



BOCA PREP INTERNATIONAL SCHOOL

USA

Upper 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

1st Semester	2nd Semester	180 School Days		 <div style="display: inline-block; vertical-align: middle;"> BOCA PREP INTERNATIONAL SCHOOL USA </div>
86 Days	94 Days			
1st Quarter	2nd Quarter	3rd Quarter	4th 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	

■ First/Last Day
 ■ No School/Holidays
 ■ Begin & End Quarters
 ■ Special Events
 ■ Teacher PDD
 ■ Early Dismissal

<p>5 Teachers Return</p> <p>12 First day of classes</p>	AUGUST 2024 <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	JANUARY 2025 <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>6 Teacher PDD – No Classes</p> <p>7 Classes Resume</p> <p>3rd Quarter Begins</p> <p>20 M.L. King Day – No School</p>							
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Communication Between Home and School

Regular communication between families and the school is important for your student's education, development and well-being. By using different types of communication we keep families informed of their student's progress as well as school wide activities and events. All members of the community are responsible for initiating communication when a concern arises and for responding quickly and courteously. Families need to help the School ensure that contact information, including e-mail addresses, mobile phone numbers, home phone numbers and addresses, are always up to date.

General School Communication Methods

In an effort to keep our school community well informed, we use a variety of communication methods to meet your needs:

- We publish a bi-weekly newsletter called *The Boca Prep Newsletter*. This includes whole school event information and highlights special accomplishments and news throughout our school community.
- Email information is sent regularly to parents from Administration using *Mailchimp*
- *BrightArrow* provides text message and email blasts that are used for whole-school emergency communications, just-in time reminders and other more urgent communications.
- Each teacher maintains current class information in ManageBac, with information about assignments and resources. We strongly encourage parents to check ManageBac weekly.
- Parents can check the *Boca Prep Public Calendar* for planning and to ensure they book family vacations around scheduled school days, semester exams and other important school events.

Homeroom Mentor

As a student, you are assigned a Homeroom Mentor who directly facilitates the collaboration between you and your teachers to support your progress. This gives you and your parents a direct point of contact, and a trusted adult that is available to check in with you daily. Students and parents should keep their Homeroom Mentor informed about any changes or recent challenges affecting you and your ability to make the most of your time at Boca Prep. All questions or concerns regarding a specific subject matter, should be directed toward the subject matter teacher.

Subject Matter Teachers:

Teachers in the Upper School begin the year by sharing at US Parent Night any specific information about their course, classroom and homework expectations, how to monitor your student's progress in ManageBac, and answering any other questions at that time.

Throughout the year, parents receive mid-quarter Progress Reports and four quarterly Report Cards to ensure they are aware of their student's growth and progress. Additionally, Parent Conferences take place twice a year and allow for individualized progress and need for improvement conversations between parents, students and teachers.

Communication with Teachers and Administration:

Teachers and administration are available to parents via email, and will respond within 24 hours once the school day has concluded as they are busy teaching and supervising students during the day. If you would like a return phone call, please include your phone number in the email, along with the nature of your question or concern.

On Campus Meetings

On campus meetings may take place as needed throughout the year only with an appointment. Teachers are busy with students during the day, and are not available to stop teaching to meet with a parent without prior scheduling. Parent meetings requiring multiple teachers or administration, can only be arranged through our

front desk receptionist or administration to ensure proper coordination. Parents will receive a calendar appointment for any onsite meetings scheduled. With the exception of emergencies, meetings are by appointment only and all visitors are required to register at the front desk upon arrival to campus.

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

School Directory

Head of School:

[Carissa Karakaedos](#)

Dean of Students/DP Coordinator:

[Maria Danza 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 in the local, national and international communities through the diverse opportunities afforded to them.

The Boca Prep Mission

Boca Prep International School delivers a rigorous skills-based curriculum through relevant and real-life challenges that have meaning to learners and encourages them to take responsible action from what they have learned. Our student-centered approach allows students to build on previous learning and to demonstrate this in a variety of ways which ensures personal success for each learner.

Boca Prep graduates are confident and independent creative problem-solvers with a passion for learning. They are empathetic, open minded and resolute; appreciate their own culture and respect the cultures of others. They are future-ready global citizens who are prepared for the real world and want to make a difference.

Sapientia Quod Faciendum Faciam / Do What You Must With Wisdom

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)
- 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, to take initiative and to 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 be 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 respect the school's organizational decisions and treat its staff members reasonably.
- That you be 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 or student chat group be created, the following 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 a constituent of Boca Prep International School, displayed within any parent group chats and presented to the school, may be envisaged as a reason to review the enrollment contract with the family, as stated under Sections 6.1 and 8.13 of the enrollment contract.

Other Policies

School Safeguarding Procedures, Online Lessons Policy and any Health and Safety Protocol will supersede where applicable during any pandemic or national emergencies. School 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 the complete uniform, whether for regular classes, physical education, swim, performance programs or special occasions is 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 item within 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 expectations 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 Homeroom Mentor. This should be done prior to purchasing the clothing items or changing one's own personal appearance.

Daily Class Uniforms may be purchased at PrintZ Inc

<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.

Boys Dress Code

CLOTHING	GUIDELINES
Shirts	<ul style="list-style-type: none">● Oxford shirt (white Dress Uniform)● Polo shirt (navy and white)
Undershirts	<ul style="list-style-type: none">● Short/long sleeve undershirts in a solid color with no logos (navy or white)
Hooded Jackets	<ul style="list-style-type: none">● Jackets with Boca Prep approved logo may be worn
Shorts	<ul style="list-style-type: none">● Khaki cargo shorts
Pants	<ul style="list-style-type: none">● Khaki pants (neatly hemmed)● Joggers, Skinny jeans and cargo pants are not permitted

Socks	<ul style="list-style-type: none"> • Crew socks which have no logos and are clearly visible above the shoe line (, navy, black,)
Tie	<ul style="list-style-type: none"> • Striped tie
Belt	<ul style="list-style-type: none"> • Plain leather uniform belts are to be worn with shorts or pants (dark brown, or black) • Exempt: Pre-K and Kinder students
Shoes	<ul style="list-style-type: none"> • Solid black shoes (laces and soles must be black) • Free of embellishments and logos • PE uniform-solid black sneakers • Sandal, light-up, flip flops, athletic or boot type shoes are not permitted (e.g. Uggs, Vans, Toms, Slippers, Crocs, Converse, etc.)
Hygiene	<ul style="list-style-type: none"> • 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. • Hair may only be dyed in natural colors (e.g., blonde, brown, natural red, and black)
Jewelry	<ul style="list-style-type: none"> • Necklaces and bracelets may be worn if they are small in size (non-distracting) and do not exhibit any offensive symbols • No earrings • Bandanas, scarves, and hats are not authorized
Tattoos/Piercings	<ul style="list-style-type: none"> • Visible tattoos, facial stickers, and piercings are not permitted
Other	<ul style="list-style-type: none"> • 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) • Religious exemptions to the Dress Code may apply • While in Boca Prep uniform outside of school, students must remember that they are representatives of the school and must behave appropriately • 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 • Appropriate safety gear (shin guards, goalie gloves, knee pads, etc.) required • School-sponsored club/event attire may be worn when approved

Girls Dress Code

CLOTHING	GUIDELINES
Shirts	<ul style="list-style-type: none"> • Oxford shirt (white dress uniform) • Polo shirt (navy or white)
Undershirts	<ul style="list-style-type: none"> • Short/long sleeve undershirts in a solid color with no visible logos (navy or white)
Hooded Jackets	<ul style="list-style-type: none"> • Jackets with a Boca Prep-approved logo may be worn
Skirts/Skort	<ul style="list-style-type: none"> • Boca Prep plaid or khaki skirt/skort • 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

