the school's computer technology correctly and appropriately. Transmission of material in violation of any state or federal regulation is prohibited. The internet provides access to information on computer networks worldwide. The user is responsible for his actions. It is not acceptable to use the internet for personal email accounts or chatting.

Users have no expectation of privacy in their use of the school network. The school has the right to access, review, copy, delete, or disclose, as allowed by law, any digitally recorded information stored in or passed through the network, regardless of the initial intentions of the user.

The Administrative staff reserves the right to examine all transactions and will determine the appropriate use. Abuse of the network and/or any form of illegal conduct, including any form of vandalism to equipment or software, uploading or creation of computer viruses, and unauthorized access to the files of other users, may result in disciplinary action, including revocation of access privileges, possible suspension/expulsion from Boca Prep, and/or appropriate legal action.

Users assume responsibility for understanding the policy and guidelines as a condition of using the network. Staff members are accountable to teach and use the network responsibly. Use of the network that is inconsistent with this policy may result in loss of access as well as any other disciplinary or legal action.

All students must sign the Acceptable Use Policy agreement at the beginning of each school year.

### **Inappropriate use**

1. **HARASSMENT:** Harassment, threatening, intimidating, bullying, or demeaning individuals or groups of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation is prohibited.
2. **PROFANITY OR OBSCENITY:** Users are not allowed to access, retrieve, or view obscene, profane, or indecent materials. "Indecent Materials" are those materials which in context, depict, or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials that, taken appeal to the prurient interest in sex, which portray

sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political, or scientific value. Use of profanity or obscenity is prohibited, and all users shall use language appropriate for school situations.

3. **OFFENSIVE OR INFLAMMATORY SPEECH:** Users must respect the rights of others, both in the local community and the network at large. Sharing personal information or personal attacks is an unacceptable use of the network. If a user is the victim of an inappropriate communication, the incident shall be brought to the attention of a teacher or system administrator.
4. **VANDALISM/MISCHIEF:** Vandalism and mischief are prohibited. Vandalism is defined to include any attempt to harm or destroy data of another user on the network or on any networks that are connected to our network or physical damage to school technology. This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Mischief includes interference with the work of other users and is prohibited. Any action that disrupts or interferes with the ability of the network to carry out its intended function may be considered mischief.
5. **USER ID VIOLATIONS:** Once an account is issued to a user, that user is responsible for all actions taken while using that account. Sharing an account with another person, or disclosing another individual's password, is prohibited. Concealing or misrepresenting one's identity while using the school network is not permitted. Every user is responsible for all inappropriate uses of the user's account by any other person. All users must exercise extreme caution with their passwords. Passwords must be secure (at least seven characters, one character that is not a letter or number, no simple words or names, nothing easily guessed). Logging on or attempting to log on in the name or account of another person or entity is prohibited. If a user suspects that any account on the network has been compromised, it is their responsibility to contact the technology coordinator immediately. immediately contact the technology coordinator.
6. **ELECTRONIC MAIL VIOLATIONS:** Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is not permitted. Sending Email that is unsolicited junk, rumor, harassment, obscene, or chain letters is prohibited. An administrator must approve e-mail that is used to promote a cause for profit or charity. Email that is used to promote a cause for profit or charity must be approved by an administrator. The use of mass mailing should be minimized, and an administrator may require approval for mass messages. may be required by an administrator.
7. **NON-ACADEMIC USE:** District technology is a valuable, scarce resource. It is not to be used for non-academic purposes such as game playing and social networking unless approved by the teacher or administrator. Unauthorized intentional downloads to a single computer, network drive, or external media of movies or video files; MP3s; shareware; freeware; pirated software; or other .exe or application files (unless a part of the curriculum) are not allowed. It is not to be used to access pornography or obscene materials under any conditions, nor can it be used to forward chain letters.
8. **EDUCATIONAL PROCESS:** Any action that takes place on the school network, or external networks that may disrupt the educational process, including use that is reasonably foreseeable to result in disruption or interfere with the rights of others at any time, either during the school days or after school hours, is prohibited.

