

# ***Lutz Preparatory Student/Parent Handbook***

***2021-2022***



***A Hillsborough County Public Charter School  
serving grades K-8***

***Bonnie Guertin, Director  
Kim Smallwood, Assistant Principal Elementary  
Brian Bethune, Assistant Principal Middle***

## ***School Hours***

**8:00 AM – 3:00 PM**

*Elementary & Middle School Students  
(K-8)*

## ***Front Office Hours***

**7:30 AM – 3:30 PM**

*Main Building*

**Disclaimer:**

This student handbook is a *living* document. As we strive to continue in creating a safe, student-centered learning environment, administration reserves the right to amend policies within this handbook as deemed appropriate and with notification to the Board of Directors.

**\*\*As the 2021-22 school year begins and as the COVID-19 world pandemic continues, typical policies and procedures are subject to change as necessary. As standards, protocols and recommendations change, the policies will be updated. Please reference the addendum page that provides a snapshot of a few policies that are impacted currently due to the pandemic. Under this fluid process, administration may enact measures on an emergency basis.**

Table of Contents

2020-2021 SCHOOL CALENDAR .....	6
SECTION 100 – INTRODUCTION.....	7
100.01 Vision.....	7
100.02 Mission.....	7
100.03 Instructional Model .....	7
100.04 Core Values.....	7
100.05 Our Philosophy .....	8
100.06 Protected Learning Time 8:00 AM - 3:00 PM.....	8
100.07 To the Parents .....	8
100.08 To the Students .....	8
100.09 Purpose.....	8
100.10 Statement of Non-Discrimination.....	9
100.11 State of Parent Volunteerism .....	9
SECTION 200 – STUDENT ADMISSIONS AND WITHDRAWALS .....	9
200.01 Admission of Students .....	9
200.02 Lottery Procedures.....	9
200.03 Student Withdrawals.....	9
SECTION 300 – ARRIVAL, DISMISSAL, and TRANSPORTATION POLICIES .....	10
300.01 Arrival/Dismissal .....	10
300.02 Car Tags .....	12
300.03 Student Transportation to and from School .....	13
300.04 Before Care / After Care .....	13
SECTION 400 – COMPULSORY SCHOOL ATTENDANCE.....	14
400.01 Attendance Policy .....	14
400.02 Report an Absence and Required Documentation.....	15
400.03 Excused Absences .....	16
400.04 Unexcused Absences .....	17
400.05 Tardiness.....	17
400.06 Release of Students.....	18
400.07 Student Sign-Out Procedure .....	19
400.08 Make-Up Work .....	19
400.09 School Business .....	20
SECTION 500—SCHOOL DRESS CODE, CODE OF CONDUCT, AND DISCIPLINE.....	20
500.01 School Dress Code Policy, All K-8 Students .....	20
500.02 Code of Conduct/Discipline.....	27

500.03 Sexual Harassment .....	31
500.04 Civility .....	32
500.05 Bullying .....	33
500.06 Assembly and Association .....	34
STUDENT DISCIPLINARY RESPONSE FORM .....	35
SECTION 600 – ELECTRONICS POLICY .....	37
600.01 Computer Education/Electronics .....	37
600.02 Cell Phones, Personal Electronic Devices, and Usage .....	38
SECTION 700 – LUNCH / CAFETERIA / SNACKS & TREATS (BIRTHDAYS) .....	38
700.01 Lunch .....	38
700.02 Emergency Lunches .....	39
700.03 Cafeteria (or designated lunch area/room) .....	39
700.04 School-Wide Approved Classroom Snack List .....	39
700.05 Student Birthdays/Treats .....	40
SECTION 800 - PATRIOTISM .....	40
800.01 Patriotism .....	40
SECTION 900 - RIGHTS AND RESPONSIBILITIES .....	40
900.01 Student Rights .....	40
SECTION 1000 – STUDENT MATRICULATION .....	41
1000.01 Placement and Grading .....	41
1000.02 Grading Scale .....	42
1000.03 Interim/Progress Reports .....	44
SECTION 1100 – HOMEWORK and EXAMS .....	45
1100.01 Purpose of Homework .....	45
1100.02 Middle School Semester Exams .....	45
1100.03 Make Up Exam Policy .....	45
SECTION 1200 - ATHLETICS AND CO-CURRICULAR ACTIVITIES .....	46
1200.01 Middle & Elementary School Extra Curricular Activities .....	46
SECTION 1300 – FINANCIAL / PAYMENTS .....	48
1300.01 Check Policy .....	48
1300.02 Student Debt .....	48
1300.03 Administrative Fee Policy .....	48
1300.04 Student Fees .....	49
SECTION 1400 - LEARNING BEYOND THE CLASSROOM .....	49
1400.01 Field Trips .....	49
1400.02 Chaperone/Volunteer Policy .....	50
SECTION 1500 - SCHOOL HEALTH CENTER and MEDICAL POLICIES .....	52

1500.01 Student Health Policy: Clinic, Health Issues, and Administration of Medication.....	52
SECTION 1600 - FUNDRAISING .....	54
SECTION 1700 - GRIEVANCES .....	54
SECTION 1800 - COMMUNICATIONS TO HOME .....	55
1800.01 Elementary and Middle School Communications .....	55
1800.02 General Communication .....	55
1800.03 Additional Mailings of Above Mentioned Format .....	56
SECTION 1900 - PARENTAL INVOLVMENT .....	56
1900.01 Parental Input.....	56
1900.02 Surveys Conducted By Lutz Preparatory.....	56
1900.03 Parent Classroom Donations.....	56
SECTION 2000 - PROPERTY INSURANCE .....	56
2000.01 Personal Insurance for Property .....	56
SECTION 2100 - PUBLICATIONS.....	56
SECTION 2200 - RECORDS .....	57
SECTION 2300 - REGISTRATION AND IMMUNIZATION .....	57
SECTION 2400 – RELIGION.....	58
SECTION 2500 - SALES AND ADVERTISING.....	58
SECTION 2600 - SEARCH AND SEIZURE.....	58
SECTION 2700 - SPECIAL STUDENT SERVICES / MENTAL HEALTH PLAN / SAFETY STRATEGIES.....	59
2700.01 Special Student Services and Social Emotional Learning .....	59
2700.02 Mental Health Plan .....	59
2700.03 Behavioral Threat Assessment.....	59
2700.04 Mandatory Reporter.....	60
SECTION 2800 - STUDENT ASSISTANCE .....	60
SECTION 2900 – TEXTBOOKS, LIBRARY BOOKS, AND ELECTRONIC LEARNING DEVICES .....	60
SECTION 3000 – VISITORS TO CAMPUS .....	61
SECTION 3100 – VIDEO SURVEILLANCE POLICY.....	62
APPENDIX 1 - GLOSSARY OF TERMS .....	63
APPENDIX 2 – STUDENT RECORDS .....	66
APPENDIX 3 – COVID-19 STUDENT, EMPLOYEE, & VISITOR PROTOCOL .....	68
APPENDIX 4 – WELLNESS PLEDGE.....	77
ADDENDUM .....	79

## 2020-2021 SCHOOL CALENDAR

Administration reserves the right to modify this calendar and dates are subject to change.

Students' First Day of School	Tuesday, August 10
<b>Early Dismissal at Noon</b>	<b>Wednesday, August 25</b>
Labor Day Holiday/Schools and District Offices Closed	Monday, September 6
<b>Early Dismissal at Noon (Fall Conference Date)</b>	<b>Wednesday, September 22</b>
End of 1 <sup>st</sup> Grading Period	Friday, October 8
<b>Non-Student Day *(TWD)</b>	<b>Monday, October 11</b>
<b>Early Dismissal at Noon</b>	<b>Wednesday, October 20</b>
Veteran's Day Observation/Non-Student Day	Thursday, November 11
<b>Early Dismissal at Noon</b>	<b>Wednesday, November 17</b>
Fall Break/Schools and District Offices Closed	Monday – Friday November 22-26
Students Return to School	Monday, November 29
<b>Early Dismissal at Noon</b>	<b>Wednesday, December 8</b>
End of 2 <sup>nd</sup> Grading Period – Early Dismissal at Noon / End of 1 <sup>st</sup> Semester	<b>Friday, December 17</b>
Winter Break/Schools and District Offices Closed	Monday – Friday December 20-31
<b>Non-Student Day *(TWD)</b>	<b>Monday, January 3</b>
Students Return to School	Tuesday, January 4
<b>Early Dismissal at Noon</b>	<b>Wednesday, January 12</b>
Martin Luther King, Jr. Holiday/Schools and District Offices Closed	Monday, January 17
<b>Early Dismissal at Noon (Spring Conference Date)</b>	<b>Wednesday, February 9</b>
Florida State Fair Day/Non-Student Day (district-wide)	Friday, February 18
President's Day/Non-Student Day	Monday, February 21
<b>Early Dismissal at Noon</b>	<b>Wednesday, March 9</b>
End of 3 <sup>rd</sup> Grading Period	Friday, March 11
Spring Break/Schools and District Offices Closed	Monday – Friday March 14-18
<b>Non-Student Day *(TWD)</b>	<b>Monday, March 21</b>
Students Return to School	Tuesday, March 22
<b>Early Dismissal at Noon</b>	<b>Wednesday, April 6</b>
Non-Student Day	Friday, April 15
Last Day of School – Early Dismissal at Noon / End of 4 <sup>th</sup> Grading Period (End of 2 <sup>nd</sup> Semester)	<b>Friday, May 27</b>

Please note: All dates are tentative pending direction or further actions from the State of Florida.

**SCHOOL HOURS**

8:00 AM to 3:00 PM  
(K – 8<sup>th</sup> Grade)

**FRONT OFFICE HOURS**

7:30 AM to 3:30 PM

## SECTION 100 – INTRODUCTION

### *100.01 Vision*

Lutz Preparatory School strives to create a student-centered learning environment that fosters 21<sup>st</sup> Century Skills and empowers students to be compassionate and strong in character.

### *100.02 Mission*

Our mission is to provide a rigorous, differentiated learning experience in order to cultivate and inspire a community of life-long learners.

### *100.03 Instructional Model*

- Differentiated education for every child
- Support of teachers to allow differentiation
- Encouragement of parents to be engaged in the education of their child

**Differentiated Education** refers to instruction that is paced to the learning needs of different learners. Learning goals are the same for all students, but students can progress through the material at different speeds according to their learning needs. For example, students might take longer to progress through a given topic, skip topics that cover information they already know, or repeat topics they need more help on.

**Engaged parents** refers to the belief that the most critical part of a student success is having parents who are actively involved in their child's education. Parent can do that in a variety of ways:

- Reading to (or with) their children;
- Talking to their children about school; and
- Checking homework.

Parents should never underestimate the value of a ten or fifteen minute review of a child's schoolwork and any homework. When children see a parents' interest and concern, they quickly understand the whole family cares about their success in school. Volunteering is a requirement of Lutz Prep. This should not be confused with the primary focus of engaged parents, their children's academics.

### *100.04 Core Values*

**Leader in Me School.** When addressing student success and considering the “whole child” approach, it is imperative to analyze the correlation between academics and the social/emotional needs of students. Lutz Prep is continuing to transform our school culture through a shift in paradigms as a ‘Leader in Me’ school. Leader in Me is endorsed by CASEL - The Collaborative for Academic, Social, and Emotional Learning. CASEL is the *leading authority* in the advancement of SEL in education. Ultimately, The Leader in Me is a whole school transformation process where the focus directly ties into our core values by creating a school-wide culture of student empowerment through a common language and opportunities for students to reach their full potential. Promoting a positive culture helps lead to promoting positive behavior and effective school discipline. We believe everyone has genius. Not only through academics, but with performing arts, athletics, community service, and character building. We value and believe that our students have the power to lead their own journey. Our school is supported by adults, led by students.

**We Believe in Life Long Learning.** Members of the Lutz Prep community cultivate a love of learning in students by providing an engaging environment where students are motivated to self-direct their learning and make connections to future goals.

**We Believe in Engaged Stakeholders.** A community of engaged stakeholders creates a culture that supports student growth. The responsibility of the stakeholders is to share in the ownership and accountability of educational outcomes.

***We Believe in the Value of Educators.*** Through collaboration, Lutz Prep fosters a culture of respect where educators encourage, support, and mentor one another to promote professional growth.

***We Believe Students Come First.*** Children thrive most when they are seen, recognized, and valued for their potential. Collaboration amongst stakeholders fosters success; teachers, parents, and children form a working partnership through which children can achieve their developmental potential in all areas of learning.

### ***100.05 Our Philosophy***

Lutz Preparatory seeks to provide a safe, secure and equal learning environment for each of its students, regardless of race, ethnicity, color, creed, sex, national origin, language, sexual orientation or disability. Lutz Preparatory must be free from disruption that would interfere with the teachers' right to teach and the students' right to learn. In order to ensure a safe and hospitable environment, Lutz Preparatory shall offer assistance to parents and guardians in the forms of counseling, peer mediation/conflict resolution, and other school and community programs.

### ***100.06 Protected Learning Time 8:00 AM - 3:00 PM***

In order to keep the focus of the classroom on academics we will not interrupt a classroom during our protected learning time unless it is an emergency. Limiting distractions in class, interruptions, and time out of class can help students stay focused on their learning. The following items will not be delivered to the classroom, nor will students be called out of class to retrieve them from the office. (NOTE: below are examples, but not limited to just these items)

- items such as backpacks, projects, homework, etc.
- items such as balloons, flowers, etc. celebrating a student's birthday or any other occasion
- gifts/tokens to be passed out to classmates to celebrate a student's birthday

### ***100.07 To the Parents***

Lutz Preparatory believes that well-informed parents promote a positive school environment. Consistent with this philosophy, the handbook is posted on [www.lutzprep.org](http://www.lutzprep.org) so that you may become acquainted with the school's policies and procedures and school life. In this handbook, the school has included various regulations, the Code of Student Conduct, activities, and general information, all of which aid students in becoming productive members of the school community. It is the responsibility of each student and parent/guardian to read, understand, and abide by this handbook.

Changes or revisions of this document are reviewed by school administration and the Lutz Preparatory Board of Directors.

### ***100.08 To the Students***

This handbook has been developed for the purpose of informing you of the policies and procedures of Lutz Preparatory. We hope that it will assist you in making your school days pleasant and successful. It is the responsibility of each student and parent/guardian to read, understand, and abide by this handbook.

### ***100.09 Purpose***

The purpose of this handbook is to inform students and parents of Lutz Preparatory about the school's program, curriculum, and student policies which:

- recognize that self-esteem comes from meeting and overcoming challenges and from confidence gained through the acquisition and mastery of skills;
- recognize that parental and community involvement is crucial to the success of the students and the school as a whole;
- help guide each child to develop his or her character in a program that builds community and stresses respect;

- offer engaging, challenging work, and give students the tools they need to succeed in school.

### ***100.10 Statement of Non-Discrimination***

Lutz Preparatory does not discriminate on the basis of race, religion, color, national origin, gender, disability, sexual orientation, age or politics in educational programs, operations, activities or employment practices. Students and staff shall be provided learning and working environments free from sexual, racial, ethnic, and religious discrimination and/or harassment of any kind for any reason.