	<ul style="list-style-type: none"> ● Skirts/Skortis may not be altered in length (including rolled up at the waist) ● If skirts are worn, shorts must be worn underneath while on campus
Shorts	<ul style="list-style-type: none"> ● 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 ● Shorts may not be altered in length
Pants	<ul style="list-style-type: none"> ● Khaki pants (neatly hemmed) ● Joggers, Skinny jeans, and cargo pants are not permitted ● Black or Navy Leggings are permitted to be worn under uniform skorts only allowed during the Winter months.
Socks/Knee Highs/Stockings	<ul style="list-style-type: none"> ● Crew socks which have no logos and are clearly visible above the shoe line (navy only) ● Black or Navy socks for PE days ● Knee highs must be solid in color with no patterns (navy only) ● Stockings must be solid in color with no patterns (navy only)
Shoes	<ul style="list-style-type: none"> ● Solid black shoes (laces and soles must be black) ● Free of embellishments and logos ● PE uniform-solid black color sneakers ● Sandal, light-up, flip flops, athletic or boot type shoes are not permitted (e.g., Uggs, Vans, Toms, Slippers, Crocs, Converse)
Hygiene	<ul style="list-style-type: none"> ● Unkempt hair is unacceptable. ● Hair may only be dyed in natural colors (e.g., blonde, brown, natural red, and black)
Make-up	<ul style="list-style-type: none"> ● Girls are not permitted to wear excessive make-up ● Girls are not permitted to wear press-on nails
Jewelry	<ul style="list-style-type: none"> ● Necklaces and bracelets may be worn if they are small in size (non-distracting) and do not exhibit any offensive symbols ● Earrings may be worn by girls only and must be no larger than 1” diameter ● Wide gauge stretchers are not allowed ● Bandanas, scarves, and hats are not authorized ● Solid (black, navy, brown) color headbands may be worn
Tattoos/Piercings	<ul style="list-style-type: none"> ● Visible tattoos, facial stickers, and piercings are not permitted (with exception for earrings)
Other	<ul style="list-style-type: none"> ● 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) ● Religious exemptions to the Dress Code may apply ● While in Boca Prep uniform outside of school, students must remember that they are representatives of the school and must behave appropriately ● 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 ● Appropriate safety gear (shin guards, goalie gloves, knee pads, etc.) required ● School-sponsored clubs/events attire may be worn when approved

Dress Down Day

Dress-down days may be 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 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, or sling-back shoes (e.g., 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 formal wear.

Physical Education Uniform

All students are required to dress in the Boca Prep PE t-shirt and Boca Prep PE navy athletic shorts. Athletic shoes are required along with white crew socks only. Upper School students may come to school in their PE uniforms on designated PE days and change into regular uniforms after PE class. Appropriate safety gear (shin guards, goalie gloves, etc.) are required.

PE Swim/School & House Competition 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.

Upper 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 Soccer, Theater, Golf, Tennis, Swimming or a variety of Private Programs.

Academic Calendar

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

Curriculum

Boca Prep adheres to the IB curriculum: Middle Years Program (MYP) 6th - 10th and the Diploma Program (DP) 11th -12th. In both programs, students are required to successfully complete a culminating final assessment. In the final two years of 11th and 12th grades, a student may choose to complete the standard high school program, the full IB Diploma Program, or the IB course candidate program.

ELL Students

Students who are identified as English Language Learners (ELL) will receive targeted language support in ELL (English Language Learner) classes in addition to instructional modifications and assessment accommodations in general education classes. Students will be evaluated at Level 1 through Level 3.

Transfer Credits

During the admissions process all foreign transcripts must be professionally evaluated at parental expense in order for students to receive credit towards graduation. Students may take Florida Virtual online courses to meet graduation requirements. All necessary classes must be completed in order to be promoted to the next grade level either through Florida Virtual Online or on campus credit recovery during the summer months.

Communication of Academic Progress and Attainment

- A student's ongoing performance in each subject will be available on ManageBac (Boca Prep's Online Learning Platform). We encourage families to check Managebac on a weekly basis. Notifications on summative assessment results from Managebac will be provided to parents regularly throughout the school year.
- In the MYP, any summative grade of 69% or below will be communicated to the parent by the mentor/teacher
- In the DP, any summative grade of 79% or below will be communicated to the parent by the mentor/teacher
- Progress reports are distributed mid-quarter
- Report cards are distributed at the end of each quarter
- Academic, Progress Reports, Report Cards, or Transcripts will not be distributed should there be a student hold within their account.

Valedictorian/Salutatorian

The Valedictorian and Salutatorian are determined by the following criteria:

- The student must have attended Boca Prep for four consecutive semesters
- The students' weighted GPA at the beginning of Quarter 4 of the senior year
- GPA calculations will be based on all HS/MYP/DP class weightings for all students
- All courses will be used in the calculation of the Valedictorian and Salutatorian

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 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.

College Counseling/School Counseling

College Counseling is a combined effort between the school, students, parents, and postsecondary institutions. The goal of the College Counseling process is to assist, prepare, guide, advise, and support each student in the process of making the best college choice. All Boca Prep students are encouraged to apply to a post secondary institution with an acceptance prior to graduation. The counselor acts as an advocate for students and an information resource for parents during the process. The office provides a variety of opportunities, which may include:

- Visits of college admission representatives to the campus
- Announcements of local college fairs
- Individual meetings with students and parents during their Junior and Senior years
- Information and schedules for all required college admissions tests
- Middle School college preparation events/Step Up Day
- College visits
- Weekly articles in the newsletter
- College Handbook
- Email reminders regarding deadlines

ManageBac

ManageBac is a web-based platform designed to help IB schools comprehensively manage their programs. It is our on-line form of communicating with parents and students. All grades, assignments, Progress Reports, unit planners, CAS, Personal Projects, and report cards are centralized through the program. Parents and students will be given an account to access all information. Meetings with Homeroom Mentors can be scheduled if there is any difficulty. We encourage families to monitor managebac regularly for updates and information.

Reports

A formal qualitative report is produced for all students at the end of each quarter.

Grade calculations for high school credit from 8th (Algebra 1 and Language Acquisition) through 12th grade: Semester grades are calculated as follows:

1st Quarter= 40%

2nd Quarter= 40%

1st Semester Exams= 20%

_____ Semester 1 Grade

3rd Quarter= 40%

4th Quarter= 40%

2nd Semester Exams= 20%

_____ Semester 2 Grade

*M1 and M2 Semester Exams are categorized on Managebac as a task.

*M3 Semester Exams are categorized on Managebac as a task in the content areas of ELA, History and Science.

Grade Point Average Calculation (GPA):

The GPA calculation is based on a 4.0 scale with the following weight:

- IB Higher Level courses + 1.0
- IB Standard Level courses + 0.5
- MYP courses + 0.5

A simple GPA is calculated without additional weight.

Marking Standards used for DP Semester Exams:

IB Grade	Letter	GPA	% Recorded on Transcript	Descriptor
7	A+	4.0	96-100%	A consistent and thorough understanding of the required Knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.
6	A-	3.67	90-95%	A consistent and thorough understanding of the required Knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student generally demonstrates originality and insight.
5	B+	3.33	85-89%	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a Variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
4	B	3.0	80-84%	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.