### **Mobile Computing**

The use of personal electronic devices that connect to the school's secure Wi-Fi must be pre-approved by the technology coordinator before an attempt to connect to the network. Approval will be based on the following requirements:

- Is the device needed for an educational purpose?
- Can the device be properly inspected adequately by technology for worms/viruses, hacker software, and software or files that in any way violate federal or state law or other provisions of these policies?

The device must be provided to the Technology Department at least one week prior to before the planned use so that it can be evaluated. In addition, users cannot connect certain types of devices by their nature to the network. These

include switches, hubs, routers, and wireless access points. This regulation applies to any device that connects to the network, including but not limited to a cellular telephone, video recording device, portable gaming system, digital audio or video system, cellular phone, or any other tethered or mobile electronic computing device.

The use of any electronic device to record and/or transmit audio and/or images will not be allowed unless it is part of the curriculum supervised by a teacher or otherwise approved by the Administration. Other devices that do not require a network connection but are considered technology devices to be regulated by acceptable use policies include but are not limited to:

- Cell phones
- DM (Direct Messaging) devices,
- Text messaging devices
- Calculators with advanced communications functions.

In addition, any devices for taking pictures and videos or recording audio whether it be stand-alone, on the phone, mobile computing device, or wireless, require advanced approval before they can be used.

### **Consequences of Policy Violation**

A user's network access privileges may be interrupted or terminated for any violation or attempted violation of this policy. Violators will also be subject to disciplinary measures, such as outlined in the disciplinary consequences section of the school handbook. If any hardware provided by the school is broken or lost due to the lack of diligence of the student in using the resources, the student responsible for this must repair or pay back for the damage or loss of school's property.

### **Disciplinary Consequences:**

Below is a detailed grid of guidelines and their respective consequences of our progressive disciplinary procedure. These guidelines apply to all activities on school property, on the bus, and at all school-sponsored events, including extracurricular trips and sports tournaments. This grid of guidelines is merely indicative, and the School may decide, at its discretion, on a case-by-case analysis of the specific circumstances of the case, to impose a stronger or softer sanction than what is specified in the grid.

## **Parent Conduct**

### **Parent Agreement**

6.13 School / Family Cooperation. A positive and constructive relationship between the School and Parent is essential to the fulfillment of the School's educational purpose and responsibilities to its students. In those cases where the Parent's behavior, communications or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the Schools management and policies, the School reserves the right, in its sole discretion, to remove the Student from the School as stated in Section 8.13, if the Head determines that doing so is in the best interest of the School.

Disenrollments due to **parent/guardian** or their guests' behavior include, but are not limited to:

- Use of inappropriate language while on school property, including parking lots and playgrounds.
- Smoking, vaping, and/or illegal substances on school property, including parking lots and playgrounds.
- Use of any type of corporal punishment on a child, whether they are enrolled in our program or not, while on school property.
- Use of verbal abuse, causing undue embarrassment and/or causing emotional distress to any child or adult.
- Threats or threatening behavior, regardless of who is the target of the threat.

- The possession of firearms, ammunition, and other weapons while on school property or at any event sponsored by the school. Uniformed law enforcement officers may have their firearm on them while on school property.
- Continued violation of policies clearly stated within the Boca Prep handbook.
- Disruptive or dangerous behavior on campus or while at a school function.
- Trespassing on school grounds/not signing in at main desk, when not attending parent invited school events (assemblies, boat challenge, fairs, holiday programs, etc.)
- Disparaging, belittling, or degrading communication to teachers and/or staff
- Parent chats and/or communication that do not promote a positive school climate.
- Collaboration and partnership in accepting the onus of their child's behavior.
- Repeated late drop-offs/pick-ups.
- Repeated non-payment of tuition by the due date.