### ***100.11 State of Parent Volunteerism***

As a part of the Lutz Preparatory philosophy of setting and maintaining the highest standards for students, parents, faculty, staff, administration, and board members, each year we require parents to volunteer a minimum 25 hours of time in service to the school community. This volunteerism is a part of the *Policy Acknowledgment* forms each family signs on a yearly basis. Lutz Preparatory shall maintain the highest level of parental and community support as this positively impacts learning and achievement for all children. Volunteers are subject to school rules and regulations at all times while on school campus. **Please schedule in advance your classroom visits/volunteer time.**

## **SECTION 200 – STUDENT ADMISSIONS AND WITHDRAWALS**

### ***200.01 Admission of Students***

Lutz Preparatory School is a public charter school which receives our Charter from the School District of Hillsborough County, and as such, complies with all applicable requirements of state law and the public school system as well as our Charter. Lutz Preparatory follows Florida State Statute 1002.33 and 1002.31 with regards to enrollment and must admit all students based on space availability. If the applicants to the school exceed the capacity, a lottery will be held as described below. During the registration process the parent will share information regarding the student that would assist us in meeting the student's needs as is permitted under the law. Provided that we are able to meet the child's needs, and that we have seats available, the children will be admitted based on availability for the current year. Due to student planning and placement, student seats cannot be held without a documented serious medical condition, major family trauma/tragedy, or other unforeseen qualifying events deemed by administration. Therefore, enrolled students must be in compliance with the attendance policy.

### ***200.02 Lottery Procedures***

If the number of applications exceeds the capacity of the school, all applicants shall have an equal chance of being admitted through a random selection process. Lutz Preparatory follows Florida State Statute 1002.31 and 1002.33 with regards to enrollment and must admit all students based on space availability. Excerpts of these statutes related to enrollment are posted on the Admissions tab of our school website.

The Lottery will randomly sort all applicants; those not offered the open seat(s) will make up the wait list. If additional openings occur throughout the school year, the next student on the wait list will be offered a seat until openings are filled. Student withdrawals are filled up through the end of the 3<sup>rd</sup> quarter of each school year.

### ***200.03 Student Withdrawals***

Students who withdraw from Lutz Preparatory must have a Hillsborough County Public Schools Withdraw form completed prior to their last day of attendance. This form will coordinate the release of student records to the new school, outlines the student's performance/current grade in each class, and reviews school issued obligations due to LP (textbooks, library books, technology, etc). Lutz Preparatory reserves the right to follow up with the student's future placement to ensure compliance with compulsory attendance laws.

## SECTION 300 – ARRIVAL, DISMISSAL, and TRANSPORTATION POLICIES

### *300.01 Arrival/Dismissal*

Lutz Preparatory's number one priority is the safety and well-being of its students. The beginning and end of each school day entail the busiest transitions, therefore we have put systems and procedures in place to ensure that all children are safe and accounted for at all times. We recognize since transportation falls on the responsibility of our parents, there are several personal challenges with scheduling and pick-up, however we are unable to approve parent requests to deviate from our school arrival or dismissal policy due to personal schedules.

The following information applies to Lutz Prep's arrival and dismissal procedures:

STUDENT ENTRY ONLY;

NO ACCESS BY PARENTS/CHAPERONES/VISITORS of K-8 STUDENTS

between 7:30-8:30am & 2:30-3:30pm

It is important that all members of the school community observe the traffic rules and policies. Families, please be mindful and respectful of these procedures for the safety of our students and staff. It is necessary to share these policies with designated person(s) who drop off and/or pick up your student(s). Please be aware and adhere to the speed limit signs.

Additionally, as law states, please remember that a driver cannot hold a wireless device in their hands if they are in a school zone. So our motto is simple: SCHOOL ZONE = NO PHONE. We appreciate your support in helping keep everyone safe!

### **Arrival Procedure**

For safety purposes, students must be dropped off in the lane along the sidewalk of either car loop outside the main LP building or Pre-Prep building. There is **no parking in the carloops or along the sidewalk** and cars will **not remain driver-less**. Please have your student ready to **exit promptly on vehicle side closest to the sidewalk**. If you must enter the building due to a scheduled appointment, please park your car in a line-marked parking space in the south lot in front of the main building or overflow grass lot on the southside, and use the indicated crosswalks as directed by staff.

Students may arrive to the school grounds and be dropped off beginning at **7:30 AM**. Any student dropped off before 7:30 AM must be escorted and report to Before Care or remain supervised by a guardian. **There are no exceptions to arrival policy before 7:30 AM unless arrangements have been made in advance by Lutz Preparatory staff** (i.e. Safety Patrols, Tutoring, or by Appointment only). [Please see Before/After Care table in 300.04]

- Upon arrival beginning at 7:30AM, students will enter as directed by staff, and walk to the teacher's classroom or designated holding area.
- Class begins promptly at 8:00AM – students should be seated in their classroom ready for learning.
- Students should not be running around, playing, or wandering the campus during this time. Students who are not in the proper location may be subject to disciplinary action.
- Students are expected to sit quietly in the designated area during the arrival time; Teachers who arrive early do so to prepare for the school day or may have meetings scheduled and not all teachers per grade are always available to supervise students.
- If for any reason a student arrives prior to the 7:30 AM time, the student will remain under the parent's responsibility or attend Before Care.
- Arriving before 7:30AM without reporting to Before Care or being supervised by a guardian may result in any of the following: a warning; the parents will be contacted and the student will be placed in the Before Care program for the daily fee; reported to proper authorities if deemed necessary.

**PLEASE NOTE:** Student Arrival/Drop off time is not time to conference with our faculty. Teachers who arrive early do so to prepare for the school day or may have meetings scheduled and cannot ensure availability for unscheduled meetings/conferences. To best support the preparation of the school day, parents shall refrain from reporting to a classroom unless prior arrangements have been established. Parents are encouraged to email your child's teacher to set up a conference that's mutually convenient for both parties if you wish to discuss specific concerns.

### Dismissal Procedure

The Lutz Prep staff places the utmost importance to the safety and well-being of your child. Due to the limited space for traffic patterns on campus, please respect other drivers and keep all traffic in the appropriate lanes directed by the assigned LP staff member. Please be patient with the lines that form at dismissal as our goal is to get your child(ren) into your vehicle in a swift and safe manner. There is **no parking in the carloops** and cars along the sidewalk will **not remain driver-less**. \*During inclement weather, it is especially important that families follow all the traffic safety rules and any updated directives issued by the school; it will take a little longer, but it will ensure the safety of everyone. At times, it may be necessary to pause dismissal during inclement or severe weather for everyone's safety. Please remain in vehicles in carline and dismissal procedures will resume when it is safe to do so. For smooth and safe student drop-off and pick-up times, we ask you (and your authorized person(s) designated for transportation) to support and comply with the following dismissal procedures.

- In order to ensure a safe dismissal for all students, the last early student checkout for the day is **30 minutes prior to the first dismissal time of that day**. If you need to check your student out for any reason, you must do so no later than this time. (*ex. The first dismissal time on regular days is 2:30pm / latest checkout is 2:00pm; the first dismissal time on early dismissal days is 11:30am / latest checkout is 11:00am*)
- We highly encourage carpooling for LP carline to reduce the number of cars on our campus during dismissal.
- **The Dismissal Map outlining routes that cars take for dismissal pick up is displayed on the school's website under the Campus Life\Transportation tab. Please review this map for a full overview on the dismissal route you should follow when arriving on campus.**
- Staggered dismissal:
  - o There are two car line staging areas
  - o The first car line is from 2:30-3:00 (11:30-12:00 on half days)
    - this is for families with any sibling groups or single riders in **KG, 1<sup>st</sup>, and 2<sup>nd</sup> grades only**
  - o The second car line is at 3:00 (12:00 on half days)
    - this is for remaining K-8 students
- Parents are asked to remain out of the car loop until released by staff. The overflow parking lot is available as a holding zone for waiting cars.
- As dismissal procedures begin, a staff member will be walking through car line so that they may read your official Car Tag. For safety and efficiency, please be sure to stop/pause as they approach your vehicle and that your Car Tags are clearly visible.
- As you approach the pick-up point, please be sure to pull all the way up to the first available cone and directly behind the car in front of you, or as directed by staff.
- If students miss their name, parents will be directed to re-enter the carline queuing field for their child(ren) to be re-called.

## 2021-22 Lutz Preparatory Student Handbook

- At no time will a parent be permitted to park their vehicle and walk to the car pick up point in an effort to withdraw their child **during** dismissal. This also includes those who have the official Car Tag in their possession.
- If a parent/chaperone or designated person does not have the current year, physical official school car tag in their possession, they will be instructed to park until end of carline to present identification to front office.
  - No hand-made, hand written note, or picture of car tag on cell phones will be accepted in carline for a child to be called
- If you have car trouble while in line, please notify a staff member so that assistance may be provided.
- Dismissal is a **CELL PHONE FREE** school zone. ***For the safety of students & staff, drivers must refrain from cell phone usage while driving on Lutz Prep's campus and while driving in carline.***
- During dismissal make sure to follow and heed all staff directions and requests for the safety of your child.
- If there is inclement weather Lutz Prep will stop dismissal for the safety of staff and students.
- Students still remaining in their assigned dismissal area and have not been picked up by an approved adult at the end of carline will be escorted to the After Care program in the Pre-prep building where families will incur fees for service. Once students arrive in the aftercare area, families will be assessed the designated fee per After Care. Please note: LP Staff/Caller notifies office when carline is complete which is approximately 3:30pm or 12:30pm on early dismissal dates. Students are not sent to After Care (unless pre-registered) prior to 3:30pm (or 12:30pm on early dismissal dates).
  - **If a parent calls to notify they will be late picking up, due to safety and supervision required, please be advised this notification will not prevent your student from reporting to aftercare. Please see Before/After Care table in 300.04 for details.**
  - **Please note: the purpose of the After Care program is not to be utilized to avoid carline; it is to provide a service and supervision of your child after regular school hours.**

### 300.02 Car Tags

- Each Lutz Prep family will be issued their own Car Tag that includes the year and the student's name. This Car Tag should be clearly displayed on the front dash or hanging mirror. Please do not alter the official Car Tag you are issued to avoid complications during pick up.
- For carpooling in carline, the parent/guardian picking up students at dismissal needs to have the individualized Car Tag for each student/family they are picking up. We highly encourage carpooling for LP carline to reduce the number of cars on our campus during dismissal.
- The Lutz Prep Car Tags are official and no substitutes (or previous copies) will be accepted.
- No electronic pictures (i.e. on cell phones) of Car Tags will be accepted.
- If you forget your official Car Tag or do not have it in the vehicle used at dismissal, it is a requirement to park in the first available parking lot and wait until dismissal line is ending to report to the front office. In order to **sign your student(s) out in the main office, you will be required to provide photo identification. This should be for emergencies only and will not be acceptable as a regular occurrence. All persons who do not have the official Car Tag will be directed to park, sorry no exceptions.**

### 300.03 Student Transportation to and from School

The Administration shall not permit, under any circumstance, Lutz Preparatory Elementary and Middle School students to walk or ride bicycles from home to school and from school to home. The Lutz Prep campus is adjacent to Hwy 41 which is one of the most traveled and hazardous major thoroughfares in the area. There are no designated pedestrian crossing areas near the school's entrance that are monitored by crossing guards during the school day, nor school zone traffic signals. The school site is situated in a commercial area that experiences high traffic volume, and therefore for reasons of personal safety to students, requires motorized transportation to ensure safe movement of all students to and from school.

### Outside Vendors Offering After School Transportation

Official transportation vendors are the sole parties that have an alternative location (outside of the carline process) protocol by Lutz Preparatory for student pick-up. These vendors have been verified to carry General Liability Coverage written on an occurrence form with the minimum policy limits of \$1,000,000.00 per occurrence and an aggregate limit of \$2,000,000.00; in addition to having Business Automobile Coverage with the same limits as General Liability. All other vendors, parties, or parents must follow school policy for student pick-up through carline. The School makes no assurances about any unofficial after-school programs. You are encouraged to diligently investigate any potential programs to which you are considering sending your student.

To obtain the official *Lutz Preparatory School Student Pick-up Release and Waiver*, please contact the school administration at [administration@lutzprep.org](mailto:administration@lutzprep.org). Lutz Preparatory is committed to ensuring the safety and welfare of each of our students.

### 300.04 Before Care / After Care

#### Updated Extended Care Program:

This year Lutz Prep's Extended Care Program will be structured differently than past years. The program will aim to provide consistent groups. In order to be charged the daily rate of \$16 per student you must have a current Extended care registration form on file with Lutz Pre-Prep and have paid the \$25 per family annual registration fee. Any students that are brought over to aftercare following 3:30pm that do not have a current Extended care registration form on file as well as a paid annual \$25 registration fee will be charged \$20 per student regardless of how long they attend.

You **MUST** fill out an Extended care registration form in order to be enrolled in Morning care or Aftercare Program. You can find this form online at [www.lutzprep.org](http://www.lutzprep.org) under the "Campus Life" tab. Please fill this form out and submit it to [tricia.hume@lutzprep.org](mailto:tricia.hume@lutzprep.org) or send this form in with your student to be brought to the office.

In the event that your student(s) are not picked up by 3:30pm or the end of carline and you are not registered for the aftercare program, your student(s) will automatically be sent to the aftercare program and be charged \$20.00 per student regardless of how long they attend. This policy has been put in place so that we can ensure the safety of our students, staff, and families by maintaining consistent groups and limiting the mixing of students.

### Before and After Care Financial Agreement

#### 2021-2022 Program Fees

Before Care (7am):	After Care (until 6pm):
\$25 annual per family registration fee*	
\$20 per week	\$64 per week
Daily: \$5	Daily: \$16

## 2021-22 Lutz Preparatory Student Handbook

Please review the billing schedule below. Invoices will generally be sent through email within a week following the end of the billing period. If payment is not received 7 days after the invoice is sent, a \$15 late fee will be applied. If payment is not received by the start of the next week, you will be refused before/after care services. As a courtesy, a bill for services rendered will be sent home at the end of each month. It is the responsibility of the parent or guardian to be sure their bill is paid promptly.

**If payment is not received within 60 days of the original due date an additional \$50.00 Administrative Fee will be added to your account.**

If your child is picked up after 6:00pm, you will be charged a late fee of \$10. A \$10 fee will then be applied for each additional 10 minutes you are late.

### **Billing Schedule:**

August 10 – September 3  
September 7 – October 1  
October 4 - October 29  
November 1 - November 19  
November 29 - December 17  
January 4 - January 28  
January 31 - February 25  
February 28 - April 1  
April 4 – April 29  
May 2 - May 27

- Photo I.D. or a Lutz Prep Car Tag is required by all adults at the time of pick up.
- **Please note: The Before/After Care program does not have use of the Lutz Prep nurse's office. If your child needs any medications or medical supplies, it is the responsibility of the parent/guardian to provide all necessary medications/supplies.**

### **After Care Outstanding Balance and/or Collections**

Please be aware that Lutz Prep and PrePrep work collaboratively with the After Care services provided to our families.