3	C	2.0	70-79%	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.
2	D	1.0	60-69%	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support.
1	F	0	59% and below	Minimal achievement in terms of the objectives.

Effort Grade Criteria:

Grade	Descriptor
5	The student consistently strives to the best of his / her ability
4	The student works diligently in his / her studies
3	The student puts forth an adequate level of effort that meets the minimum requirements
2	The student's level of effort is not acceptable and needs improvement
1	The student makes little if any effort in his / her studies

Boca Prep Graduation Requirements

In order to earn a Boca Prep High School Diploma, students must complete the college preparatory curriculum. Our graduation requirements exceed Florida state graduation requirements.

Required Courses	Full Time Student	Boca Prep Performance Program	Non BP Performance Academy Program
English	4	4	4
Social Studies	4	4	4
Math	5	4	4
Science	4	4	4
Foreign Language	5	4	4
Personal Fitness/Health	2	2	2
Performing and Practical Arts	2	-	-
Electives	2	2	(2)
Total	28	24	22 (24)

Transfer student credits are evaluated according to alternative programs

Minimum Grade Point Average of **2.5**

Minimum of 25 hours Community Service each academic year, 100 total hours starting in MYP 4 (grade 9).

The College Counselor updates information for Florida Bright Futures Scholarships and NCAA (National Collegiate Athletic Association) as necessary

Upper School Course Selection Process

Course selections need to be made with the utmost care as they affect the outcome of graduation and college entrance requirements. Additionally, the appropriate level of a course is crucial to the student attaining success. Course registration forms must be reviewed and signed by the Program Coordinator, the parent(s) and the Registrar. All schedule changes must be arranged through the School Counseling Department. Many courses are sequential and have prerequisites.

It is important to see these graduation requirements as minimums; universities look for rigorous coursework through the completion of 12th grade. The nature and level of courses chosen over these four years directly influences the college application and acceptance process.

Diploma Programme candidates are selected based on criteria, which includes GPA, standardized test scores, and student academic history. Students must maintain a GPA of 3.2 or above. They may not receive a final grade of D or F in any course, or they may be released from the programme.

Students who are on any accommodation plan, including IEP's, 504's, disability, or Psychoeducational evaluation are required by IB Policies to have a current plan (no more than two years old) to be uploaded upon registration.

Full DP Academic Programme Requirements	
Juniors and Seniors	
<ul style="list-style-type: none"> ● Maintain at least a 3.2 in all classes ● Attendance adheres to IB requirements ● Meet the expectations in each class. This includes coming to class prepared, actively participating, and turning assignments in on time. <ul style="list-style-type: none"> ○ Academic Honesty 	
Semester Consequences/Probation	
Juniors	
1 st quarter	<ul style="list-style-type: none"> ● Academic Probation will be issued for students whose GPA falls below a 3.2 and/or have Ds or Fs in academic classes ● Parents will be notified by letter ● A student who receives “Academic Probation” is required to meet with his/her teacher weekly for additional support throughout the quarter
2 nd quarter	<ul style="list-style-type: none"> ● Final warning will be given in writing to student and parents
End of semester action	<ul style="list-style-type: none"> ● A junior with a (weighted) GPA that is less than 3.2 ● And/or a second semester final grade of D or F in any class will be removed from the IB DP Program but may remain in qualified courses ● There will be no appeal ● Parents will be notified by letter
Seniors	

1 st quarter	<ul style="list-style-type: none"> • A student who receives below a 3.2 and/or has Ds or Fs in any class will be removed from the program
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Incomplete Grades (I)

Students, whose required work for any term is not complete, depending upon the circumstances and at the discretion of the teacher and Head of School, may be given an Incomplete (I) on their report card.

An incomplete grade may remain for a period not to exceed 10 school days following the distribution date of the report card. After the ten days, grades will be entered as a “zero” and a final quarter grade will be given. Exceptions to this will be granted only if the student describes the special/mitigating circumstances in writing and submits such information to the Head of Studies before the ten-day period expires.

Homework

Daily homework is an essential part of the learning process, as it requires one to use independent thought within an academic discipline. Students are expected to complete their homework assignments on time. Students and parents should access homework assignments via ManageBac (bocaprep.managebac.com). All homework is expected to be submitted on time. Students will not have homework assignments on weekends or over school vacations, unless they are extended IB projects. Specific homework schedules are published within each IB program. Late homework submissions will be graded accordingly with a loss of overall points until the assignment is submitted.

MYP Homework Policy

Homework in the MYP is considered an integral part of the learning process. Within the MYP courses, regular homework assignments prepare students for the demands of the curriculum and 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 and ManageBac.

Frequency and length of homework *

In Year 1: 6th grade students should have approximately 6.5 hours homework per week from all subjects.

- An average of 25 minutes per teaching subject.

In Year 2: 7th grade students should have approximately 8 hours homework per week from all subject areas.

- An average of 30 minutes per teaching subject.

In Year 3: 8th grade students should have approximately 9 hours homework per week from all subject areas.

- An average of 35 minutes per teaching subject.

In Year 4: 9th grade students should have approximately 10 hours homework per week from all subject areas.

- An average of 40 minutes per teaching subject.

In Year 5: 10th grade students should have approximately 11.5 hours homework per week from all subject areas.

- An average of 45 minutes per teaching subject.

* According to suggested guidelines from Stanford School of Education

DP Homework

In grades 11 and 12, homework is an essential part of the learning process for all students. In addition, homework will prepare full Diploma students and course candidates for externally created IB exams. Homework may include review, reading, internal assessment projects, essay writing, and study guides.

- DP/HS: 11th and 12th grade students will have approximately 15 hours per week, which includes all subject areas.

Homework (formative assessment) late work grade deduction:

Up to 1 day - 10% deduction; up to 1 week - 20% deduction; after 1 week to the end of the quarter - 50% deduction.

- 1 day late - Maximum grade 90%
- 1 week late - Maximum grade 80%
- After 1 week to end of quarter - Maximum grade 50%
- At close of quarter - 0% achievement

Pamoja Virtual Classes

IB DP Students choosing to take one or more of their courses through the Pamoja Virtual platform, will be responsible for the completion of the classes. Advising on these classes may be provided at teachers discretion and availability. These classes are at an additional cost for the students. All contact for Pamoja will be directed through the DP Coordinator.

FLVS Virtual Classes

Florida Virtual School (FLVS) is an established leader in developing and providing virtual K-12 education solutions to students all over Florida, the U.S. and the world. FLVS was founded in 1997 and was the country's first, statewide Internet-based public high school. FLVS may be necessary for students who missed certain required classes. FLVS grades will be published on Report Cards and Progress Reports. FLVS credits are calculated as part of the student's GPA.

Boca Prep will not reimburse payments for any regular or online classes taken outside of school.

Schedule Changes: Adding/Dropping Classes

Upper School students may add or drop classes only during:

- 1st Semester - the first 2 weeks of the semester
 - Diploma Programme (DP 1) students may Add/Drop IB Courses at the end of the first quarter.
- 2nd Semester - the first week of the semester

The adding or dropping of classes are at the discretion of the school administration and must be approved.

To officially Add/Drop a class, a student must request an Add/Drop form from the Registrar, have it signed by the parent, teacher (and DP coordinator for all DP students) and approved prior to beginning the new class.

Changes in class schedules can only be requested on a semester basis, and should not be requested unless all involved parties agree that such a change is necessary. Students adding a class after the beginning of the semester will be held accountable for all missed or pending course material. Schedule changes should be made only for academic reasons. Students or parents should not request specific teachers or attempt to resolve temporary personal conflicts by changing classes.