**The Guidance Board may be called before a student is formally suspended or expelled.**

### **Guidance Board**

The Guidance Board is common to all IES schools and is responsible for investigating the behavior and attitudes of the students of the IES schools at both the individual and group level throughout the educational process. The Guidance Board is made up of the Head of School, Head of Studies, Counselor, Dean of Students, and up to three teachers selected from appropriate teaching teams. The appropriate teacher will attend and have a voice but will not be allowed to vote.

### **Functions**

- Establishes policies for co-existence and integration of students for preventing conflicts and misbehavior.
- Analyzes and evaluates individual and collective student behavior and attitudes.

Action procedures for individual cases:

1. The Dean of Students and Head of School decide which incidents will be brought to the Guidance Board.
2. The Dean of Students will present the situation to the board and give appropriate analysis and submit a comprehensive written report on the student's behavior.
3. The student will address the members of the board orally or in writing.
4. After due deliberation the members of the board will determine and communicate their decision based on the current data and scholastic record of the student.
5. The Head of the School will be the person responsible for carrying out the action proposed by the board and has the final decision regarding consequences.
6. The process will track the student's behavior over time and the board will take into account that the decision is not simply the result of one action, but rather of many.

### **Action procedures for group cases**

Any of the board members may bring forward the issue regarding the group in question.

1. The views of all involved parties will be heard.
2. A decision will be handed down suggesting possible solutions to the conflict.
3. The decision will be issued to all affected parties.
4. The decisions reached by the guidance board and adopted by the Head of the School may only be appealed in writing to the Chairman of IES, who will have the power to veto these decisions for reasons substantiated in writing. Students must submit their written appeal within two (2) days of the Guidance Board's decision.

### **Search and Seizure Policy**

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion, or expulsion and the student may, when appropriate, be referred to legal officials.

### **School lockers and school desks search**

School lockers and school desks are the property of the school. At no time does the school relinquish its exclusive control of lockers or desks provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker or desk may be searched only when school authorities have probable cause that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers or desks were searched unless disclosure would impede an ongoing investigation by police or school officials. The search shall be conducted by the school authority in the presence of two witnesses, one elected among the school's staff and one among the students.

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. The search shall be conducted by the school authority in the presence of two witnesses elected among the school's staff. The search may be conducted on campus or in any off-campus activity-related, organized, or sponsored by the school.

A search of a person shall be conducted in private by a school official of the same sex. Two other school staff members shall be present as observers during the search for a person.

### **Definitions**

- Contraband - any unauthorized item possession of which is prohibited by school policy and/or law. It includes, but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances (drugs) and "look-alikes," overdue books and other materials belonging to the school, and stolen property.
- Personal possessions - include, but are not limited to purses, backpacks, book bags, packages, clothing, vehicles, computers, digital cameras and mobile phones, and any type of electronic device with the capability to store data, text, or images.
- Reasonable suspicion - a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context or other reliable sources of information.
- Reasonable scope - the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, and the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **Textbook Policy**

Boca Prep International School provides textbooks for student use throughout the year. Students are responsible for the care of these books as well as their return at the conclusion of each school year.



Students must pay for the loss of or damage to textbooks. These fees are paid to the Finance Office. The End-of-Year Checkout Form is used to assess fees owed for all school-related items. These include, but are not limited to, library books, lockers, sports uniforms, instruments, etc.

### **Visitors**

All visitors, including parents/guardians, will be screened by security before entering campus. Visitors must sign in at the front desk. While on-campus visitors must follow all on-campus policies and procedures. They will receive a visitor's badge, which must be visible at all times. Former students (in good standing) are allowed on campus after 3:15 PM, and must sign in and out at the front desk.

### **Facilities Usage**

Parents who are interested in using the facilities after hours must first contact the Athletic Director. No one may use the facilities without permission and Boca Prep employee supervision.

### **Lost and Found**

Students are responsible for securing and protecting their own belongings. Found personal property (books, clothing, book bags, lunch boxes, and jewelry) should be turned in to the front office. Lost and found items will be collected for a period of time. If items are not claimed, they will be donated.