If a parent/guardian has a current, outstanding balance for After Care services (or are in collections), **UNTIL THE ACCOUNT IS PAID IN FULL, that parent's STUDENTS ARE DEEMED INELIGIBLE for all** of the following:

- PrePrep – Continued Before or After Care Services
- Lutz Prep – extracurricular activities including but not limited to:
  - Attendance on field trips
  - Participation in sports/athletics

## **SECTION 400 – COMPULSORY SCHOOL ATTENDANCE**

### ***400.01 Attendance Policy***

Florida Law (Section 1003.21, Florida Statutes) states that all children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term. After 5 absences, whether excused or unexcused, a notification will be sent home to notify the parent/guardian of the accumulation of the absences. After 10 absences a second notification will be sent home to notify the parent/guardian of the consequences faced by the student for frequent absenteeism, additionally a conference with administration may be requested. After 15 absences, a notification will be sent home and further communication will be required. **A copy of all notifications will remain on file.** Results of excessive absences may include but not limited to: frequent attempts at communication between the teacher and family, a mandatory meeting between administration

and parent/guardian to identify potential remedies, an attendance contract, and/or a referral documenting the student is exhibiting a pattern of non-attendance.

If the student is accumulating an excessive amount of unexcused absences, members of the Child Study Team will meet to review possible additional interventions. Florida law defines “habitual truant” as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student’s parent or guardian, and who is subject to compulsory school attendance. If the student’s truancy persists and the student accrues fifteen (15) or more unexcused absences within a 90-day period, or has an enrollment history that reflects a habitual pattern of poor attendance the school will make a referral to the school social worker and/or the school district.

- 1) Because Lutz Preparatory is a public school of choice of the state of Florida, students may attend even if it is outside of their attendance area.
- 2) Students have the right to:
  - a) receive information concerning attendance policies at the school;
  - b) make up any work missed because of excused absences and/or excused tardies within the appropriate amount of time.
- 3) Students have the responsibility to:
  - a) attend classes daily and on time;
  - b) request make-up work from their teachers within the appropriate amount of time.
  - c) complete any work that was requested in advance upon return to school.
- 4) Parents have the responsibility to:
  - a) ensure that their student/students are attending school daily and are punctual to homeroom.
  - b) be aware of Student Academic Calendar and coordinate trips, vacations, and personal business to support attendance on school days.
  - c) refrain from sending their child to school with an elevated temperature ( $\geq 100.0^{\circ}\text{F}$ ), vomiting, diarrhea, rash, green respiratory drainage, green drainage from one or both eyes, or lice; Students may not return to school until they have been fever and/or symptom free for 24 hours (without medication). If necessary, the school nurse and/or administration may ask for a written statement from a licensed physician stating that it is safe for the student to return.

### ***400.02 Report an Absence and Required Documentation***

- 1) It shall be the responsibility of the student’s parent or guardian to explain a student’s absence to the school office by email (preferred method), in person, or by calling on the day of the absence. Parents or guardians are expected to contact the school to report an absence when students are absent for all or any part of the day. Every effort shall be made to contact the school by 9:00 AM.
- 2) **PREFERRED METHOD VIA EMAIL:** To report absence by email - All email notification of absences **MUST** be sent to: [attendance@lutzprep.org](mailto:attendance@lutzprep.org). **\*\*Please note that any other email notifications to a different email other than address listed above may result in an unexcused absence. (Parents are welcomed and encouraged to email their respective teachers but to do so **in addition to** sending notification to the school’s attendance email address above – teachers can be CC’d on the email to the school office.)**

Please leave the following information:

- a) Student’s Name
- b) Student’s Grade
- c) Homeroom Teacher
- d) Reason for Absence

- Elementary Students: A student in grades K-5 is considered absent from compulsory school attendance if student is not attending classes, or missing subjects for more than 50% of the instructional day, as determined by the Administration.
  - Middle School Students: A student who is not in class at least half of a 60 minute class which is equivalent to 30 instructional minutes of the class period shall be counted absent from that class.
- 3) A student absence is considered excused after the parent/guardian contacts the school's attendance hotline or attendance email address to verify said absence by 9:00AM of the date of the absence. After that time period, the absence shall be considered unexcused. Under extenuating circumstances, if the parent or guardian does contact the school within a 24 hour grace period following the date of absence, the absence may be considered excused per administration's approval. There are no exceptions made to this policy statement.
  - 4) Please refer to this school year's calendar to note scheduled holidays and breaks listing non-student attendance days. In an effort to best support your student's academic success, please schedule events that coincide with days off to help limit your student missing instructional days or periods as instructional time cannot be replaced.
  - 5) If a student is going to be absent for any length of time for a scheduled event causing them to miss instructional days, the purpose of the trip and the dates the student will be absent must be submitted by email to administration for approval **at least three days in advance** of the planned absence(s). The Administration may or may not issue an approval and the documentation will then be passed on to the teachers. \*\*Prior attendance history may impact approval.
  - 6) While absences may be pre-approved/excused, providing classwork or homework to the student in advance is *not* required of the teacher(s). *(Developing lessons, sequences, or assignments can change; typically, students complete missed assignments after they return from excused absences and will receive appropriate time he/she may need to turn in completed work.)*
  - 7) Please send any doctor's notes or documentation directly to the main office, not to the teacher.
  - 8) A student who is absent three or more days in a nine-week grading period may be required to present medical evidence or have the parent visit the school to verify absences.
  - 9) On the 10<sup>th</sup> absence, parents will be notified from the school Administration as to the excessive absences and possible truancy consequences as in compliance with the state compulsory education policy. An attendance meeting will additionally be scheduled with the student's parent/guardian.
  - 10) If a student accumulates absences of 15 or more, an excessive number of tardies or repeated early sign-outs, the following actions may be taken by administration: requiring an attendance meeting with administration, considering the possibility of retention, issuing a referral to the school district truancy office, issuing at-risk status and recommendation to the Board of Directors **which may impact automatic enrollment for following school year**, or other actions as deemed necessary.
  - 11) Due to student planning and placement, student seats cannot be held without a documented serious medical condition, major family trauma/tragedy, or other unforeseen qualifying events deemed by administration.
  - 12) Students and parents must provide school personnel with accurate telephone contact numbers (home, work, and cell for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be given on the emergency contact card provided by the school at the beginning of the school year and updated as changes occur.

### ***400.03 Excused Absences***

- 1) Examples of excused absences are:
  - a) an illness of the student or a medical or dental appointment that cannot be scheduled outside of school hours (a doctor's statement may be required by school officials);

- b) an accident resulting in injury to the student;
- c) a death in the immediate family of the student; immediate family is defined as father, mother, sibling or a grandparent;
- d) an observance of an established religious holiday (documentation of the religious affiliation of the student may be required by school officials);
- e) a pre-planned absence for a personal reason that is acceptable to the Administration or designee; in order for the absence to be excused, the Administration or designee must be informed three days prior to the absence;
- f) a subpoena by a law enforcement agency or a required court appearance;
- g) an emergency for a reason acceptable to the Administration or designee for an emergency such as severe weather conditions, a major personal or family problem, fire, flood, or other major damage to the home.;
- h) Under certain conditions, students may apply to be released for a maximum of one period per day for religious instruction at an off campus site. For further information, the parent should contact the Administration.

#### **400.04 Unexcused Absences**

- 1) Unexcused absences are absences that:
  - a) are caused by truancy of the student;
  - b) are caused by a parent failing to report the absence in the required timeframe;
  - c) result from the student being suspended. Students *may* get missing work from the teachers upon their return to school and will have the number of days they were suspended to make up the work.
- 2) A student whose absence is unexcused may receive a grade of “zero” for tests and/or graded work missed. Make-up tests and/or graded work missed during the absence are at the discretion of the classroom teacher, and advisement by administration.

**DISCLAIMER: For any absence, excused or unexcused, a student may NOT participate in any extracurricular activity after school on the day of the absence.**

#### **400.05 Tardiness**

Punctuality is paramount to success in school, career and life. Lutz Preparatory fosters learning and working environments that fully supports this belief. **Elementary and Middle School students are required to be in their assigned classroom at the start of the school day (when the bell rings) at 8:00 AM.**

- 1) A student is tardy when the student arrives to class after 8:00 AM for the beginning of the school day. In addition, middle school students are tardy when the student arrives after the start of each individual class period (when the period bell rings).
- 2) Any student arriving to school (or to their classroom) after 8:00 AM must report to the school office. An admit pass shall be issued indicating excused or unexcused tardy.
- 3) For the student to receive an excused sign-in, a parent or guardian must do the following:
  - a) accompany the student to the school office with an acceptable excuse, as stated below;
  - b) send a note with the student explaining the reason the child is late, or a telephone call to the office with an explanation within 24 hours of the event.
  - c) Failure to do so will result in an unexcused sign-in. More than four late sign-ins per nine-week period may require medical or other documentation.
  - d) A student’s tardiness shall be excused when the reason given is acceptable to the Administration or designee.
- 4) Examples of excused tardies include the following:

- a) medical or dental appointments (doctor's statement may be required);
  - b) involved in an automobile accident;
  - c) death or funeral;
  - d) emergency situations acceptable to the Administration or designee;
  - e) required court appearance (subpoena may be required);
  - f) established religious observance;
  - g) severe weather;
- 5) Unexcused tardies include the following:
- a) heavy traffic (including traffic due to automobile accidents or arrival carline);
  - b) flat tire or car trouble;
  - c) overslept;
  - d) returned for forgotten items (for example, books, lunch, money, homework, projects, P.E. clothing, absentee notes).
- 6) A student should make every effort to be in class on time. A student failing to make an effort to attend class shall be considered truant and subject to disciplinary action.
- 7) Middle school students are also required to be in their assigned classroom at the start of every class period. A student's excessive unexcused tardiness to class periods shall be considered willful disobedience, and the student shall be subject to disciplinary action.
- a) If a middle school student is tardy to school three times, an email notification will be sent to that student's parent/guardian notifying that the student is at risk for disciplinary action. Middle school students will receive an automatic detention when they have four tardies within a nine week period.
  - b) Acquiring six cumulative tardies in a nine week period will result in a referral to the administration for willful disobedience.

Elementary and Middle School students with an accumulated total of twenty-one (21) tardies, absences, or early dismissals are out of compliance with our attendance policy and may be subject to more serious disciplinary action.

#### ***400.06 Release of Students***

For the safety and security of our students, Lutz Preparatory's policy requires that a parent/guardian must notify the school office in advance with specifics detailing the event if a student is going to be released early from school. Written documentation should be sent to: [attendance@lutzprep.org](mailto:attendance@lutzprep.org). Please be aware that students will not be called out of class to the lobby until the authorized person picking them up is present on campus.

- 1) During school hours, the Administration or designee shall permit a child to leave school only in the custody of one of the following adults:
- a) parent(s) or guardian(s) of the student;
  - b) an individual with written, verified parent permission (must present a photo ID);
  - c) a law enforcement officer;
  - d) an authorized worker from the Department of Children and Families

Please note:

- In the case of divorce or separation of parents, both parents shall have rights until legal notification is provided to the school limiting the rights of either parent.
  - Students attending Lutz Preparatory School or our After-School Program must be signed out by an adult who is 18 years of age or over.
- 2) At the end of the school day, students are released at a specified time and place and are required to go directly to car rider/dismissal area or attend the after school program for a fee. If there is a change in a student's mode of transportation due to an emergency or extenuating circumstance, please call the

school office prior to 12:00 PM so that the student can be notified in a timely manner. **In addition to calling, the school may require the request be placed in writing from the legal parent/guardian for our records.**

- 3) Car riders shall be picked up immediately in the area designated by the school. Students will be required to walk to the assigned loading area to enter their vehicle. For traffic flow, cars will be allowed to leave the parking lot as directed by Lutz Prep staff.

All Lutz Preparatory students must be off campus once dismissal line is finished (typically, no later than 3:30 PM; 12:30 PM on early dismissal dates) or in a supervised Lutz Preparatory activity, participating in an intra/extramural activity, or attending a fee based after school program.

### **400.07 Student Sign-Out Procedure**

Pre-arranged appointments shall be limited during the school day. If a pre-arranged appointment is necessary, notification should be submitted in writing to the office in order for the student to be released from class at a specific time. Parent shall notify attendance personnel at [attendance@lutzprep.org](mailto:attendance@lutzprep.org) the day of the early sign-out for such to occur. This is for your child's protection and safety.

- 1) In order to ensure a safe dismissal for all students, the last early student checkout for the day is 30 minutes prior to end of day dismissal. If you need to check your student out for any reason, you must do so **no later than 30 minutes prior to the end of the school day.**
- 2) When students become ill at school, every effort shall be made to notify parents, guardians, or an emergency contact person.
- 3) It is imperative that the school have a current telephone number where parents/guardians may be reached at any time during the day. The school should be immediately notified as changes occur. An Emergency Information Card must be on file in the school office. Students shall be released ONLY to persons listed on the Emergency Card unless otherwise notified **in writing** by the parent, if unable to be physically present to make changes on Emergency Card.
  - a) **Photo ID will be required** for anyone removing a student from school during the instructional day.
- 4) More than three sign-outs in a nine-week period shall require medical or other documentation and/or a parent must be present in order to be considered excused.
- 5) Excused sign-outs include the following:
  - a) medical or dental appointments (doctor's statement may be required);
  - b) death or funeral;
  - c) emergency situations acceptable to the Administration or designee;
  - d) court appearance (subpoena may be required);
  - e) illness;
  - f) personal reasons acceptable to the Administration or designee.
- 6) Unexcused sign-outs include the following:
  - a) forgotten items (for instance, books, lunch, money, homework, projects, P.E. clothing, admits);
  - b) violation of dress code (to obtain appropriate dress).

### **400.08 Make-Up Work**

A student who has *excused absences* is permitted to make up the work that was assigned during the absence(s). It is the student's responsibility to inquire about and/or obtain missed assignments immediately upon return to school. Students will have 2 days for each day of *excused* absence to complete assignments. Students will make arrangements with teachers as to due dates for missing work when 3 or more consecutive days of absences have occurred. If a student arrives tardy to school **it is the student's responsibility** to turn in assignments due that day for all classes missed.

A student suspended out of school may receive a grade of “zero” for tests and/or graded work missed. A student who receives an *unexcused absence* may be allowed to make up tests and/or graded work missed during the absence **at the discretion of the classroom teacher and advisement by administration**. Students may or may not receive full credit. The student is responsible for making arrangements with the teacher and work must be submitted within the deadline(s) set by the teacher.

### **400.09 School Business**

- 1) Students on official school business shall be counted present and will be required to make up work missed.
- 2) Examples of official school business are:
  - a) taking a day off from school to shadow at another school;
  - b) participating in an academic activity directly related to the instructional outcomes of one or more courses;
  - c) participating in a regularly scheduled, school-sponsored intramural sports event;
  - d) a summons to one of the school offices;
  - e) other approved co-curricular activities such as Duke Tip, NJHS, Academic competitions, and others that are designated by the Administration as being official school business.
  - f) All of the above must be approved by the school Administration.

## **SECTION 500—SCHOOL DRESS CODE, CODE OF CONDUCT, AND DISCIPLINE**

The school’s governing board and administration are firmly committed to ensuring a safe, secure, respectful, tolerant, and positive learning and working environment for all students, parents, faculty, staff, administration, and board. Administration’s expectation is no less for all students, parents, faculty, staff, and board members who are an active part of the school’s daily life.