Repeating Courses or Grades/Credit Recovery

A student in the High School must repeat any course required for graduation in which a failing semester grade of "F" is earned. These courses must be repeated during the summer on FLVS or through on-campus Summer Credit Recovery Courses. If a student delays repeating the course, it may affect the student's expected graduation date or re-enrollment.

Grade Forgiveness

Forgiveness policies for courses shall be limited to replacing a grade of "D" or "F". If a student receives a semester grade below 70%, the student may retake the class for grade forgiveness. The entire semester course must be retaken for a new grade to be posted. The old grade will continue to appear on the transcript, but the new

grade above 70% or better will be factored into the GPA. However, if the final grade is not a 70% or above, the original course average stands and is not replaced. Prior approval must be obtained from the Registrar. All credit forgiveness is at the discretion of the Boca Prep administration for approval.

Additional Policies

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/guardian to be present on campus to administer prescription and nonprescription medications only if the following requirements are met:

- A Self-Administering Prescription medication release form must be signed by your child's physician stating that they are capable of administering the proper dose of prescription medication to themselves without adult intervention.
- For both Prescription and non-prescription medication, a 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.

Textbook Policy

Boca Prep International School provides most 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 and Campus Security

All visitors, including parents/guardians, will be screened by security before entering through the campus gate. 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.

Former students (in good standing) are allowed on campus after 3:15 p.m., but 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 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.

Exam Schedules & Policies

Students are required to participate in semester exams. The Exam schedule is set and cannot be modified to accommodate parent requests. Absence during exams may impact the student’s overall grade. Any students who are absent during the exam period will be required to sit for their exams within one school week upon their return. After second semester exams have ended, a student will only have one school week after the last day of school to complete all exams or 0% will be given.

Students are prohibited from bringing any electronic devices during the exam periods. All computers, cellphones, smart watches, air pods or headphones will be prohibited from the testing rooms. Boca Prep has the right to refuse testing to a student who is found with an electronic device during testing, and the exam may be considered for 0%.

1st Semester Final Exams (6th-12th)

Date	Subject 1	Time	Subject 2	Time
Dec. 16	English	Morning	Humanities	Afternoon
Dec. 17	Language Acquisition		Mathematics	
Dec. 18	Science		IB DP Classes	
Dec. 19	Makeup Exams	Morning	Makeup Exam	Afternoon
Dec 20	Makeup Exams	Morning		Afternoon

*IB students may receive a modified schedule

2nd Semester Senior (12th) Final Exams

Date	Subject 1	Time	Subject 2	Time
May 4	Language A	Morning	Humanities	Morning
May 5	Language Acquisition		Mathematics	
May 6	Science		Electives	
May 7	Makeup Exams		Makeup Exams	

2nd Semester (6-11th) Final Exams

Date	Subject 1	Time	Subject 2	Time
May 27	Language A	Morning	Humanities	Afternoon
May 28	Language B		Mathematics	
May 29	Science		Electives	
May 30	Makeup Exams	Morning	Makeup Exams	Morning
*IB students will receive a modified schedule				

Senior Exam Exemption Policy

All seniors must sit for their first semester examination, unless an earned a 90% or above is achieved as an average by the end of 1st semester. IB seniors are exempt from taking the second semester exam as they will take IB exams in May. All other seniors may be exempt from their second semester exams if they have earned a 90% or above for the second semester in the respective academic course. This determination will be made a week before exams and approved by the DP Coordinator.

Diagnostic Testing/Assessments

- Accelerated Reader (AR)
- IXL Diagnostic

Standardized Testing

- Iowa Test of Basic Skills - ITBS (Kindergarten - Grade 9)
- PSAT/9 (Grade 9)
- PSAT/NMSQT (Grade 10 and 11)
- CELLA (English Language Learner)

Grades 9-11

All students in grades 9-11 are required to take the PSAT (Preliminary SAT) in October. This experience is especially useful for targeted test preparation and the results are used to drive classroom instruction. All 11th grade students are required to take the PSAT/NMSQT; results are used to identify National Merit Scholar candidates. These distinctions may result in national recognition and scholarships.

In the spring of the 11th grade, it is required that all students take their first SAT and ACT. Early testing allows time for planning and preparation for college selection and placement. All students who need SAT Subject Tests

for college admission should take them in June of their junior year. Many competitive colleges require at least two SAT Subject Tests. Students should see the College Counselor concerning the appropriate tests and dates.

Grade 12

Seniors should take the Fall SAT or the ACT test. An international student may be required to take the TOEFL exam for college entry. Testing dates are posted in the College Counseling office and published by the American College Testing Bureau and The College Board.

IB Exams for Students registered for IB testing will be provided their testing schedule upon release from the IB Board. The students are required to attend these exams and Makeups will not be provided.

Students are prohibited from bringing any electronic devices during the exam periods. All computers, cellphones, smart watches, air pods or headphones will be prohibited from the testing rooms. Boca Prep has the right to refuse testing to a student who is found with an electronic device during testing, and the exam may be considered for 0%.

- All students are required to arrive 15 minutes prior to IB exams
- Any student who arrives late to IB Exams will not be permitted to sit for their Exam.

Testing Accommodations

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 limited ability to provide accommodations and 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. Accommodations are provided where applicable and appropriate with a current, up to date plan.

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 two to three 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 every 3 years, or based on observations and student progress.
- All accommodations for IB exams must be submitted and reviewed by the IB board for approval.

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. In the Upper School, successful completion of coursework is measured by the student's annual GPA (Grade Point Average). The GPA must be at least a 2.5 (unweighted, on a 4 point GPA Scale) in order to allow the student to enter the following grade.

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.

Academic Acceleration

Skipping grades is highly discouraged due to numerous factors including brain development and social readiness. However, some gifted students may qualify. To qualify for academic acceleration, students must undergo a WISC-R psychoeducational evaluation by a licensed counselor or behavioral health practitioner and this must occur prior to 8th grade. In addition, the student must test as gifted based on the percentile score in the 99th percentile on all components of standardized testing. In addition, teacher recommendations, classroom observation, and standardized testing will be used to determine eligibility. The school reserves the right to decline a request of academic acceleration based on other factors.

For additional questions, please contact the School Counselor.

Academic Honors

Boca Prep International School recognizes students that have displayed academic excellence in all core classes during each quarter. Boca Prep acknowledges two separate Honor Roll awards:

- To be eligible for Scholar Honor Roll, students must obtain 6-7 on the IB scale (90%-100%)
- To be eligible for Honor Roll, students must obtain 4-7 on the IB scale (80%-100%)

Course Probation

A student must establish and maintain a pattern of academic success while at Boca Prep. A student who demonstrates difficulty with achieving this academic standard will be placed on Course Probation. Indicators that determine Course Probation:

- Students earning a D or F in any class
- Administrative determination of failure to establish and maintain a pattern of academic success
- Students may be placed on an Academic and/or Behavior Monitoring Plan. Failure to meet the criteria of the plan will be reviewed for future student enrollment,

A student will be placed on Course Probation for one quarter. At the conclusion of the quarter, the Administration will determine if a student placed on probation has re-established a pattern of academic success to continue matriculation at Boca Prep. The student will be required to attend subject area tutoring once a week. The student's mentor will work closely with the student to give appropriate support. We offer after school tutoring from 3:10 - 4:00 pm with subject area teachers. Failure of a student to attend required tutoring may result in review of the student's enrollment status. It may be necessary to recommend private tutoring to support students who are struggling in a particular subject(s).