Boca Prep International School is not responsible for any items that are lost, stolen, or damaged on school property.

### **Animals on Campus**

No animals are allowed on campus without the expressed written permission of the Boca Prep administration.

When a decision is made by The Head of School to contact the proper authorities, the school will follow all directions of the Authorities present.

## **House System**

### **House System**

Every member of the school community (teachers and students) joining the school will become a member of one of four houses. Students with siblings will be in the same house. Students, only in exceptional circumstances, will be allowed to change houses with an explicit written request and written approval by the Athletic Director or Head of School. Friendship will not be a reason for changing houses. Students gain individual house points for positively contributing to the school community. The House names are based on Floridian wildlife:

- Red Hawks
- Blue Sharks
- Green Gators
- Yellow Panthers

### **House Points**

House points will be managed by the House System Coordinators. House points will be awarded by teachers. They will be given to students for good academic work or for a positive contribution to the community. Students must place their house points in the relevant box for their house in the School Office.

### **Awards**

Each quarter, the leading house will be rewarded for its achievements. At the end of the year, the top house will be recognized as well as the student with the highest total points from each house.

### **Student Council**

Students in PYP 3- PYP 5 can participate in the Lower School Student Council. They will be involved in monthly meetings and service projects throughout the year.

In order to be a member of the Student Council, a student must:

- be a good role model
- demonstrate leadership qualities
- exhibits good learner profile traits (no discipline reports or referrals)
- maintain grades of 4 and 5
- maintain good attendance (few absences and tardies)
- be available to attend meetings during lunch once/twice a month

## **Emergency Procedures**

### **Medical Emergency- Is it life-threatening? Call a staff member- Dial 911 - Activate Crisis Plan**

- First member of staff on the scene remains with the casualty being sure not to move him/her
- and ensure the airway is clear. Assess the need for CPR. If the casualty is not breathing or pulse rate is not present commence CPR, if trained, otherwise call for CPR trained individual
- Call for a second staff/adult to Dial 911 and state "Medical Emergency"
- Report: Where? What? Who? (approximate age), When?
- Teachers/staff remain calm and ask bystanders to move away quietly
- Any students present, should be guided away from the area and to another classrooms/ part of the school by a staff member
- Call the Health Services Coordinator (Ext. 220 or 0) who will notify the Head of School
- Open the gate and direct the ambulance to the best access point
- Complete an accident report to give to the ambulance crew and keep a copy for school records

### **Fire Precautions**

- Keep aisles, exits, and doors clear of obstruction at all times
- Evacuation routes should be known and are posted next to the door in each room
- All members of the school community should be vigilant and report any potential hazard

On Discovering a Fire- Remain calm, alert those in the vicinity by calling "fire" and contact the nearest staff member with details of the location of the fire and anyone involved or in imminent danger. The staff member in that area will sound the alarm and assist with evacuation procedures.

### **Fire Drill Procedure- Know the evacuation route(s) in advance**

- On hearing a fire alarm - line up and exit the room quickly and quietly
- Close windows; turn lights off; close (not lock) the door as you leave
- Do not gather books or belongings. Begin evacuating as soon as the signal is given
- Teachers lead classes to their assigned areas. They should bring their red drill folder and take attendance when in the designated area
- Students should follow the evacuation route to their present location
- All administrators who do not have student responsibilities should help to see that all halls and exits are clear of students and help by guiding all students to a safe area until the "all clear" signal is given
- No one should re-enter the school building
- Silence must be maintained until back in the classroom
- In a fire drill proceed to the nearest exit away from the fire and direct students to the designated meeting place in the parking lot if not impeded by the fire

### **Tornado Watch**

- An announcement will be made over the public address system
- Pre-K - 8th grade go into the boys' locker room on the 1st floor of the main building