### **500.01 School Dress Code Policy, All K-8 Students**

Administration shall exercise appropriate discretion in implementing this policy and will provide reasonable accommodations to students whose religious beliefs, medical condition, or disability requires special clothing. All K-8 students are expected to adhere to standards of dress and appearance that are compatible with an effective, safe, secure, and respectful learning environment. If a K-8 student’s dress does not comply with the **REQUIRED** Dress Code Policy, (see chart and visual guides below) or deemed disruptive to classroom or school environment, Administration may require the student to change his or her dress. A second or repeated violation of this policy may result in disciplinary action and would be considered as defiance of public school authority. Disciplinary actions for dress code violations may include, but not be limited to: conference with student, notification to parent, changing out of inappropriate attire, detention, or referral to administration.

Teachers recognize that situations can happen unexpectedly where a student’s uniform becomes stained, wet, or soiled during the course of the school day. If this occurs, your student will be instructed to change their attire. If needed, the school nurse can provide assistance as needed. \*If repeated instances occur, parents will be contacted for a meeting so that a health plan can be established.

### **Lutz Preparatory Approved School Uniform Policy: K-8**

All Lutz Preparatory students (Grades K-8) are **REQUIRED** to wear school uniforms to school each day. Please note differences in specified grade levels as detailed in both the chart and visual guide below.

This dress code includes the following requirements:

1. All uniform **polo shirts MUST** be purchased from our required uniform vendor:
  - a. Red's Team Sports  
4542 Eagle Falls Place  
Tampa, FL 33649  
Main Website: [www.redteamsports.com](http://www.redteamsports.com)  
LP School Store: <https://lutzprepschoolstore20-21.itemorder.com/sale>
  - b. Every polo purchased from Red's Team Sports will include the required LP logo.
  - c. **Polos with no logo are not permitted to be worn.**
2. All uniform bottoms, jackets, sweaters, accessories, etc. may be purchased at ANY store and must follow uniform guidelines (see chart and visual guides below).
3. Red's Team Sports offers a variety of clothing beyond the required polo shirts to include accessories and cold weather wear. **It is OPTIONAL to purchase any item beyond the required logoed polo shirt from this vendor.**



### Financial Assistance

Any family needing assistance regarding uniforms may contact our business manager at [businessmanager@lutzprep.org](mailto:businessmanager@lutzprep.org) for details.

## 2021-22 Lutz Preparatory Student Handbook

### Uniform Policy Detailed Chart (Monday through Thursday)

Standard Uniform Clothing	Style	Acceptable Colors		Unacceptable Attire
<b>SHIRTS</b>  <b>K-2<sup>nd</sup> Grades:</b> <b>OPTIONAL</b> to be tucked in with belt <b>3<sup>rd</sup>-8<sup>th</sup> Grades:</b> <b>REQUIRED</b> to be tucked in with belt  <b>K-8 Undershirts:</b> only navy, light blue, white, or gray undershirts may be worn underneath. ( <b>long or short sleeve</b> )	Red's Team Sports Polo with Logo (two material options available)	<b>K-5:</b> Navy or Light Blue	<b>6-8:</b> Royal or Gray	<ul style="list-style-type: none"> <li>Shirts that when arms are raised, stomach shows or will not remain tucked.</li> <li>Ties shall not be worn.</li> <li>Undershirts other than approved colors.</li> </ul>
<b>BOTTOMS</b>  Standard uniform style bottoms.	<b>BOTTOMS MUST BE STANDARD UNIFORM STYLE:</b> <ul style="list-style-type: none"> <li><u>Boys:</u> Pants or shorts</li> <li><u>Girls:</u> Capris, pants, shorts, skorts, or skirts.</li> </ul>	<b>K-5: Must be SOLID Color</b> Khaki/Navy OR Clear Blue Plaid (pattern from Red's or Land's End)	<b>6-8: Must be SOLID Color</b> Khaki / Navy	<ul style="list-style-type: none"> <li>Shorts, skorts, or skirts that are too short (must be fingertip length) or too tight (skinny pants are not permitted).</li> <li>Capris or shorts that are rolled up beyond the hemline.</li> <li>No CARGO/JOGGERS/JEANS - pants/shorts/capris.</li> <li>No clothes with holes, rips, or tears.</li> </ul>
<b>ADDITIONAL BOTTOMS (for K-5 Girls ONLY)</b>  <b>Polo Dresses or Jumpers</b>	<b>Polo Dresses:</b> <ul style="list-style-type: none"> <li>LP logo not required on polo dress</li> <li>Must be plain in style, no fancy ruffles, wraps, or name brand logo visible</li> </ul> <b>Jumpers:</b> <ul style="list-style-type: none"> <li>Must wear Red's light blue or navy logoed polo underneath</li> <li>Logo not required on jumper dress</li> <li>May not have a name brand logo visible</li> <li>Must be plain in style, no fancy wraps or ruffles</li> </ul>	<b>Polos Dresses:</b> Solid color <b>Navy ONLY</b>  <b>Jumpers:</b> Khaki, Navy, or Clear Blue Plaid (pattern from Red's or Land's End)		<ul style="list-style-type: none"> <li>Dresses that are too short (must be fingertip length).</li> <li>Jumpers without the Red's light blue or navy polo underneath.</li> <li>No white blouse or white polo under jumper (must be Red's light blue or navy polo)</li> <li>Jumpers or polo dresses with any name brand logo visible</li> </ul>
<b>BELTS</b> Must be worn in grades 3 <sup>rd</sup> -8 <sup>th</sup> on all items with belt loops	<ul style="list-style-type: none"> <li>Basic belt</li> </ul>	Any color		<ul style="list-style-type: none"> <li>No large metal buckles/designs or spikes.</li> <li>Nothing that would be a distraction in classroom.</li> </ul>
<b>LEGGINGS</b> (under uniform bottoms)		<b>SOLID</b> white, navy, or gray <b>ONLY</b>		<ul style="list-style-type: none"> <li>No multi-color or laced leggings/thigh length socks.</li> </ul>
<b>SHOES: K-8</b>	<ul style="list-style-type: none"> <li>Dress shoes</li> <li>Dress boots</li> <li>Loafers</li> <li>Topsider-style shoes</li> <li>Athletic shoes with non-skid bottoms</li> <li>Shoes must be tied if they have laces</li> <li>Students in PE must have athletic shoes</li> </ul>	Any color as long as does not cause a distraction in class		<ul style="list-style-type: none"> <li>Flip flops</li> <li>Backless shoes</li> <li>Sandals w/Velcro closures</li> <li>Slippers</li> <li>Construction/Combat boots</li> <li>Open-toed shoes</li> <li>High heels</li> <li>Light-up shoes</li> </ul>
<b>OUTERWEAR/COLD WEATHER WEAR</b>  May be worn <b>outdoors only</b> during cold weather: <ul style="list-style-type: none"> <li>Hats</li> <li>Jackets/sweatshirts with an attached hood</li> <li>Gloves</li> <li><b>If outerwear has a hood attached the outerwear must be removed when entering building</b></li> </ul>	<ul style="list-style-type: none"> <li>Sweaters</li> <li>Jackets</li> <li>Pullover fleece</li> <li>Sweatshirt</li> <li>Full zip/half zip</li> </ul>	<b>K-8: Must be SOLID Color</b>  <u>Preferred:</u> GRAY or NAVY		<b>No jackets/sweatshirts with attached hoods are permitted to be worn inside building. Must be removed when entering building.</b> <ul style="list-style-type: none"> <li>Jackets/sweater/sweatshirts/outerwear that is not school appropriate or disrupts the learning environment.</li> <li>No LARGE print/logos on front, across middle, or on sleeves may be worn.</li> <li>Small alternative logos over heart may be worn (<b>no larger than a quarter in size</b>)</li> </ul>

**Visual Guide: Required Red's Team Sport Uniform Polo with Logo Color Options:**

Two material options available from Red's.



**Uniform Bottom Options**

**Bottoms may be purchased at ANY store but must be standard uniform style and meet handbook guidelines.**

**Girls:**

- Colors for K-8: Khaki or Navy (K-5 may also wear clear blue plaid pattern sold at Red's or Land's End)
- Shorts, pants, or capris
- Skorts, or skirts (K-5 may also wear polo dresses or jumpers)
- Shirts must be tucked-in with a belt (3<sup>rd</sup>-8<sup>th</sup> grades)
- Length must be below the fingertips

**Boys:**

- Colors for K-8: Khaki or Navy
- Shorts or pants
- Shirts must be tucked-in with a belt (3<sup>rd</sup>-8<sup>th</sup> grades)
- Length must be below the fingertips

**Visual Guide to Acceptable Uniform Bottoms**



### Additional Bottoms (for K-5 Girls ONLY)

Polo Dresses or Jumpers

LP Logo not required on polo dresses or rompers.  
No name brand logos visible on polo dresses or rompers.



Polo Dress  
in NAVY ONLY

Jumpers (must wear Red's light blue or navy logoed  
polo underneath). White blouses/polos not permitted.

### Visual Guide to Approved Length of Shorts, Skirts, and Dresses

This applies to length of regular uniform, spirit, and free dress days.



### Visual Guide to **Not Acceptable Bottoms**



No Jean Style  
Pockets with  
Rivets or Shorts  
Too Short

No Cargo Pants  
or Shorts

No Joggers

## ACCESSORIES

- Sunglasses, hats, bandanas, jackets/sweaters with attached hoods etc. may not be worn during school hours, except during P.E. or recess as permitted by teachers when activities are held outside (if worn outdoors must be removed upon entering the buildings).
- Jewelry must be appropriate and tasteful and may not be hanging out of pockets (i.e. chains hanging from pants).
- Facial piercings are prohibited.
- Piercings or other jewelry should never be a distraction in the classroom or on campus.
- Ties shall not be worn.
- Heavy chains, leather collars, and/or spiked jewelry that could be considered a weapon are not permitted.
- Belts may be any color of fabric/material but cannot distract from the learning environment such as flashing or other similar style.

## HAIR AND GROOMING

- Hair will be maintained and well groomed.
- No Mohawk or similar styles will be permitted.
- Only color such that resembles a natural color of hair will be allowed.
- Colored hair extensions shall not be worn.

## SCHOOL SPIRIT or THEMED DRESS DAYS (PRIVILEGE)

- School spirit shirt may be worn on Fridays (or Thursday on weeks that have no school on Friday).
- If selected “theme” wear during a spirit designated day and/or week is deemed inappropriate or suggestive in nature by LP staff, student will be required to change attire.
- If student chooses not to wear school spirit or themed dress the standard uniform is required.
- **Friday Spirit Day and Themed Spirit Days are privileges.** Any violations of handbook policies, uniform policy, or privilege guidelines, will result in privileges being taken away.

### Uniform Policy Detailed Chart (Friday Spirit Day)

Friday or Themed School Spirit Days	Style	Unacceptable Attire
<b>LP T-SHIRTS</b> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> &amp; 7<sup>th</sup> grades: spirit shirt must be tucked in</li> <li>• K-5 and 8<sup>th</sup> grades: spirit shirt is not required to be tucked in</li> <li>• Shirt must have sleeves (if sports team shirt does not have sleeves a white, gray, light blue, or navy sleeved shirt must be worn underneath)</li> </ul>	<ul style="list-style-type: none"> <li>• LP spirit shirt: available for purchase through Red’s Team Sports</li> <li>• LP spirit shirts: Leader in Me, Pay It Forward, etc.</li> <li>• Official LP club or athletic/academic team shirt, as designed by the club/team sponsor.</li> <li>• <b>From ANY school year past or present.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Non-uniform clothing of choice.</li> <li>• T-shirts that are torn, written on, or defaced in any way.</li> <li>• Shirts knotted or cinched with a band at the waist.</li> <li>• T-shirts with inappropriate messages</li> </ul>
<b>BOTTOMS</b> <ul style="list-style-type: none"> <li>• K-5: jeans or jean shorts/skirts/capris</li> <li>• 6<sup>th</sup> &amp; 7<sup>th</sup> grade: <b>uniform bottoms</b></li> <li>• 8<sup>th</sup> grade: jeans or jean shorts/capris</li> </ul>	<ul style="list-style-type: none"> <li>• K-5: jeans or jean shorts/skirts/capris</li> <li>• 6<sup>th</sup>-7<sup>th</sup>: standard uniform bottoms</li> <li>• 8<sup>th</sup>: jeans or jean shorts/capris</li> </ul>	<ul style="list-style-type: none"> <li>• Shorts, skorts, or skirts that are too short (must be fingertip length) or too tight (skinny pants are not permitted).</li> <li>• Capris or shorts that are rolled up beyond the hemline.</li> <li>• No CARGO/JOGGER - pants/shorts/capris.</li> <li>• No clothes with holes, tears, or rips (including jeans)</li> <li>• No colored jeans (standard “blue” denim jeans only)</li> </ul>

## Visual Guide to **Not Acceptable Bottoms**



## ATHLETICS TEAMS: GAME DAY DRESS AT SCHOOL

To show team spirit and encourage families to attend our TCAL sporting events members of the team may wear their team jersey to school on game days.

Athletic Teams: Game Day Attire	Unacceptable Attire
<b>TOPS</b> <ul style="list-style-type: none"> <li>• TCAL team jersey</li> <li>• If jersey is sleeveless a navy, gray, light blue, or white sleeved shirt must be worn underneath</li> <li>• Jersey must be tucked in (exception 8<sup>th</sup> grade)</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeveless team jersey without a sleeved undershirt</li> </ul>
<b>BOTTOMS</b> <b>MUST BE STANDARD UNIFORM BOTTOMS</b> <ul style="list-style-type: none"> <li>• Khaki or Navy</li> </ul>	<ul style="list-style-type: none"> <li>• Any athletic or sports style short (including the team shorts)</li> <li>• Any spandex bottoms or leggings</li> </ul>

## NON-UNIFORM DRESS DOWN DAYS

### Shirts:

- Must have sleeves and must cover the shoulders
- Does not have to be tucked in
- Must fully cover chest and stomach area
- May not be see-through
- May not be tied or cinched
- May not be revealing

### Bottoms:

- Must be fingertip length (even with leggings)
- May not have writing across the backside of the pants/shorts/skirt
- Must be worn at natural waist-line (not below the hips)

- No knit or spandex bottoms, jeggings, or skinny jeans
- May not have holes, tears, or rips

**Shoes:**

- Same as uniform dress day for safety purposed at recess and/or PE

\*No clothing may have rips, holes, inappropriate pictures, words, logos, advertisement including but not limited to anything discriminatory, violent, and may not be suggestive of drug/alcohol/illegal substances.

\*Any questionable clothing not specifically listed here is subject to administrative review.

**PE UNIFORMS FOR GRADES 6<sup>th</sup> – 8<sup>th</sup> (Grades K-5 DO NOT change clothes for PE)**

Middle school students are required to change into PE uniforms in order to participate in their physical education class. **Students in grade 6<sup>th</sup> – 8<sup>th</sup> are required to have one semester of PE each school year.**

**Shirts and Bottoms:** Must be purchased through Red's Team Sports (past year PE uniforms are acceptable).

**Shoes:** Closed toe athletic shoes must be worn for safety.

**500.02 Code of Conduct/Discipline**

Lutz Preparatory has implemented a comprehensive Code of Conduct that students must follow and Lutz Preparatory enforces. The goal is to provide a safe and supportive environment that is conducive to learning and Lutz Preparatory does not tolerate behavior that disrupts or interferes with the education of other students or the school.