Academic Probation and Dismissal

If a student drops below a 2.5 GPA for the quarter or cumulatively, he or she will be placed on Official Academic Probation. If the GPA does not rise above a 2.5 GPA at the end of the following quarter, the student will be dismissed from Boca Prep.

Attendance Policy

Regular attendance at school and arriving at school on time are of the utmost importance to the success of students, and ensure all students begin the day together as a class. It is the responsibility of the student and parents to help the child arrive at school early enough to arrive at class on time and properly prepared. Students are tardy when they are not seated in their class with their needed learning materials 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 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
- 8:00 a.m. - 3:10 p.m. for grades 6th - 12th
- 9:30 a.m – 3:10 p.m. for grades 6-12 Performance Academy Students
 - Athletic Academy Hours - 7:30 a.m. - 9:00 a.m.
- 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

Loitering

All students not enrolled in After School Enrichment, Boca Prep Athletics Teams, or other school-sponsored activities or attending after school tutoring must be picked up by 3:15 p.m.. Boca Prep assumes no responsibility for students after 4:00 p.m. No loitering in cars or in the parking lot area is allowed. Previous Boca Prep students who were expelled for academic or behavioral reasons may not be on campus or in the parking lot area at any time.

Absences

Good attendance is critical for student success, and all students are expected to be at school on time and daily so they can benefit from the continuity of instruction and learning.

Students have a maximum of six (6) total absences allotted per semester/per class.

Permitted absences include, but are not limited to:

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

Loss of Credit/Saturday School

Students who exceed the number of allowed absences in a semester will not receive credit for the class until they attend Saturday school (at an additional cost).

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 absent**, up to a maximum of five (5) days, to complete missed work once they return to school.

Absence for Tournaments/Sports/Competitions

Students must complete and submit the **Student Athlete Activity Request Google Form** form at least one week before they leave for their activity. Failure to do so may result in disciplinary action. Students are responsible for all Makeup work. Please follow the Make-up work policy.

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 with appropriate documentation.

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 and for themselves. **Students should be on campus no later than 7:55 a.m. each day** allowing for time to unpack and settle in prior to class beginning. Boca Prep Performance students should refer to the Student-Athlete Handbook for arrival times based on the program. Students late to school must check in with a parent/guardian at the front security gate until 8:30 a.m. for a pass and to sign in for attendance.

- If a student arrives after 8:30 a.m., the student is required to sign in with a guardian at the front desk.
- Must have a written pass from a teacher or member of staff if tardy
- Each Tardy per day or per class will initiate a Parent Tardy Warning letter, and the student will be given detention. Parents will be notified of each detention provided for tardiness.

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 reducer medication)
- 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
- Any 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.

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. A student who needs to leave campus for a valid reason must present a written note from his/her parents/guardian explaining the reason to the front desk. Dismissal of a student must be initiated by a parent/guardian. The parent/guardian must then sign the student out at the front desk. If the student intends to return to school that same day, the parent/guardian must also sign the student back in upon return at the front desk. Failure to do so will result in the student being considered "truant", and will result in disciplinary action.

Students require written permission to leave with an authorized adult or other authorized person within our system to leave campus.

All students must be picked up on campus. Students are not permitted to enter an unauthorized vehicle outside of the campus gates.

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 a parent/guardian.

The Middle Years Programme- IB World School

Students in grades 6-10 are at a critical stage of development. They are undergoing dramatic physical, personal, social and intellectual changes. They are also becoming more aware of the wider world around them. The Middle Years Program aims to help students through fostering a sense of belonging and a positive attitude to learning. The program is inquiry based, encourages international-mindedness, makes connections between the different subjects to each other and real-life, supports the development of communication skills in both mother-tongue and additional languages, is holistic and focuses on the development of the whole child (physical, personal, social and intellectual).

Curriculum

The MYP does not prescribe a particular curriculum. Rather, it is a framework or means of delivering and assessing the curriculum already in place. There are eight different subject groups and connections are made among the subject groups through the Global Contexts.

The Subject Groups

- Language & Literature (English)
- Language Acquisition (Spanish)
- Individuals & Societies (History)
- Mathematics
- Sciences
- Physical Education & Health
- Design (Technology)
- Arts (Music, Drama and Visual Art)

Approaches to Learning (ATL)

Learning how to learn effectively is a fundamental goal of the programme. Boca Prep students are provided with the tools to enable them to take responsibility for their own thinking and learning, thereby developing an

awareness of how they learn best, as well as thought processes and learning strategies. These are the skills that will make for greater success in the Diploma Programme (DP) and will provide the vehicle for age-appropriate learning skills integration across the IB.

Global Contexts

The Global Contexts help us understand concepts in context. All teachers consider these Global Contexts as they build their units.

The MYP Global Contexts are:

- Inquiry into identities and relationships
- Inquiry into orientation in space and time
- Inquiry into personal and cultural expression
- Inquiry into scientific and technical innovation
- Inquiry into globalization and sustainability
- Inquiry into fairness and development

The Personal Project

The personal project is a significant body of work produced by each student over an extended period in year 5 (10th grade) of the Middle Years Programme. It is an important aspect of the MYP as it is seen as a product of the student's own initiative and creativity. The project must reflect a personal appreciation of the Global Contexts and the application of skills acquired through approaches to learning. The personal project offers students a great deal of flexibility and many opportunities for differentiation of learning and expression according to their individual needs. It is a rich opportunity for students to complete an extended piece of work that challenges their own creativity and thinking about issues of concern to themselves.

Creativity is encouraged by the aims and objectives of the personal project; the results are rewarding. Students discover that completing a personal project is an excellent preparation for future studies. It is also very rewarding for supervisors to work closely with individual students to see what they can achieve.

The personal project may take many forms, for example:

<u>Learning Goal</u>	<u>Product</u>
Learn Japanese	Create a children's book with Japanese and English
Develop my cooking skills and learn about Bosnian food	Create a YouTube channel where I cook Bosnian Food and explain the culture significance of each dish
Understand homelessness in my community and take action to support the homeless community	The organization of an event where students prepare donation boxes for the local homeless center

For more information about the Personal Project requirements please see the [Personal Project Guide](#). Additional information will also be provided to both students and parents by the Personal Project Coordinator.

Service as Action (S.A.)

Service as Action is a foundational element of the International Baccalaureate (IB) Middle Years Programme (MYP). It seeks to develop caring members of the community who act to make a positive difference to the lives of others and their environment. Service as action requires students to engage with their local community through community or personal projects and provides opportunities for students to explore, design, implement, and reflect on their efforts to positively impact their local environment. Through service as action experiences, students learn the value of community participation and gain a deeper understanding of the issues facing their immediate surroundings.

Students in 9th and 10th grade are required to complete 25 hours of community service (Service as Action). All documentation must be submitted to the S.A. section on Managebac.

Service & Action requires that students actively engage in authentic learning experiences beyond the classroom. All S.A. activities need to take place over a period of 18 months during 9th and 10th grades.



MYP Grading System

Assessment in the MYP is criterion referenced, which means that teachers measure student attainment against specified subject criteria rather than against other individuals in the class. For each criterion, there is a range of points awarded, based on student performance at the time of assessment. Each criterion has a descriptor that explains as clearly as possible what each student has been able to achieve. When the points for each criterion are added up, the student's overall score falls within a Point Range, which equates to an IB Grade equivalent/Academic grade that ranges from 1 to 7.