- 9th - 12th grade and administration go into the girls' locker room on the 1st floor of the main building
- No students stay in the Gym - except if there is little chance of safe exit. If no exit is possible proceed to the boys' locker room with all students
- Teachers take their red drill folder and take attendance once in the designated area
- Groups on-field or playground proceed to the locker room on the 1st floor of the main building
- Maintenance and administrative staff conduct a sweep of open and isolated areas
- No return to the regular classroom activities until an “all clear” announcement is made
- The Head of School will then decide upon a return to class, evacuation outside to the fields or simply to stay in these safe areas
- Lower School students (public address system) immediately walk to the cafeteria by the closest staircase with their teacher (class or specialist). Stay in the cafeteria with their teachers.
- Middle School students will line up in the stairways
- Bus drivers will not leave the school grounds as long as a tornado warning is in effect
- Drop off / collection of students will be suspended during a lightning strike

### **Tropical Storm, Hurricane or Hurricane Warning**

- The school will always close if Palm Beach or Broward County closes public schools
- The school may open before other schools, assuming that it is safe to do so
- Updates will be posted on website and all social media outlets

### **Post Hurricane**

- The school's reopen date will be announced once conditions have been assessed (and conditions have been assessed) and it is safe to return
- Updates will be posted on website and all social media outlets

### **Lightning Warning**

- When the local alarm sounds (one long blast of the Lightning Strike warning horns), or in the event of lightning, all activities will cease immediately and personnel take cover inside a building
- Teachers immediately move students to the inside of a building that provides protection
- The swimming pool will be closed.
- Drop off /collection of students will be suspended during a lightning strike
- Return to activities only when the all-clear is given

### **Lockdown Procedures**

- The lockdown policy applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or an exterior fire, which makes it dangerous for students to evacuate the building
- In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults, who are outside but near buildings, are to move into the closest open room
- Close all blinds in the room. Position students on the floor against the wall adjacent to the door or in the most non-visible position; this procedure must be tailored for the individual rooms being used
- Do not allow students to use mobile phones
- Insist that students and adults remain quiet
- No one is to answer the door under any circumstances
- Remain in this position until “all clear” is announced
- After the “all clear” is sounded, the Head of School can authorize the contracting of parents, if appropriate

On the very rare occasion a lockdown is called, Boca Prep will endeavor to carry out the policy as a set. If a lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents should not come to the school, as students will not be released to parents during the lockdown. Parents should not call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school was extended beyond the regular time you will receive information about the time and place that you can pick up your child.

### **Bomb Threat**

- Unless otherwise advised, all persons will evacuate the building immediately in accordance with the fire evacuation plan posted in each room
- As in a fire drill, the teacher will take roll and report to the Head of School if someone is missing
- No one will return to the building until it has been declared safe by a competent law enforcement authority. An all-clear signal will be announced
- No cell phone or electrical equipment is to be used by any student

### **Lockdown Codes**

In the event of any immediate danger the following codes may be used. Only the Head of School or their Deputy can implement or change a code.

**In the event that the school community must evacuate the campus, the meeting location for parents to pick up their students is Burlington Coat Factory 20851 SR 7 South Boca Raton 33428.**

### **Emergency Codes**

**Code Red**



Lockdown - no Movement

**Code Yellow**



Lockdown - Limited Moment of CRT

**Code Orange**



Evacuate on campus

**Code Blue**



Medical Emergency

**Code Brown**



Shelter in place

**Code Black**



Bomb Threat - Evacuation to offsite meeting location

**Code Green**



All Clear

# HANDBOOK 2024-2025 AGREEMENT

**Parents/Guardians: Thank you for signing by using this Google Form Link: [24-25 Student Handbook - Parent Acknowledgement Form](#) no later than Friday, August 16, 2024.**

OR

Please click below to **Print** and sign a hardcopy of the Upper School Handbook 2024-2025 Agreement Form: [Handbook 2024-2025 Agreement](#). **All hardcopy signed Agreement forms must be submitted to the Front Desk no later than Friday, August 16, 2024.**