***Students are responsible for*** understanding and adhering to this Code of Conduct.

***Parents are responsible for*** helping students understand and abide by these policies, for recognizing that unacceptable behavior is subject to disciplinary action, and for supporting the enforcement of these policies.

***School personnel are responsible for*** being aware of the specifics of the Code of Conduct and applying them appropriately.

**Please note:** The school *references* the Code of Conduct/Discipline Policy as stipulated by the School District of Hillsborough County:

<http://www.sdhc.k12.fl.us/AdminDiv/Documents/StudentHandbook/index.asp>. However, the Administration based on approved Governing Board policy, reserve the right to establish and implement a discipline policy germane to the school and within the guidelines set by the State of Florida. Administration, including the Director of Schools and Assistant Administrators or other designee may be responsible for discipline and determines the level of the offense and its appropriate consequence. Terms are defined in the handbook's glossary. The Lutz Preparatory Board of Directors gives the administration reasonable degree of discretion in determining the level of the offense and the resulting consequences.

It is critical for all stakeholders (students, parents, teachers, and administrators) to play an active role in fostering the implementation of preventative procedures in effort to reduce incidences of reactionary discipline. The common goal is to promote appropriate student behavior, and support at-risk students through research-based classroom management, intervention supports, and restorative practices.

Classifications of violations or offenses vary based on circumstances of the incident. Administration of discipline may reflect violations of the Hillsborough County Code of Student Conduct occurring on school property and at school-sponsored functions and events. Serious violations can result in issuing a student at-risk status and recommendation to the Board of Directors to be withdrawn from LP or impact enrollment for following school year, or other actions as deemed necessary. Evidence and factors are taken under consideration to help determine accurate incident level of offense and proportionate disciplinary responses necessary. Please note, all offenses and fact-findings are reviewed and examined internally by LP staff and/or administration.

**The factors considered include, but are not limited to:**

- age or disability
- seriousness of offense
- premeditation, impulse, or self-defense
- strength of evidence
- cooperation or remorse
- disciplinary history
- gang-relationship

1) **Change of Environment Offenses**

Change of Environment policies must require students found to have committed, by evidence, one of the following offenses as defined per Florida Statute:

- a) Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school sponsored transportation or possessing a firearm at school
- b) Making a threat or false report, as defined by ss.790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity

**Absolutely NO WEAPONS or FIREARMS of any type are allowed on campus at any time by student, parent, visitor, or staff; regardless of concealed weapon permit.**

- 2) **Change of Environment – Discipline Response:** Consequences of a change of environment offense requires a student to go through a change of placement hearing and may affect continuing educational services, from Lutz Preparatory, recommendation to the Board of Directors to withdraw enrollment privileges, and referred to the criminal justice or juvenile system.

3) **Level One – Serious Offenses**

Threats of any type on the safety of student(s), teachers, employees, visitors, or agents of the school facility will be handled by the appropriate party including, but not limited to, Administration and law enforcement agency if deemed necessary by Administration. Consequences will be in compliance with Florida Department of Education, sponsoring school district, local and federal law enforcement agency policies and procedures on such matters.

The level of severity for offenses is based on factors mentioned above, as well as defined per Florida Statute. A sample list of offense categories are provided in LP's disciplinary response guide provided. Examples of **serious offenses** include, but not limited to:

- a) Arson
- b) Battery
- c) Continuous disruptive behavior – as deemed by administration and student's disciplinary history
- d) Physical attack
- e) Sexual harassment\*

f) Weapons possession (*including look-alike*)

\*For sexual harassment incidents, consultation with the Board of Directors and additional appropriate parties will occur for further recommendation of disciplinary action that may include a recommendation to Board of Directors for withdrawal of enrollment privileges.

4) **Level One – Discipline Response:**

Consequences of a level 1 involve the most serious offenses requiring administrative response and law enforcement (when appropriate). Responses may include, but not limited to:

- a) Up to 10 days out-of-school suspension (OSS)
- b) Consideration for change of placement
- c) At-risk status for recommendation to Board of Directors to be withdrawn from Lutz Preparatory and/or impact enrollment privileges for following school year(s)

5) **Level Two – Major Offenses**

Acts of misconduct that violate this handbook or otherwise interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or any student's learning process shall be subject to a range of consequences as determined by Administration or designee. Examples of **major offenses** include, but not limited to:

- a) Disruption on campus – major
- b) Leaving campus without permission
- c) Offensive language
- d) Technology misuse
- e) Threat/intimidation
- f) Vandalism\*\*

**\*\* Vandalism:**

- a) Lutz Preparatory is a publicly funded school run privately by the Lutz Preparatory School, Inc. on a charter from the Hillsborough County School District. Lutz Preparatory equipment, supplies, furniture and classroom instructional tools are indirectly owned by the state.
- b) Florida State Statute 1002.01: Vandalism and the defacing of school property is a serious offense. Students committing these infractions shall face severe disciplinary action, which may include suspension and/or dismissal and/or reporting to the appropriate law enforcement agency.

6) **Level Two – Discipline Response:**

Consequences of a level 2 involve first, or reoccurring major offenses requiring administrative response. Responses may include, but not limited to:

- a) Loss of privileges (exclusion from group lunch or extra-curricular activities)
- b) Detentions \*\*– may be assigned **before, during, or after school**
- c) Special assignments or assigned tasks (may include campus work detail)
- d) Behavior contract or plan
- e) Parent pick-up
- f) In-school suspension (ISS)
- g) Out-of-school suspension (OSS)
- h) At-risk status for recommendation to Board of Directors to be withdrawn from Lutz Preparatory and/or impact enrollment privileges for following school year(s)
- i) Consult with law enforcement as appropriate

**\*\*Detention**

Detention authorized by assigning teacher or staff member will typically be held before or after school for students who misbehave or otherwise violate the Code of Conduct. Parents will be given 24 hour prior notice that the student will be serving a forthcoming detention. Written notification to parent or guardian may be signed and returned to school the next day. If indicated, failure to return detention notice will result in addition detention(s). Depending upon the offense, single or multiple detentions may be assigned.

7) **Level Three – Minor Offenses**

Acts of minor misbehaviors or incidents, or slightly more major incidents but does not result in suspension. Examples of **minor offenses** include, but not limited to:

- a) Disruption
- b) Dress code violation
- c) Noncompliance
- d) Off-task

### 8) Level Three – Discipline Response:

Consequences of a level 3 involve first, or reoccurring minor offenses requiring repeated classroom supports, corrective responses, and potential for administrative response. Responses may include, but not limited to:

- a) Student/parent/teacher conferences
- b) Supervised time-outs (in class or another classroom)
- c) Change in seating assignment
- d) Behavior contract or plan
- e) Loss of privileges (exclusion from group lunch or extra-curricular activities)
- f) Detentions – may be assigned **before, during, or after school**
- g) Special assignments or assigned tasks (may include campus work detail)
- h) Parent pick-up / “Cooling off” period

Lutz Preparatory’s Disciplinary Response Guide:

**Please note:** Student disciplinary responses are confidential. Varied stages of proportionate and progressive disciplinary responses are issued for student offenses; however, it is left to the discretion of school based administrators to utilize lower stages as deemed appropriate based on age, maturity, or disability of the student. Classifications of violations or offenses vary based on circumstances of the incident, as determined by administration, and/or as well as defined per Florida Statute.

<b>Change of Environment – Discipline Response</b>	Bringing a firearm or weapon, as defined in Chapter 790, to school, to any school function, or onto any school sponsored transportation or possessing a firearm at school.		
	Making a threat or false report, as defined by SS.790.162 and 790.163, respectively, involving school or school personnel’s property, school transportation, or a school-sponsored activity.		
<b>Level 1 <u>Serious</u> Offense (examples)</b>	Arson	Arrested or charged with off-campus offense	Battery
	Bullying	Continuous disruptive behavior (CDB)	Drug sale/ distribution/use/possession
	Harassment	Physical attack/fighting	Sexual offenses (assault, battery, harassment)
	Threat/intimidation	Trespassing	Weapons possession
	<i>Other offenses can be determined as Level 1 as determined by administration based on severity.</i>		
<b>Level 2 <u>Major</u> Offense (examples)</b>	Alcohol	Bullying	Disrespect / Defiance
	Disruption on or off campus – major	Drug possession	Falsification of records
	Fighting (with or without injury)	Harassment	Leaving campus without permission
	Non-compliance with assigned discipline	Offensive Language (hurtful, derogatory, discriminating, obscene)	Physical contact ( <b>any</b> including affection, horseplay, etc.)
	Repeated disobedience / insubordination	Technology Misuse	Theft
	Threat/intimidation	Vandalism	Weapons possession
	<i>Other offenses can be determined as Level 2 as determined by administration.</i>		
<b>Level 3 <u>Minor</u> Offense (examples)</b>	Disruption	Dress Code	Excessive talking / calling out
	Left class or assigned area without permission	Noncompliance	Off-task
	Other minor incidents	Profanity	Tardiness

### 500.03 Sexual Harassment

Lutz Preparatory does not tolerate sexual harassment by any of its students. Students who engage in such conduct shall be subject to a range of punishment which may include, but shall not be limited to, notification to parent or guardian, verbal or written reprimand, detention, out-of-school suspension, or dismissal from Lutz Preparatory and change of environment proceedings based on sponsoring school district policy and this includes sexual harassment occurring in cyberspace/internet. FL DOE defines sexual harassment as unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. ([6A-19.008 \(1\) SBE Rule](#)) (PDF). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

- 1) Examples of sexual harassment may include, but are not limited to, the following unwanted and unwelcome behavior:
  - a) verbal harassment or abuse of a sexual nature;
  - b) subtle pressure for sexual activity;
  - c) repeated remarks to a person with sexual or demeaning implication (for example, a person's body);
  - d) display of, being shown, given or left sexually suggestive objects, pictures, illustrations, messages or written materials;
  - e) sexual or suggestive comments, jokes or gestures;
  - f) being "sexually rated" by an individual, for example, on a scale from 1 to 10;
  - g) being pressured to go out with someone;
  - h) being the recipient of whistles, jeers, or catcalls;
  - i) being touched, grabbed, or brushed up against or pinched in a sexual way;
  - j) spreading sexual rumors about a person;
  - k) having clothing pulled in a sexual way;
  - l) being forced to view centerfolds, photographs, posters, or drawings of a sexual nature;
  - m) having one's way blocked in a sexual way;
  - n) placing messages or graffiti written about that person on a computer screen, restroom walls, in locker rooms, or any other public site;
  - o) being forced to kiss someone or do something sexual other than kissing;
  - p) being called a name that identifies one's sexual orientation: i.e. gay, lesbian, straight, hetero, homo, fag, etc.
  - q) having clothing pulled off or down;
  - r) being spied on or photographed while dressing or showering;
  - s) requesting sexual favors.
- 2) Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- 3) A student has the right at any time to raise the issue of sexual harassment with appropriate school and/or district personnel without fear of reprisal. Do not think that if you just ignore the problem, it will go away.
- 4) Allegations of sexual harassment shall be promptly investigated, giving due regard to the need for confidentiality.
- 5) Those being sexually harassed should take the following steps:
  - a) Clearly tell the harasser to stop.
  - b) Make a written record of the incident including date, time, witness or witnesses and parties involved in the incident.
  - c) Report the incident immediately to an adult at the school, such as a teacher, guidance counselor, or Administration.
  - d) Report the incident immediately to your parents or guardian.
  - e) Avoid being alone with the person who has harassed you.
- 6) When a person is alleged to have engaged in any sexual harassment, the common reaction of that person is to be angry and want to pay him or her back (retaliate). Retaliation is defined as meaning "to

pay back (an injury) in kind.” Lutz Preparatory does not tolerate retaliation. Some examples of retaliation include, but are not limited to, the following:

- a) attempting to discuss the matter in any way while it is under investigation;
  - b) spreading rumors;
  - c) following the person;
  - d) becoming physical in any way;
  - e) destroying property;
  - f) using the telephone, computer or other electronic means to retaliate in any way.
- 7) To minimize the risk of being accused of sexual harassment:

**DO:**

- a) Keep your hands to yourself.
- b) Think before you speak.

**DON'T:**

- a) Touch anyone in an inappropriate way.
- b) Keep asking a person to go out with you after he/she has said “No”.
- c) Be in a room alone with a person with the door closed.
- d) Make remarks that have sexual overtones or implications.

### 500.04 Civility

In order to provide a safe, caring and orderly environment, Lutz Preparatory and Hillsborough County Public Schools expects **Civility** from **ALL** who engage with Lutz Prep staff and/or in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying, and aggressive actions. Volatile, hostile, or aggressive actions and words (in person or through email) are discouraged and individuals who engage in these activities may face legal penalties.

Lutz Preparatory values the importance of parental involvement and the positive effect it has on student achievement. LP staff commends the time and effort parents and guardians serve as volunteers, coaches, and the social-emotional support they provide. Demonstrating professionalism and mutual respect is essential in promoting a successful educational and work environment. While rare, instances may occur when parents/guardians appear to behave or communicate in demeaning, threatening, and/or directly or passively aggressive ways with teachers and staff. This behavior is unacceptable and can potentially undermine educators’ best practices and consequently impact the success of students and staff members. If any of these types of behaviors or communications occur, it will be addressed immediately to prevent future occurrences of similar nature.

At Lutz Preparatory, we respect and protect the dignity, safety and well-being of our students, their property, our staff, and our community.

#### **Unacceptable Behavior:**

- Violence/disrespect is any word, look, sign, or act that hurts another person’s body, feelings, dignity, safety, or property. **NO ONE IS ENTITLED TO USE VIOLENCE**; therefore, violence in any form will not be tolerated at our school or any school-sponsored function on or off campus including through cyberspace/internet/phone, etc.
- Depending on the circumstances and context, demeaning or offensive comments or behavior(s) targeting age, race, gender, sexual orientation, or disability status jokes, taunting, slurs, mimicking, gestures, rumors, derogatory “nicknames” or name calling, innuendos, hate speech/intolerant rhetoric, and/or other negative or derogatory remarks/stereotypes of any nature.

In determining the consequences of any misconduct, Lutz Preparatory will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this

policy requires a determination based on all of the facts and surrounding circumstances. These determinations, and appropriate consequences, will be established by the Lutz Preparatory Administrative team and addressed case by case.

### **500.05 Bullying**

Lutz Preparatory School has a no tolerance approach toward bullying and harassment of any type. Below is what State of Florida, the school district, and Lutz Prep defines conduct that constitutes bullying or harassment. The complete policy can be found on the SDHC website at [www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us).

#### **Definitions**

**“Bullying”** includes “cyberbullying” and means systematically and chronically inflicting physical hurt or psychological distress on one or more students, employees or visitors. It is further defined as unwanted and repeated written, verbal or physical behavior, including any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to: teasing, threats, intimidation, stalking, cyberstalking, physical violence, sexual, religious, or racial harassment, public or private humiliation, destruction of property, or theft.