The Diploma Programme- IB World School

The IB Diploma Programme is designed as an academically challenging and balanced program of education with externally created exams administered in the 12th grade that prepare students for success at the university level and life beyond. The programme is normally taught over two years and has gained recognition and respect from the world's leading universities.

Curriculum: IB Diploma Programme students study six courses – three at higher level and three at standard level. Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages, social studies, the experimental sciences and mathematics. The sixth subject may be an arts subject chosen from group 6, or the student may choose another subject from groups 1 to 5. For students in the Performance Program, an online IB Course may allow for the completion of the IB Diploma.

Group 1: English A Literature (mother tongue)

Group 2: Acquired Language (Spanish)

Group 3: Individuals and Societies (Business Management, History, Psychology)

Group 4: Sciences (Biology)

Group 5: Mathematics Applications and Interpretations

Group 6: Arts (Music, Visual Arts, Theater)

**Course offerings are subject to change*



In addition, the programme has three core components that are included to broaden the educational experience and challenge students to apply their knowledge and understanding.

- The Extended Essay is a requirement for students to engage in independent research through an in-depth study of a topic relating to one of the subjects they are studying.
- Theory of Knowledge is a course designed to encourage each student to reflect on the nature of knowledge by critically examining different ways of knowing (e.g. perception, emotion, language and reason) and different kinds of knowledge (e.g. natural sciences, mathematics, history) The course is designed to hone higher order thinking skills.
- CAS Creativity, Action, Service requires that students actively engage in authentic learning experiences beyond the classroom. Students can combine all three components or do activities related to each strand separately. All CAS activities need to take place over a period of 18 months during 11th and 12th grades.

The IB DP Diploma Programme at a Glance:

Over the course of the two-year program, students:

- Study six subjects chosen from the six subject groups
- Complete an extended essay (EE)
- Complete a Theory of Knowledge course (TOK)
- Participate in creativity, action, service (CAS)
- A minimum of three (3) of the six (6) subjects are studied at higher level (courses representing 240 teaching hours)
- The remaining three subjects are studied at standard level (courses representing 150 teaching hours)

Student Life

Visitors

All visitors, including parents/guardians, will be screened by security before entering through the gate on campus. Visitors must then sign in at the front desk located at the main entrance, prior to going anywhere else on campus. Visitors should have an appointment if they wish to speak with school staff. 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).

Student Driving/Parking

The campus of Boca Prep International School is private property. The driving and parking of motorized vehicles on campus grounds is to be considered a privilege reserved for Upper School students who have obtained a Florida driver's license. Students planning to drive to school on a regular basis must do the following:

- Complete the Boca Prep Driver Authorization Form (including photocopy of the driver's license and insurance, license plate number and make/model of the vehicle)

- Complete the Boca Prep Parent Authorization Form allowing other students to be in a vehicle
- Hang the Boca Prep Parking Pass on the rear-view mirror
- Park only in the designated space provided for you by administration
- Ensure your car does not have any observable stickers or decorations that are offensive or inappropriate

Students are expected to wear seat belts and abide by all driving laws. Driving recklessly, (not following prescribed driving and parking rules) will result in loss of driving privileges both during and after school hours as well as other disciplinary action deemed necessary. Students may not be in another student's car at any time without completing the Parent Authorization Form first. Administrators reserve the right to search student-driven vehicles on school property or at school-sponsored events. Music should not be audible outside of your vehicle while on campus.

In the event that a safety concern arises, Boca Prep reserves the right to revoke a student's driving/parking privilege. If an accident were to occur on the school campus, local authorities will be called immediately.

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 recognizes that birthdays are a special day for our students and families. We must ensure that celebrations do not disrupt the learning process. All Birthdays are celebrated off campus.

Parents are asked to use discretion and sensitivity when planning birthday celebrations outside of school. Invitations to personal birthday parties and gifts for personal birthday parties should be handled outside of school. Otherwise, invitations should be handled outside of the classroom and school hours.

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 - Upper 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, expectations and regulations are established so that teachers are able to facilitate learning unobstructed, and all students have the opportunity to learn in a respectful and orderly environment. The poor behavior choices of one child or group of students will not be allowed to adversely affect the learning program for others in the class. Our behavior management program 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 encouraging students to take responsibility for their choices while working to improve and repair relationships.

Every individual has the right to feel safe, protected and respected while at Boca Prep. Students are required to know and adhere to the school behavior expectations, their classroom essential agreements, and will be held accountable for any actions they take that are against these agreements. Respectful and responsible behavior is important in all aspects of the school learning environment. Students are responsible for appropriate behavior on school networks just as they are in the classroom or other areas of the building.

Our school's goal is the increasing internalization of each student's self-discipline and the decrease for the need of any 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 within a healthy and safe learning environment. A strong home-school relationship, along with frequent and open communication enables staff and parents to accomplish this goal together.

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 all tasks and without Plagiarism or assistance from AI
- Contributing to a collaborative and respectful learning environment
- Taking responsibility for homework, including make-up work
- Independently and promptly complete work when asked to do so by the teacher
- Celebrating academic success
- Be 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 the requests 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 yourself or others
- Respecting the personal space and safety of all others at all times, including refraining from “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 oneself
- Follow fire drill procedures quietly and quickly
- Follow all school safety procedures and emergency plan protocols
- Maintain good behavior while in Boca Prep uniform off campus
- Engage in open, honest and respectful communication with staff and peers
- Take ownership and accountability of one’s behavior and academic standing

Hallway: Students moving through the halls are expected to:

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

Restroom: Students are expected to:

- Carry nothing into the restroom (no cell phones, markers, harmful substances, etc.)
- Respect the rights and privacy of other students who are in the restroom
- Respect all 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 at all times
- Board and exit the bus in an orderly and safe manner
- Keep aisles clear of all materials, including your feet
- Remain seated safely, with your seatbelt fastened 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
- Carefully be seated as directed by an adult
- Quietly listen and respectfully pay attention to the presenters
- Show appreciation for the assembly by applauding at appropriate times
- Follow the directions of the adults in charge
- Be in the dress uniform (removal of hoodies, shirts tucked in, etc.)

Cafeteria: Students are expected to:

- Wash hands with soap/ use hand sanitizer prior to eating
- Speak and act in a respectful manner toward all adults and fellow students
- Stop talking and actively listen when an adult is speaking to them
- Use quiet indoor voices at all times
- Use proper manners and kind actions
- Refrain from sharing food during lunch due to food allergies
- Keep their hands to themselves and their own food items
- Consume all lunch food in the cafeteria/outdoor classroom
- Engage in appropriate use of cell phones or other electronic devices (Grades 9-12 only)
- Be mindful of cleaning up after myself with proper disposal of all materials
- Report any spills to the lunchroom supervisor or kitchen staff immediately
- 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 respectful language void of slang and vulgar comments

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

- Represent the school well and behave appropriately
- Dress appropriately for the nature of the field trip based on staff instruction
- Adhere to school behavior policies and expectations for all day and overnight field trips
- Students are responsible to collect and submit all necessary paperwork and documentation
- Students who are exhibiting inappropriate conduct or behavior without successful redirection while on a field trip will require the parent to pick them up at the field trip venue immediately.
 - Should the above occur while overseas, the parents will incur all costs associated with the misconduct. .

Student Conduct

Honor Code

All Upper 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

School & Exam Pledge

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 students 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, or content that is generated by artificial intelligence 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/SA record).