**“Harassment”** means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; or
  2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
  3. Has the effect of substantially disrupting the orderly operation of the school.
- 1) Unacceptable Behavior
    - a) Behaviors, which interfere with or threaten to interfere with school activities
    - b) Using loud, offensive language, or profanity
    - c) Intimidating, harassing, bullying, and inappropriate display of temper
    - d) Threatening verbal or physical harm
    - e) Threatening, abusive, or obscene telephone conversations, written communication, electronic mail, or voicemail
  - 2) Bullying is when someone keeps doing or saying things to have power over another person. Some of the ways they bully other people is by:
    - a) calling them names
    - b) saying or writing nasty things about them physically or electronically
    - c) leaving them out of activities, not talking to them
    - d) threatening them
    - e) making them feel uncomfortable or scared
    - f) taking or damaging their things
    - g) hitting or kicking them, or making them do things they don’t want to do.
  - 3) What can you (student) do if you are being bullied?
    - a) Ignore the bully, telling him/her to stop and walk away whenever the bullying starts.
    - b) Tell an adult you trust. This isn’t telling tales. The student has the right to be safe and adults can do things to make certain the bullying stops.
    - c) If you feel you have solved the problem on your own, tell an adult anyway in the event it happens again.
    - d) An adult you trust may be a teacher, school Administration, parent, someone from your family, or a friend’s parent. If you find it difficult to talk about being bullied, you might find it easier to write down what has been happening and give it to an adult you trust.
  - 4) Procedure for Reporting:

- a) A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report. Note: there is a link on the front page of the school's website indicated with an "x" to report bullying.
  - b) Any student or student's parent/guardian who believes the student has been or is the victim of bullying or harassment should immediately report the situation to teachers or other school staff who will be responsible for notifying the Director of Schools or Assistant Principal.
  - c) All school employees are required to report alleged violations of this policy to the Director of Schools or as described above. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy to the Director of Schools or as described above.
  - d) Written and oral complaints shall be considered official reports. Complaints may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous complaint.
- 5) Procedure for Investigation:
- a) The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the Director of Schools, who is trained in investigative procedures. Bullying investigations are performed internally; if entities outside of school are involved, parties would include Department of Children and Families, law enforcement, mental health providers, consultation with Hillsborough County School district, and/or similar services. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator shall collect and evaluate the facts including but not limited to:
    - i) The nature of the behavior
    - ii) How often the conduct occurred
    - iii) Whether there were past incidents or past continuing patterns of behavior
    - iv) The relationship between the parties involved
    - v) The characteristics of the parties involved
    - vi) The identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment
    - vii) The number of alleged bullies/harassers
    - viii) The age of the alleged bully/harasser
    - ix) Where the bullying and/or harassment occurred
    - x) Whether there have been other incidents in the school involving the same or other students
    - xi) Whether the conduct adversely affected the student's education or educational environment
    - xii) The context in which the alleged incidents occurred
  - 6) Whether a particular action or incident constitutes a violation of the policy requires a determination based on all the facts and surrounding circumstances and shall include a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior in a written report to the Director of Schools.
  - 7) A maximum of ten school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.
  - 8) The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.
  - 9) Scope: The investigator will provide a report on the results of the investigation within 10 days.

**500.06 Assembly and Association**

- 1) Students shall be free to join school organizations and lawfully assemble in such a manner so as not to disrupt the orderly process of the school's programs and environment.
- 2) Students have the right to:

- a) lawfully assemble;
  - b) organize associations within the school and seek approval by the school administration for social, athletic, and other proper and lawful purposes, providing that no such group denies membership to any student because of race, sex, religion, or for any reasons other than those related to the purpose of the organization.
- 3) Students have the responsibility to:
- a) exercise the right to assemble so that the assembly does not disrupt the school program or the orderly conduct of the school;
  - b) know and observe qualifications for membership in student activities and to refrain from activities that interfere with school discipline;
  - c) conduct themselves in a manner that is representative of the school and the organization of which they are members.
- 4) Parents have the responsibility to:
- a) exercise the right to assemble so that the assembly does not disrupt the school program or the orderly conduct of the school;
  - b) know and observe qualifications for membership in student activities and to refrain from activities that interfere with school discipline;
  - c) conduct themselves in a manner that is representative of the school and the organization of which they are members.

***STUDENT DISCIPLINARY RESPONSE FORM***

A copy of Lutz Preparatory's disciplinary response form is included on the following page. Please contact your student's teacher or administration with any questions regarding a student referral.

***LP Disciplinary Response Form******Student Information***

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Referred by: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

***Previous Supports / Interventions (Check all that apply)***

- |                                                   |                                                            |                                                 |
|---------------------------------------------------|------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Student warning          | <input type="checkbox"/> Use of Time-Out                   | <input type="checkbox"/> Loss of Privilege      |
| <input type="checkbox"/> Parent Notification      | <input type="checkbox"/> Student/Parent/Teacher Conference | <input type="checkbox"/> Reminder / Redirection |
| <input type="checkbox"/> Individual Behavior Plan | <input type="checkbox"/> Referral to Administration        | <input type="checkbox"/> Other: _____           |

***Offense Level per Student Handbook***

- ☐ Change of Environment Offense (☐ Law Enforcement consulted)
- |                                                     |                                                     |                                                       |                                                         |
|-----------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Level 3 Offense<br>(Minor) | <input type="checkbox"/> Level 2 Offense<br>(Major) | <input type="checkbox"/> Level 1 Offense<br>(Serious) | <input type="checkbox"/> First Infraction               |
|                                                     |                                                     |                                                       | <input type="checkbox"/> Continuous/Repeated Infraction |

***Offense/Behavior Concern or Infraction***

- |                                                 |                                                                                   |
|-------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Disrespect/Defiance    | Refusal to follow directions or insubordination                                   |
| <input type="checkbox"/> Disruption             | Disrupting learning or school environment/activity                                |
| <input type="checkbox"/> Inappropriate Language | Use of profanity or inappropriate/offensive words                                 |
| <input type="checkbox"/> Harassing Others       | Threats, intimidation, gestures, verbal incidents                                 |
| <input type="checkbox"/> Physical contact       | Hitting, punching, kicking, or any other physical conduct (causing injury or not) |
| <input type="checkbox"/> Technology Misuse      | Using any electronic device inappropriately or without permission                 |
| <input type="checkbox"/> Other (specify):       | _____                                                                             |

***Specific Information Regarding Incident for Disciplinary Response:*** \_\_\_\_\_***Response Taken by Administrator***

- |                                                           |                                            |                                                    |
|-----------------------------------------------------------|--------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Conference with Student          | <input type="checkbox"/> Loss of Privilege | <input type="checkbox"/> Time in Office (Time-Out) |
| <input type="checkbox"/> Parent Contact and/or Conference | <input type="checkbox"/> Detention         | <input type="checkbox"/> ISS or OSS (Circle One)   |

Date(s) of consequence (if issued): \_\_\_\_\_

***Signatures***

Referred By \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

## SECTION 600 – ELECTRONICS POLICY

### 600.01 Computer Education/Electronics

- 1) Electronic devices are prohibited on campus unless previously approved by the Lutz Preparatory staff/administration. If approval has not been granted, the electronic devices shall be confiscated the first time seen. The devices will only be released to a parent or guardian.
- 2) The school shall not accept the responsibility for damaged personal property or cost of replacement.
- 3) Lutz Prep provides its students with many opportunities for computer and Internet usage. In order to participate in these opportunities, each student and family must **fully understand and agree to the acceptable use policy that guides this usage**. Any student or family member that is not willing to accept these responsibilities will not be afforded computer or Internet access.
- 4) All Lutz Prep student behavior is governed by this Handbook. The acceptable use of technology and Internet privileges is embraced in this Handbook. The Internet is a global database system providing access to information from around the world. Students will have limited and supervised access to the Internet. The following principles guide this usage:
  - a) **Personal Safety and Personal Property:** No personal contact information or pictures of self or other students, faculty, or staff may be posted by students on an Internet site or other locations. Personal information includes a home address, telephone number, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Students will promptly disclose to a teacher or school employee any message received that is inappropriate or makes them feel uncomfortable. It is required and incumbent on the parent to counsel their child regarding inappropriate internet usage as defined. Should the parent elect for their child to not have access to the school's internet program, a notarized statement to that effect must be submitted to child's teacher during the first week of school.
  - b) **Illegal Activities:** Students will not attempt to gain unauthorized access to any computer system, including the Lutz Prep network, or to go beyond their authorized access. Students will not intentionally damage or disrupt computers, software, systems, or networks.
    - i) This includes attempting to log in through another person's account or access another person's files. Students will not make deliberate attempts to disrupt the computer system, destroy data by spreading computer viruses, "hacking," or by any other illegal act. Such acts will result in immediate notification to the Director of Schools for his/her action.
  - c) **Security System:** Students are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a student provide his/her password to another person. Students will immediately notify a teacher if they have identified a possible security problem. Students should not go looking for security problems, as this may be construed as an illegal attempt to gain access.
  - d) **Inappropriate Language/Harassment/Attacking Others:** Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Sending or displaying messages or pictures that are offensive is strictly prohibited. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause damage or disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass other students, including cyberbullying in any form via email, chat, or web posting. If a student is told by another individual to stop sending messages, that student must stop. Students will not knowingly post false or defamatory information about a person or organization.
  - e) **Respect for Privacy:** Students will not repost a message that was sent to them privately. Students will notify teachers immediately should they receive a message via the network. Students will not post private information, including personal contact information, about another person.
  - f) **Respecting Resource Limits:** Students will use the system only for educational activities. Students will not download large files unless absolutely necessary. Students will not post chain letters or engage in "spamming". Students shall not check their personal email accounts utilizing Lutz Prep's

hardware, software, and network. Such action shall be deemed a Level One offense with an immediate suspension from Lutz Prep.

- g) **Plagiarism:** Students will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as one's own.
- h) **Copyright:** Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright.
- i) **Inappropriate Access to Material:** Students will not use Lutz Prep computers to access material that is not related to educational pursuits, is designated for adults, is obscene or profane, advocates illegal or dangerous acts, or advocates violence or discrimination toward other people. If a student mistakenly accesses inappropriate information, he/she should immediately tell a teacher or the Director of Schools. Lutz Prep parents should instruct their children further, if there is additional material that they think would be inappropriate for their children to access. Lutz Prep fully expects that students will follow their parents' instructions in this matter.
- j) **Disciplinary Actions:** Any student who violates these principles will be disciplined by the Director of Schools in accordance with this Handbook. In addition to other consequences, future computer use may be fully or partially taken away from the student.
- k) **Students and Parents:** Technology is a very powerful and effective learning tool. Abuse by any Lutz Prep student in the utilization of technology while on campus or while off campus as it directly impacts LP will be considered a Level One offense, with the offending student subject to immediate removal from LP by the Director.

### ***600.02 Cell Phones, Personal Electronic Devices, and Usage***

- 1) The school's Governing Board and Administration have a very well defined policy on possession and use of cell phones while present any time on the school's campus and/or school sponsored events. Due to the changing challenges of communications and school safety, the Lutz Prep Administration fully understands the necessity for students, faculty and staff to have on their person, during the school and work day, cell phones. Because cell phone usage disrupts the normal instructional day, Administration shall require restraint from cell phone usage.
- 2) **Phones should be off and in backpacks while on campus.** If seen, teachers will confiscate the phone immediately. Parent must pick up phone after carline. While on school campus, cell phones and other electronic devices are not to be activated or used in any manner *unless use is directed by a teacher for educational purposes*. Any cell phone usage while on Lutz Prep's campus must be approved by Lutz Prep staff. This includes no picture taking with camera phones or text messaging.
- 3) Disciplinary actions for violation of personal electronic devices/cell phone includes but is not limited to:
  - a) First Violation – warning
  - b) Second Violation – written warning and lunch detention
  - c) Third Violation – ISS & phone is dropped off at the front desk upon arrival and picked up after school
  - d) Fourth Violation – OSS and student is no longer allowed to bring a phone on campus
- 4) Sending or displaying messages or pictures that are offensive via any electronic device is strictly prohibited.
- 5) Should a student need to utilize a phone for school related business, access to a Lutz Prep phone will be provided in the main office by authorization of the school Director or designee.
- 6) Students are strictly prohibited from using school phones located in classrooms or other Lutz Prep areas outside of the main office. Employees are strictly prohibited from allowing student usage of their classroom or cell phone without authorization from the Director or designee.

## **SECTION 700 – LUNCH / CAFETERIA / SNACKS & TREATS (BIRTHDAYS)**

### ***700.01 Lunch***

Lutz Preparatory does not participate in the sponsoring school district's food program. Lutz Preparatory does not participate in the Federal Free and Reduced lunch program.

Lutz Prep has a lunch option through an outside vendor. Please visit [www.lutzprep.org](http://www.lutzprep.org) and review the detailed information posted on Campus Life\Lunch Information.

### ***700.02 Emergency Lunches***

Emergency lunches will be available to students who forget their lunches. Students shall notify a staff member if they forgot their lunch and will receive a sandwich and drink. The students needing the emergency lunch will sign for each lunch received, and the parent/guardian will be billed per meal. A bill is mailed to the student's home. Emergency lunch charges can be paid at any time; it is not necessary to wait for a bill.

### **Parent Visits during Lunch:**

When a parent comes to school to eat lunch with his/her child, please note the following:

- The family **must** be seated outside of campus at the designated grassed area in front of PrePrep bldg. or otherwise instructed by office staff.
- No other students will be permitted to eat lunch with the family. This applies to all ages/grades (Pre-prep Building and Main Building).
- Please plan ahead of time and consider weather conditions as families will not be able to eat inside lunchrooms or on the interior side of the campus; **no exceptions.**

**Please note: Lunch visits will not be available during “closed campus” times during state, district, or school testing, or other times determined by administration.**

Outside food such as McDonald's, Burger King, etc. is discouraged at school for all students. Additionally, parents are not permitted to bring lunch or treats for other students or to be delivered/distributed to a class.

### ***700.03 Cafeteria (or designated lunch area/room)***

Each student is required to demonstrate proper manners, courtesy and consideration of others in the cafeteria or location they are eating. Students are to enter and exit the cafeteria in an orderly fashion. Students are expected to raise their hands in order to get up during the lunch period. Containers are provided for the disposal of trash and each student is required to dispose of trash from the top of his/her table and the area surrounding it before the lunch period is over, or immediately upon the request of the staff.

### **General Cafeteria/Lunchroom rules are as follows:**

- 1) Speak at a conversational level.
- 2) Follow rules of good manners and politeness.
- 3) Clean up your space after eating.
- 4) Follow directions of lunch staff.
- 5) Remain in the lunchroom unless given permission from staff.
- 6) Remain seated during your lunch.

The school will not allow a student to go without a lunch. However, the parent will be charged the full lunch price for all lunches served.

### ***700.04 School-Wide Approved Classroom Snack List***

Many classes have a scheduled snack time during the school day. With regards to snacks at school, Lutz Prep considers student safety a priority. Due to a number of students having severe food allergies, Lutz Prep has developed an approved snack list that includes allergy-friendly snacks for classrooms. A copy of the list is provided below. Our goal continues to be that all children are thoroughly engaged in learning throughout

the day and we expect students to bring in a snack that will not interrupt their learning experience. Please know that a working snack is a privilege for the students. Like any privilege, it can be revoked if the eating of a snack takes away from student learning. Please note unapproved snacks brought on campus for snack purposes will not be allowed. Students need to bring their own snack as snacks are not allowed to be shared, and will not be provided by the classroom teacher.