Electronic Devices

Boca Prep recognizes the educational benefits of the proper use of electronic devices as a learning tool. When not used as a learning tool, electronic devices can impede learning and cause disruption to the individual using the device, as well as those around them. Students in grades 6th through 8th are not allowed to have or use cell phones, headphones, apple watches, earbuds or any smart devices during school hours. If it is necessary for a student to bring a cell phone to school, the cell phone must be turned off and in the student's backpack or locker at all times. For students in grades 9th-12th, cell phones must remain on silent or off in their lockers/backpacks throughout the day. Devices such as earbuds, earpods, laptops and iPads must be turned off and may not be used by students during the school day—with the exception of lunch or at the discretion of teachers for some academic purposes. 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. The school reserves the right to collaborate with a family during extenuating circumstances for a cell phone on campus outside of the grade 9-12 students.

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

- Recording videos and/or taking pictures of others without their permission
 - Parents and students are asked to be respectful of those students who are prohibited from being in videos and photographs
 - Videos or photographs are not to be used or disseminated in a disparaging way against the school or school community
- Use of social media apps during school hours
- Air dropping information
- Social communication such as text messaging
 - All social media accounts affiliated with Boca Prep must be approved by the Marketing Department and cannot be disparaging against the school or school community
 - Please refer to the discipline matrix

- 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
- If any student in grades 6th through 8th grade has a visible cell phone during school hours, the cell phone will be confiscated and held at the front desk for parents to retrieve at the end of the school day, or when they are next available to come to school
- Storage or sharing of compromising pictures/videos/information.
- If any student has a cell phone ring or vibrate during class – meaning that it is not turned off
- If school personnel sees the device – meaning the device was visible or on the student’s person, which is a violation of the policy

Confiscated items will be given to the front desk coordinator 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 (see chart for disciplinary consequences).

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

Harassment and Bullying: All students have the right to feel safe and happy when they come to school. In any school one of the leading impediments to this is the bullying of one student by another student. 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 Homeroom Mentor, 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.

Sexual Harassment vs. Flirting

Sexual Harassment	Flirting
One-sided	Reciprocal
Is degrading	Is a compliment
Not in control	In control
Unwanted	Understood/Accepted
Sad or angry	Happy
Illegal	Not always appropriate

*In a school environment flirtation is often inappropriate; however, sexual harassment is always illegal.

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

The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social platforms, networking sites, chat rooms, chat apps and discussion groups group chats, direct

messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone/iPad electronic devices, cameras, and webcams. As new technologies emerge, they too may be included with the above forms of electronic communication.

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.

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
- 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

SEARCHING POLICY

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.

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** - includes, but is 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, 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.

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 desk were searched unless disclosure would impede an ongoing investigation by police or school officials. Search shall be conducted by the school authority in the presence of two witnesses among the school staff: school security and an administrator.

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. Search shall be conducted by the school authority in the presence of two witnesses elected among the school’s staff. 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’s staff members shall be present as observers during the search of a person.

For all of the above events, 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.

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.

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
GRADES 6-8			
1. Classroom disruption - minor	Administrative Action <ul style="list-style-type: none"> ● Teacher document incident ● Dean notifies parent ● Restrict Activity: <ul style="list-style-type: none"> ○ (recess, field trip, house activities, Performance program, other) ● Assign detention 1 	Administrative Action <ul style="list-style-type: none"> ● Teacher document incident ● Dean notifies parent ● Meeting with parents ● Restrict activity <ul style="list-style-type: none"> ○ (recess, field trip, house activities, performance program, other) ● Assign detention 2-3 	Administrative Action <ul style="list-style-type: none"> ● Teacher document incident ● Dean notifies parent ● Meeting with parents ● Restrict activity <ul style="list-style-type: none"> ○ (recess, field trip, house activities, performance program, other) ● 1-3 day In School ● Suspension
2. Classroom expectations violation			
3. Running/shouting/horseplay			
4. Dress Code violation – correctable on the spot			
5. Tardy (3/per qtr)			
6. Unprepared for class leading to disruption			
7. Loitering on campus without supervision			
8. Littering/throwing food			
GRADES 9-12			
9. Hall pass violation	Administrative Action <ul style="list-style-type: none"> ● Teacher document incident Dean notifies parent ● Restrict activity <ul style="list-style-type: none"> ○ (recess, field trip, house activities, performance program, other) ● Assign detention 1-2 	Administrative Action <ul style="list-style-type: none"> ● Teacher document incident ● Dean notifies parent ● Restrict activity <ul style="list-style-type: none"> ○ (recess, field trip, house activities, performance program, other) ● 1 day In School Suspension 	Administrative Action <ul style="list-style-type: none"> ● Teacher document incident ● Dean notifies parent ● Restrict activity <ul style="list-style-type: none"> ○ (recess, field trip, house activities, performance program, other) ● 2–3 In school suspension ● Meeting with parents
10. Misuse of Cell Phone and Electronic Devices			
11. PDA-Public display of affection that causes discomfort			
12. Vehicle/Parking violation			
13. Misuse of Gum			
14. Using elevator without permission			
15. Entering restroom of the opposite gender			
INTERVENTIONS: <ul style="list-style-type: none"> ● Meet with counselor ● Identify contributing Functional and Environmental Factors ● Develop behavior contract: assign an adult mentor ● Parent Meeting Required 			

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
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<ol style="list-style-type: none"> 1. Kicking, pushing, hitting or making contact with intent to harm 2. Spitting or biting with purposeful intent 3. Obscene language/gestures 4. Vandalism (minor)/ Tampering with school equipment 5. Absence from class w/o permission (skipping) 6. Disruptive in class - major 7. Open Defiance: Non-compliance with teacher/adult directions 8. Academic Dishonesty 9. Dishonesty / Being untruthful to a member of staff 10. Unwanted touching (even if playful) 11. Repeated level 1 infractions 12. Engaging in social media challenges on campus 	GRADES 6-8		
	Administrative Action <ul style="list-style-type: none"> • Teacher document incident • Dean notifies parent • Meeting with parents, Implementation of Behavior Contract • In School Suspension 1 day 	Administrative Action <ul style="list-style-type: none"> • Teacher document incident • Dean notifies parent • Meeting with parents • In School Suspension 2 days 	Administrative Action <ul style="list-style-type: none"> • Teacher document incident Dean notifies parent • Meeting with parents • In school suspension 3+days
	GRADES 9-12		
	Administrative Action <ul style="list-style-type: none"> • Teacher document incident • Dean notifies parent • Meeting with parents, Implementation of Behavior Contract • In School Suspension 1 day 	Administrative Action <ul style="list-style-type: none"> • Teacher document incident • Dean notifies parent • Meeting with parents, Implementation of Behavior Contract • In School suspension 2 days 	Administrative Action <ul style="list-style-type: none"> • Teacher document incident • Dean notifies parent • Meeting with parents • In school suspension 3+days
INTERVENTIONS: <ul style="list-style-type: none"> • Meet with counselor • Identify contributing Functional and Environmental Factor • Develop behavior contract: assign an adult mentor • Parent Meeting Required 			

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"> 1. Fighting and aggressive or intimidating behavior towards others 2. Possessing or using tobacco products and e-cigarettes/vaporizers 3. No vaporizers or accessories 	GRADES 6-12		