Approved Classroom Snack List:

- Fresh fruit/veggies (**no dips**), pretzels, graham crackers, animal crackers, Teddy Grahams, Cheez-Its, Goldfish, Pirate's Booty Snack Puffs, fruit snacks, veggie chips/straws (**nut snacks will not be allowed**).

### ***700.05 Student Birthdays/Treats***

Birthday “parties” are not held at school. Invitations for home parties may not be distributed at school, so as not to interfere with our academic program, or to cause hurt feelings. If you would like to celebrate your child’s birthday at school, you may choose one of the options below:

- You may **send in** a special “Birthday Book” for your child that will be shared with the class to fill with memories until the end of the year - OR -
- You may come to school and have lunch with your child while sitting outside of campus at the designated area in front of PrePrep or otherwise instructed by office staff (\*Please consider weather conditions ahead of time as families will not be able to eat inside the lunchroom or inside campus)

**For student safety, wellness, and having students with severe food allergies, Lutz Prep does not allow for treats to be brought in for student birthdays or personal celebrations.**

## **SECTION 800 - PATRIOTISM**

### ***800.01 Patriotism***

- 1) Students are encouraged to show love for their country and allegiance to its flag.
- 2) Students have the right to recite and display their feeling of patriotism and participate in or refrain from activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag, or taking part in a patriotic ceremony; providing they do not interrupt the education rights of others.
- 3) Students have the responsibility not to interfere with the rights of other students to express or refrain from expressing patriotism.

## **SECTION 900 - RIGHTS AND RESPONSIBILITIES**

### ***900.01 Student Rights***

The total purpose Lutz Prep and the personnel who support Lutz Prep is to provide for the maximum personal and educational development of each and every student who is in attendance and is affected by the school in a safe, secure and respectful environment. Therefore:

- 1) Students are entitled to the protection of themselves and their property. To enjoy a safe school environment, students must understand and respect people and the property of others
- 2) Students have the right to:
  - a) be protected from threats, assaults, or physical injury;
  - b) have their property protected from misuse, damage, or theft;
  - c) be protected from conditions that may be harmful or injurious to their health, safety, or property.
  - d) be informed of the established rules and regulations that govern their conduct and discipline;

- e) a meaningful curriculum that shall meet their immediate and future needs;
  - f) voice their opinions in the development of their curriculum;
  - g) pursue their education under competent instruction;
  - h) take part in in-school (instructional) activities and to decide if they want to take part in after-school (co-curricular) activities.
- 3) Students have the responsibility to:
- a) not threaten, assault, or cause physical injury to others;
  - b) not possess, handle, transmit, or use weapons, drugs, or other materials that may be harmful to themselves or others;
  - c) be informed and observe all the established rules and regulations that govern their conduct and discipline;
  - d) attend all classes regularly and on time;
  - e) contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
  - f) do all classroom assignments (except in the case of an unexcused absence) and meet all requirements of all classes;
  - g) respect the rights of others and to respect the views and backgrounds of those different from their own;
  - h) meet the approved criteria required for participation in instructional and co-curricular activities.

## SECTION 1000 – STUDENT MATRICULATION

### *1000.01 Placement and Grading*

All Lutz Preparatory School (K-8) courses shall have higher standards and be offered in heterogeneously grouped classes. Placement which facilitates optimum learning for each student will be determined by established principles of growth and development, by the academic and career interests of the student, and by acquisition of subject area skills and competencies. Upon reviewing student data, students may be placed in intensive or remediation courses based on teacher recommendation and administration's approval. Due to the broad range of academic abilities of students, from time to time additional resources may be required to support student's grade level proficiencies per the Florida Standards.

PLEASE NOTE: Our goal is to place students with teachers who will help them succeed, but placing them with specific teacher requests is not something we can accommodate. If you wish to send specific character traits that you believe your student responds positively to in the classroom, please email administration no later than May 30 for the proceeding school year at: [administration@lutzprep.org](mailto:administration@lutzprep.org). We appreciate your involvement in your children's education.

For Middle School students, each student will be scheduled into specific courses according to each grade level. A student shall not, under any circumstances be approved for placement in any course offered outside of the school's approved program during the operational hours of the established school day or while enrolled at Lutz Prep as a full-time student, this includes placement in a virtual school course. *For information and placement for credit recovery courses, please consult Lutz Prep administration.*

Initial placement of a new student will be based upon the previous school's recommendation. Students seeking initial placement from a home education program or private school may be screened by Lutz Preparatory to determine the most appropriate grade-level placement. Criteria to be considered may include age, maturity, standardized achievement test results, state assessments, records, and evidence from student's portfolio of work and achievement while in home schooling. In no instance shall placement be considered automatic or based solely on the recommendation of the private school or home educator. The placement decision is subject to review and revision, after school personnel have had the opportunity to observe the student's work. Additionally, LP follows the ACCEL option as outlined in Florida Statute. Options may be available for students who meet specific requirements. Factors involved include a screening where students must meet criteria to move forward and is limited to specific times of the year. In addition, historical

information is taken into account to review student data and considered in order to move forward if benchmarks are met. Academic information including updated assessments is reviewed, as well as an aptitude-quantitative assessment scored by an outside party. Teacher recommendations are also factored into the required process.

Lutz Preparatory School recognizes the importance of parents to be informed of their children's performance level, academic progress, and progress toward standards/benchmarks attainment. Therefore, teachers shall accurately communicate student progress to parents through a system of progress reports, parent conferences, notes, progress alerts, and other school-based forms of communication. Parents who have further questions and/or concerns regarding their children's performance should contact their teacher(s) to schedule a conference. If a parent deems additional assistance is needed after the parent/teacher conference, please contact the front office to schedule a meeting with administration.

### **Elementary Approach**

Our goal is to combine traditional assessments and alternative assessments that reflect an overall evaluation of the student's academic achievement. Thus, the report card is a holistic summary of a student's growth and progress at a given time in grades kindergarten through fifth grade.

The system is based on the following assumptions and beliefs about children, learning, and assessment:

- 1) Each child is a unique individual with varied background experiences and with varying rates of development.
- 2) Each child is growing, changing, and learning at his or her own rate.
- 3) Children's self-concept and academic success go hand-in-hand. Therefore, every effort is made to encourage children to feel good about what they can do.
- 4) Learning occurs in a variety of settings and through cooperative interaction with teacher, peers, and other individuals in the child's environment.

### **1000.02 Grading Scale**

#### **Lutz Preparatory Elementary School:**

Assessment and evaluation of the student's progress combine both formal and informal measures, which are conducted over time and in different settings. The K-5 report card should reflect the sum of these measures.

Reporting systems for students should consist of a two-way communication between home and school. Research indicates that a direct correlation exists between academic success and home/school involvement. Reporting systems should be designed to benefit students rather than threaten them. An effective reporting system provides information to move instruction forward. The K-5 Report Card should be shared and discussed with children at home and at school.

- 1) Grading and progress reports fall under the supervision of the administration team.
- 2) Elementary School student grades for each reading, writing, math, social studies, and science will be based upon criteria including: classwork, homework, projects, quizzes, tests, and grade level appropriate performance tasks.
- 3) See individual teacher for specific grading weights of assignments.

<b>Lutz Preparatory Elementary School Grading Scale K-2</b>	
<b>Grades K-2</b>	<b>Academic Progress Code</b>
E	Excellent. Work is consistently above grade-level expectations.
S	Satisfactory. Work meets grade-level expectations.
N	Needs Improvement/More Time. Work needs improvement to meet grade-level expectations.
U	Unsatisfactory. Work is not meeting grade-level expectations

## 2021-22 Lutz Preparatory Student Handbook

Grades K-2	Student Performance Level
AL	Above Level
OL	On Level
BL	Below Level

Lutz Preparatory Elementary School Grading Scale 3-5		
Grades 3-5	Point Range	Academic Progress Code
A	90-100	Excellent
B	80-89	Good
C	70-79	Satisfactory
N	60-69	Needs Improvement
U	0-59	Unsatisfactory
Grades 3-5	Student Performance Levels	
AL	Above Level	
OL	On Level	
BL	Below Level	

### Guidelines for Determining Student Performance Levels

Subject	Above Level (AL)	On Level (OL)	Below Level (BL)
Language Arts: <b>READING</b> Grades K-5	Any student whose individual data and performance during Guided Reading* consistently demonstrates the assigned grade level state adopted standards, in <i>above level</i> text of a full year based on several different school selected measures.	Any student whose individual data and performance during Guided Reading* consistently demonstrates the assigned grade level state adopted standards, in <i>on level</i> text based on several different school selected measures.	Any student whose individual data and performance during Guided Reading* does not consistently demonstrate the assigned grade level state adopted standards and is reading in <i>below-level</i> text.
*Guided Reading is taught with text at a student's instructional level.			
Language Arts: <b>WRITTEN COMMUNICATION</b> Grades K-5	Any student whose independent writing performance consistently demonstrates greater depth of the state adopted standards for the student's assigned grade level.	Any student whose independent writing performance consistently demonstrates the state adopted standards for student's assigned grade level.	Any student whose independent writing performance does not consistently demonstrate the assigned grade level state adopted standards for student's assigned grade level.
Mathematics: Grades K-5	Any student whose individual performance during independent, guided/ small group math instruction consistently indicates mastery of the state adopted standards, AND whose instruction is modified to increase the rigor, depth, and application of the grade level standards one full year ahead based on several school selected measures.	Any student whose individual performance, on a variety of assessments, consistently indicates progress towards mastery of the assigned grade level standards during independent, guided, and whole group math instruction.	Any student whose individual performance, on a variety of assessments, consistently indicates the need for instructional content and/or delivery to be modified in order to work towards mastery of the assigned grade level state adopted standards during independent, guided, and whole group math instruction.
Mathematics documentation used to determine student performance levels for AL, OL, & BL must include a variety of formal and informal assessments (test, products, performance, anecdotal records, etc.)			

**Lutz Preparatory Middle School:**

- 1) Students will receive an academic grade for each class they are enrolled in.
- 2) Students are required to earn a minimum of two (2) quality points per semester for a total of four (4) quality points over the year in order to be promoted to the next grade level.
- 3) Middle School student grades for each core class will fall into two grading buckets based upon the following criteria:
  - a) Minor: Classwork, Homework, Participation
  - b) Major: Tests, Quizzes, Essays, Labs, Projects
  - c) At the teacher's discretion, certain assignments may be placed in the opposite category
- 4) Semester exams will also be added into the percentage to determine grade in Quarters 2 and 4.
  - a) For sixth grade students, exam grades will equal 25% of student's final grade for each course.
  - b) For seventh grade students, exam grades will equal 25% of the student's final grade for each course.
  - c) For eighth grade students, non-EOC exams will equal 25% of the student's final grade
  - d) All EOC's are 30% of semester grade
- 5) Students who have not earned minimum quality points to be promoted may be **at risk of participation** in activities and/or end of year promotion celebrations.

<b>Lutz Preparatory Middle School Grading Scale</b>			
<b>Grades 6-8</b>	<b>Point Range</b>	<b>Academic Progress Code</b>	<b>Quality Point Range</b>
A	90-100	Outstanding	4 Quality Points
B	80-89	Above Average	3 Quality Points
C	70-79	Average	2 Quality Points
D	60-69	Lowest Acceptable Progress	1 Quality Points
F	0-59	Failure	0 Quality Points
I	No Grade	Incomplete	0 Quality Points

**1000.03 Interim/Progress Reports**

School wide progress reports are issued at the approximate midpoint of each nine-week period. Midterm progress report dates are shown on the Lutz Preparatory calendar. These reports are to be completed by the appropriate teachers and sent home with students that day. The students must return the reports signed by themselves as well as a parent/guardian within the designated time. Additionally, teachers may send home individual or class progress reports periodically during the year, as they see fit. It is recommended that **both students and parents check grades online through the grading platform used for continual updates and to ensure your student is maintaining strong academic progress.**

**Grading and Commentary**

Feedback is vital to the learning process. Students must have significant response to their work from their teachers. Feedback must be given in two forms: grading and commentary. Grading will take place four times per year given at the end of each quarter. Each quarter will last approximately nine weeks. Semester grades will be given at the end of the second and fourth quarters for the courses that earn high school level credit.

The second type of feedback, commentary, is just as important. Students will receive frequent or periodic responses to their work, both positive and critical. Faculty must provide feedback, oral or written, on all assignments. Brief notes, a short meeting before or after class, or an e-mail will provide instant feedback to students regarding their work and progress.

## SECTION 1100 – HOMEWORK and EXAMS

### *1100.01 Purpose of Homework*

- 1) Homework is assigned for the purpose of reinforcing material covered during the day. Practicing concepts through work at home, being responsible for the completion of assignments, organizing materials, and working efficiently and independently are skills that are learned through the completion of homework assignments. Student's minutes/assignments for each evening will be determined by the teacher. Homework may be assigned on weekends as well, but teachers are encouraged to stay away from major projects and research over long weekends and holiday breaks. Teachers will work with colleagues to ensure that there is a balance of assigned homework and will try to avoid an overburden that may exceed the requirements. This also applies to testing overloads with no more than two major tests on any given day within a group of teachers.
- 2) Student's homework responsibilities:
  - a) We expect students:
    - i) To give their best effort on their homework.
    - ii) To turn in work that is neat, complete and of their best quality.
    - iii) To do the work on their own and only ask for help after they have given it their best effort.
    - iv) To turn in all assignments on time.
- 3) Elementary School Goal: The goal for the student is to cultivate good study habits while developing student initiative, responsibility, and work ethic.
  - a) General Guidelines:
    - i) K - 2 = No more than 20 minutes per day
    - ii) 3 - 5 = No more than 30 - 40 minutes per day

(1) In addition 3 - 5 students are required to read for 30 minutes per day

\*Please note the above mentioned are *approximate* guidelines; please contact your child's teacher with questions.
- 4) Middle School Goal: The goal is for the student to learn to be fully responsible for their actions and work ethic for middle school students. Therefore, the following is stipulated by this Board of Directors' policy:
  - a) At no time will a student's homework be accepted late, unless pre-cleared by the classroom teacher and for emergency circumstances only. Long term projects and assignments will be accepted up to 3 days late with a 10% deduction per day.
  - b) Family member shall not bring a student's homework, projects, book bags, etc. to school for Middle School students. These items will not be accepted by any Lutz Preparatory employee.

### *1100.02 Middle School Semester Exams*

- 1) Exams shall be administered at the end of every semester including electives. Methodology and composition of these exams should reflect the subject area, skills, and knowledge being measured. Exams should measure the learning that has occurred during that period and should only encompass the curriculum covered during that time. Students will be given a longer duration to assess knowledge obtained over the course of a semester.
- 2) Dates of semester exams are located on the Lutz Preparatory calendar. Please make sure that your student attends school on these dates.
- 3) Semester exams on the eighth (8) grade level that determine the granting of high school level credit shall be held in full compliance with sponsoring school district policy, procedure, and timeline.
- 4) During the scheduled fall and spring exam weeks (schedule determined by Administration) LP is a "closed campus." There shall be no non-academic related school activities (this includes academic and non-academic field trips) exclusive of semester exam after school or evening study groups which must have the approval of the Administrator.