<ul style="list-style-type: none"> 4. Leaving campus without permission 5. Truancy 6. Academic dishonesty – Plagiarism/ cheating repeated 7. Stealing 8. Sexual misconduct 9. Vandalism – Major 10. Misuse of technology 	<p>Administrative Action</p> <ul style="list-style-type: none"> ● Teacher document incident ● Dean notifies Parent ● Meeting with parents, Implementation of Behavior Contract ● Out of school suspension 1-3 	<p>Administrative Action</p> <ul style="list-style-type: none"> ● Teacher document incident ● Dean notifies parent ● Out of School Suspension 1-3 ● Meeting with parents 	<p>Administrative Action</p> <ul style="list-style-type: none"> ● Teacher document incident ● Dean notifies parent ● Expulsion ● Meeting with parents
<ul style="list-style-type: none"> 11. Possessing or viewing pornography 12. Crank/ Prank 911 calls /Tampering with Fire Alarms/Security 0000 13. Theft and Use of someone’s identity for malicious intent 14. Bullying/Harassment 15. Discrimination: Sexual, racial, ethnic, religious, cyber bullying 16. False allegations against a teacher or student of non-sexual nature 17. Engaging in social media challenges that are unhealthy and/or may cause a threat to themselves or the school community 18. Repeated level 2 infraction 	<p>INTERVENTIONS:</p> <ul style="list-style-type: none"> ● Meet with counselor ● Identify contributing Functional and Environmental Factors ● Develop behavior contract: assign an adult mentor ● Parent Meeting Required 		

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, DCF or other local agencies 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 a.m. Students will not have the opportunity to work on homework, use computers or cell phones while serving their detention. Silence is mandatory.

After School Detentions – detentions will be served from 3:15-4:00 p.m. 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, use computers or cell phones while serving their detention. Silence is mandatory.

In school suspensions will be designated to students with:

All Upper School	Grades 6- 8	Grades 9 -12
Three (3) detentions	Third offense of a level one (1) infraction	2nd and 3rd offense of a level one (1) infractions
Two (3) missed detentions	2nd and 3rd offense of a Level two (2) infraction	Any offense of a Level two (2) infraction
Any offense of a Level three (3) 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 a.m. and conclude at 3:10 p.m. 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 other in-school 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 Dean of Students 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 one (1) infraction will also not be eligible to participate. The school will consider reviewing the student record prior to school trips.

Parent Conduct

Parent Agreement

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 the securing of legal counsel 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, if the Head determines that doing so is in the best interest of the School.

Disenrollment 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, School 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 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

1. Any of the board members may bring forward the issue regarding the group in question.
2. The views of all involved parties will be heard.
3. A decision will be handed down suggesting possible solutions to the conflict.
4. The decision will be issued to all affected parties.
4. The decisions reached by the guidance board and adopted by the Head of School may only be appealed in writing to the Vice President 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.

Appeal Procedure

A student or family has the right to appeal after a disciplinary decision of Expulsion. The appeal must be submitted in writing to the Vice President of IES within 2 days of the decision made. An appeal must include additional information or evidence to support the case.

House System

Every member of the School community (teachers and students) on 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. 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 competition. 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 semester, the leading house will be announced 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 Government

Student Government

Elections are held in August for the Officers (President, Vice-President, Secretary, & Treasurer) and in August for Student Speakers and Class Representatives for Student Government, which is composed of High School and Middle School. The High School Student Government advises the Head of School on any issues which are of importance to the student body, proposes initiatives, and assists in facilitating school events, which will benefit the school and student body.

The High School Student Government is composed of one advisor and students as follows:

Officers

- President of Student Government: Elected from 11th grade in May
- Vice President of Student Government: Elected from 10th or 11th grade in May
- Secretary: Elected from 10th or 11th grade in May
- Treasurer: Elected from 10th or 11th grade in May
- School Speakers: Two students elected from 11th or 12th grade in August.

Members

- Two Class Representatives from 9th & 10th grades (11th grade if necessary): Elected in August
- One representative from each middle school class (6th-8th).

The High School Student Government will meet monthly or as needed. Six student members, including two officers and one staff member are required for a quorum. Minutes must be presented to the Head of School in writing.

Eligibility

Members of Student Government are expected to be student leaders and role models. As such, academic and behavior standards are as follows:

- A current GPA of 3.0 or higher
- In good standing in all courses by earning a grade of ‘75%’ or higher
- No behavior reports resulting in any form of suspension or behavioral probation
- NHS Officers (excluding Historian and Sergeant at Arms) may be School Speakers or Class Representatives but are not allowed to be Officers.
- Please click here to view the [Student Government Handbook](#).

Decisions: All decisions by the Student Government must be ratified and can be vetoed by the Head of School, who prefers if possible to support School Government decisions. School policy should be sought before decisions are reached to avoid unnecessary use of a veto. The voice of the students is important and carries weight and this responsibility should not be abused.

Organizations and Clubs

National Honor Society (NHS)

Membership in Boca Prep's National Honor Society is an honor a privilege bestowed upon students. Membership is coordinated by the NHS Advisor and selected by the Faculty Council. It is based on four criteria of outstanding scholarship, character, leadership and service. The advisor will begin the process by selecting all students who are academically eligible with a 3.65 cumulative GPA or higher.

There are several ways for the students to demonstrate fulfillment of the Leadership, Character, and Service criteria. The NHS handbook protects the confidentiality of the selection process.

- Officers:
 - Elections will be held for current members at the beginning of the new school year for the officer positions: President, Vice-President, Secretary and Treasurer

Selection Process: The selection process for incoming eligible students will begin in the 3rd quarter, followed by an induction ceremony in the 4th quarter. Every effort will be made to explain the procedures to any students or parents who question the decision of the Faculty Council. However, school chapters are not obligated to share with parents or student's information concerning specific students not selected for membership.

Loss of NHS Membership

Any NHS member who engages in the following is subject to immediate removal from the organization:

- Academic standing falls below required GPA of 3.65
- Behavioral Probation or Plan
- At the discretion of the NHS Chair in conjunction with school administration

Eligibility of current NHS members is reviewed annually by the NHS Chair to ensure criteria are maintained for continued membership.

National Junior Honor Society (NJHS)

Membership in the Boca Prep National Junior Honor Society promotes recognition to outstanding students in grades 6th-9th. Membership is coordinated by the NJHS advisor and selected by the Faculty Council. Students must be academically eligible with a GPA of at least a 3.65. In addition, students must meet the five pillars of scholarship, leadership, service, citizenship and character.

- Officers
 - Elections will be held for current members at the beginning of the new school year for the officer positions: President, Vice-President, Secretary and Treasurer

Selection Process: The selection process for incoming eligible students will begin in the 3rd quarter, followed by an induction ceremony in the 4th quarter. Every effort will be made to explain the procedures to any students or parents who question the decision of the Faculty Council. However, chapters are not obligated to share with parents or students information concerning specific students not selected for membership.

Loss of NJHS Membership

Any NJHS member who engages in the following is subject to immediate removal from the organization:

- Academic standing falls below required GPA of 3.65
- Behavioral Probation or Plan
- At the discretion of the NJHS Chair in conjunction with school administration

Eligibility of current NJHS members is reviewed annually by the NHS Chair to ensure criteria are maintained for continued membership.

Emergency Procedures

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

- First member of staff on scene remains with casualty being sure not to move him/her
- 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 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. 200 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 for 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 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 the website and all social media outlets

Post Hurricane

- The school's reopen date will be announced once area conditions have been assessed (and school conditions have been assessed) and it is safe to return
- Updates will be posted on the 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 contacting of parents, if appropriate

On the very rare occasion a lockdown is called, Boca Prep will endeavor to carry out the policy as set. If 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 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

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.

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.

Emergency Codes

Code Red



Lockdown - no Movement

Code Yellow



Lockdown - Limited Movement 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**