### *1100.03 Make Up Exam Policy*

- 1) If a student misses a semester exam due to an excused absence, then the student will make up the exam

after the exam has been administered and during the designated make up exam day or any subsequent days as determined by the teacher administering the exam.

- 2) When a student misses the exam due to an excused absence, the report card grade – for the affected quarter will be marked “Incomplete” until the student completes the makeup exam and the student's final grade has been reported.
- 3) If an 8<sup>th</sup> grade student misses an exam, the “Incomplete” grade on the report card may place them in jeopardy of being accepted to an IB, CAPS/KAPS, magnet program, or private school depending on the requirements and time of grade review of the sponsoring program/school.

### SECTION 1200 - ATHLETICS AND CO-CURRICULAR ACTIVITIES

#### *1200.01 Middle & Elementary School Extra Curricular Activities*

It is the policy of Lutz Preparatory to conduct interscholastic, extracurricular, and intramural sports programs and co-curricular activities that provide fun and enjoyment, build self-esteem, and improve the development of skills. It is the school's goal that participation in competitive athletics and co-curricular activities is a positive experience; however participation is a privilege and not a right. All policies that apply to the regular school day apply also to all extracurricular activities.

Lutz Preparatory expects the highest standards of sportsmanship and respect for teammates, opponents, officials, coaches, advisors/moderators, and spectators that exemplifies the school's philosophy. Both intramural and extramural sports may be offered, depending on available resources.

Eligibility to participate: Students with near failing or failing grades, poor performance data, and/or with academic concerns, or those students who have not exhibited exemplary behavior, may not be allowed to participate in single or multiple games, or a season. The Administration or designee has the authority to exclude a student from participating in school related extra-curricular activities **at any time** if the student's conduct, at school or outside of school, is deemed unacceptable or academics are at risk.

Please refer to table below for policies applicable to students participating in Lutz Prep's extra-curricular activities, sports, or clubs.

## 2021-22 Lutz Preparatory Student Handbook

Extra-Curricular Activities / Policy Statements
Students are aware that the school's athletics and co-curricular activities, such as Battle of the Books, have visible, built-in systems of recognition, reward, and championship, which may not be observable in other school areas. Because of this, students place a significant value on involvement in the school's athletics and co-curricular activities, and participation in those activities affect the learning climate of the school. Therefore, Lutz Preparatory organizes athletics and co-curricular activities designed to complement other school areas in building social skills and social sensitivities. Furthermore, Lutz Preparatory promotes the shaping of student athletics and student activities into instruments of student involvement.
The academic mission and calendar of the school takes precedence over athletics/co-curricular scheduling.
School behavioral issues and consequences such as suspension, detention, and other infractions prevail over any sports schedule and co-curricular activities participation.
Impartiality is the standard at Lutz Preparatory. Equitable distribution of assets exists for male/female students in all athletics and co-curricular activities.
A student who is absent from school may not participate in ANY extracurricular activities the day of the absence from school.
Pursuant to Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care of treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards and was not objected to by the participant.
Students are expected to participate regularly in their respective organizations, conduct themselves in an appropriate manner, and operate according to the school rules and regulations. All students have the responsibility to seek prior and proper consent from school administrators before organizing student associations. All students shall meet the approved criteria for membership in clubs, organizations, and activities of their choosing. Students should select co-curricular activities that do not interfere with their academic progress.
To be eligible to continue participation in an extracurricular club/sport, a student must maintain a cumulative grade point average of 2.5 (on an un-weighted 4.0 scale) in all courses with no failing grades. Weekly academic checks (by Fridays) will be done by the club/sport sponsor to determine the next week's eligibility to participate. In addition, there can be no failing grades the previous quarter of entering the club/sport. A petition for participation based on academic improvement can be made. The petitioning student must have a passing average in the failed subject at the time of the petition. Academic exceptions <i>may</i> be made for ESE students. The student's teachers and club/sport sponsor will determine eligibility.
Weekly conduct checks will be done by club/sport sponsors to determine if the student has maintained satisfactory conduct. A Level One offense, suspensions, and/or repeated disruptive behavior disqualifies a student for membership in the extracurricular club/sport for no less than one quarter or indefinitely as determined by administration.
All student athletes must provide the school with written permission of the student's parent or guardian and must pass a physical exam and/or sports physical annually.
All students practicing or participating in any type of athletics shall provide proof of insurance covering medical expenses of any injury sustained in a sport. The student and/or the student's parent or guardian shall be responsible for providing proof, as evidenced by a copy of an insurance card of the student's insurance prior to practice or participation in athletics.
NOTIFICATION OF RISK. All students should be aware that playing or planning to play/participate in any sport can be dangerous in nature and involve many risks of injury. It is understood that the dangers and risks of playing or practicing in interscholastic sports may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the muscular/skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body, and general health and well-being. Students should understand that the dangers and risks of playing or practicing interscholastic sports may result in serious injury. Because of the dangers of participating in interscholastic sports, it is important to follow and obey all instructions regarding playing techniques, training and team rules.

## SECTION 1300 – FINANCIAL / PAYMENTS

An online payment system is available on Lutz Prep’s school website under “SCHOOL STORE.” Multiple items may be paid online including spirit wear, field trip fees, and athletics. Please note, personal checks and cash payments may no longer be accepted for specified items.

### *1300.01 Check Policy*

- 1) Checks written by parents of current students must have the most current information on file at the school. Any non-parent will be required to produce a photo I.D. before acceptance of the check.
- 2) Any check that is returned for any reason will result in a fee of \$25.00 to be paid in cash to cover administrative costs of collection.
  - a) Any check returned for any reason will be re-deposited once as a courtesy.
  - b) However, if the check is returned again, it will be deemed worthless and a second \$25.00 fee, as well as the amount of the check, will be due in cash.
- 3) If any family has two (2) checks that are returned at any time during the time the student(s) is (are) enrolled at Lutz Preparatory, checks will no longer be accepted from that family for any reason. Any fees or costs throughout the year for whatever reason will then have to be paid in cash or by money order only.

### *1300.02 Student Debt*

It is the responsibility of the parent/guardian to clear any debt owed to Lutz Preparatory. Fees will be assessed for the following items:

- Emergency Lunches
- Before/Aftercare Expenses
- Lost Textbooks
- Damaged Textbooks, Technology, or Calculators
- Lost/Damaged Library Books
- NSF Fees for Bounced Checks
- Amount for Bounced Checks

Families will have 30 days to make payments. Fees remaining after 30 days will be added to student accounts and if necessary, will follow the student for the next school year. Student services such as Before/Aftercare will be discontinued until the account has been paid in full. **Additionally, student participation in any extracurricular activities (including any clubs, sports, field trips, or social activities) will be discontinued until the debt has been resolved and any fees collected from the family will be put toward the debt before being allocated to any other purpose (including field trips). This includes any clubs, sports, field trips, or social activities that are scheduled.**

Any outstanding debt not paid by the end of the school year may result in the student being prohibited from participating in end-of-the-year festivities. In addition, if any outstanding debt has not been resolved by the end of the year, the matter of attendance at Lutz Preparatory will be reviewed by the administration.

- a) Any student who has an outstanding debt at the end of the year will not be allowed to register in the fall at the school until such debt is paid and may return to the student’s home school.
- b) Any K through 8th grade student transferring to another school leaving outstanding debt with Lutz Preparatory will have his/her new school notified of the outstanding debt until such debt is settled.
- c) In addition, the future high school of any 8th grade student or future middle school of any 5th grade student who has an outstanding debt at the end of the year will be notified of said debt, and family will be noted in record until said debt is resolved.

### *1300.03 Administrative Fee Policy*

Should a student leave Lutz Preparatory to attend a private or out of county school, the new school requires copies of the student’s cumulative files. The actual files are the property of the sponsoring school district

and cannot be forwarded to the new school. If your child is transferring to a private or out-of-county school, then by the end of the school year once report cards are sent, your student will receive his/her records.

- 1) Lutz Preparatory will issue one copy of the records for delivery to the new school by the parents. If a request for records is received by the child's new school during the course of the summer, a phone call will be made to your home to inquire if the records had been delivered to the new school.
- 2) If another set of copies is required, an administrative fee as set in state statute for such processing of additional copies of records will be charged, which will cover the administrative costs associated with this second issuance.

### ***1300.04 Student Fees***

Online payments for student fees are now available on Lutz Prep's school website under "SCHOOL STORE."

**Middle School Electives:** There will be a supply fee charged for certain electives in order to purchase materials.

## **SECTION 1400 - LEARNING BEYOND THE CLASSROOM**

### ***1400.01 Field Trips***

- 1) Field trips are an integral part of education at Lutz Preparatory. It is the school's policy to use field trips to enhance the curriculum being taught to students throughout the year.
- 2) Field trips are considered **privileges** that must be earned by the students. Student with near failing or failing grades, poor performance data, and/or with academic concerns, or those students who have not exhibited exemplary behavior, may not be allowed to go on field trips. The Administration or designee has the authority to exclude a student from participating in school related activities **at any time** if the student's conduct, at school or outside of school, is deemed unacceptable.
- 3) Parents may have to pay a fee in order for a student to participate in a field trip. Field trips shall not be of a prohibitive cost to a student. Any money that is paid toward a field trip is non-refundable. This includes students who are suspended and/or not permitted to attend due to behavioral issues. ***There will be no exceptions.*** Reservations for field trips are made based on a good faith estimate of the number of students attending and costs are considered accordingly; therefore, additional costs due to cancellations will not be incurred by the remaining students going on the field trip or incurred by the school.
- 4) Parents or guardians shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, time of departure, time of return to the school, and any costs. Any student attending a trip shall present a note from his/her parent or guardian giving permission for attendance. The field trip form is to be completed by the parent/guardian giving permission.
- 5) Students who are ill the day of the field trip or who have not been free of a fever and/or symptoms for at least 24 hours will not be eligible to attend the field trip. This policy is in the best interest of the student. If a student becomes ill during the field trip, the teacher will contact the parent so the parent can pick up the student.
- 6) Overdue balances associated to Before or After Care will prevent student participation in extracurricular activities at Lutz Prep. Students are not eligible for field trips or extracurricular activities until their past due account has been paid in full.

### ***Field Trip Liability Agreement***

As part of the policy agreement online forms that are completed prior to the first day of school all parents/guardians agree to the following Field Trip Liability Agreement.

I (parent/guardian) agree and my child agrees to abide by all rules and safety precautions relating to field trip activities. It is understood that my child is under the supervision of Lutz Preparatory School

and subject to all rules and regulations of the school during all trips. Eligibility to attend will be based on acceptable school behavior in all areas and may be withdrawn at teacher/administrator discretion.

By submitting the online form, I acknowledge that I understand that this field trip activity may involve certain risks, conditions, hazards, and potential dangers, including those associated with traveling to and from the field trip, or those associated with the facilities or property where the field trip will occur, or whether the dangers are open and obvious or concealed.

Based on current Florida Law, the School is not responsible for the negligence of volunteer drivers. I further agree to accept responsibility for any negligent, willful, or intentional act of my child and as a result will indemnify and hold harmless the School for all cost, damages, and attorney fees.

Should a medical/surgical emergency arise, I authorize the person in charge of this trip to arrange for whatever emergency treatment(s) may be necessary, and to make every reasonable attempt to contact the parent. (Parents are required to keep their contact and emergency contact information up to date with our registrar). This would not prevent the emergency health care provider from acting in the best interest of the child. I authorize emergency treatment for my child in the event of accident or illness during this field trip/activity.

I also release Lutz Preparatory School, its administration, faculty, staff, chaperones, and the Lutz Preparatory School, Inc. Board of Directors from any and all liability and financial responsibility for my student in the treatment for sickness or accident.

I understand that I will receive detailed information on each field trip (location, dates, requirements/qualifications, fees, etc.) from my child's teacher prior to the specific field trip. With that specific information for each field trip, I am allowing/not allowing my student to participate of my own free choice.

I have read this field trip information completely and hereby give my permission for my son/daughter to attend field trips planned by the staff at Lutz Preparatory School that he/she may qualify for.

### ***1400.02 Chaperone/Volunteer Policy***

All volunteers and community partners must complete or reactivate the assigned Volunteer Application each school year. New applications for current school year typically become available mid-July/early August (the start of the new school year) and are valid through the end of the school year.

School volunteering is a privilege, not a right, and a school may determine that a volunteer is not appropriate for their student population. Ultimately, the school will have supervisory responsibility for all volunteers at their school. In all cases, it is understood that the school has the right to deny a volunteer at their school. Please contact the school for guidance on completing the required Volunteer Application as well as reviewing the following guidelines.

#### **Requirements:**

- 1) Volunteers/chaperones must apply and be approved through the current year's volunteer application process.
- 2) All volunteering/chaperoning must be arranged directly through a teacher, the school volunteer coordinator, or a staff member.
- 3) Volunteers/chaperones must login using the school's approved system and receive a volunteer badge while on campus or attending a field trip. **The badge must be worn and visible at all times while you are volunteering on our campus or chaperoning students off campus.** This system will also track the number of volunteer hours completed each school year by the individual.

### Guidelines:

- 1) Volunteers/chaperones MAY NOT bring infants, preschoolers, children, family members, or others with them or in their care on a field trip or while volunteering on campus. Volunteers/chaperones should be a relative of the student he/she is volunteering hours towards or to serve as a chaperone.
- 2) Volunteers/chaperones must dress appropriately as they are a representative of Lutz Preparatory. For example, business casual or attire that's similar to what an office employee may wear is preferred.
- 3) Volunteers/chaperones must conduct themselves in a professional manner at all times.
- 4) Volunteers/chaperones must silence their cell phones and use them only in the event of an emergency.
- 5) Volunteers/chaperones must be fully committed and focused on the task at hand as this is not an appropriate time for socializing or being distracted by outside obligations. To minimize distraction or disruption, please refrain from remaining in the halls or front entry for a prolonged amount of time.
- 6) Volunteers/chaperones are responsible for student safety above all else.
- 7) Volunteers/chaperones must refrain from putting their hands on, restraining, and/or inappropriately touching a student.
- 8) Volunteers/chaperones will not discipline students however, accept the authority to direct students to stop an activity or behavior that is deemed unsafe or unreasonable.
- 9) Volunteers/chaperones must immediately report to someone in authority (teacher, staff members, administration) any safety concerns or emergency issues related to students.
- 10) Volunteers/chaperones will use good judgment and always serve as a positive role model using appropriate language and discussing only age-appropriate matters with students.
- 11) Volunteers/chaperones must support the teacher and staff in their words and behavior. They must model for the students that the teacher(s) and staff member(s) are the leaders and their role is to be an adult helper. The volunteer must assist the entire group as needed even if the volunteer's own child may want their individualized attention.
- 12) If volunteers/chaperones have any questions, it is required to use positive language and speak to the teacher and/or staff in a constructive way. This will model appropriate problem-solving and social skills to the students.
- 13) Volunteers/chaperones are prohibited from consuming alcoholic beverages, using drugs, mood modifiers, nicotine, etc. at any time while volunteering for the school.
- 14) Volunteers/chaperones understand if teachers(s), and /or administration deem a conflict of interest applies to their role (based on conduct, relationship, or otherwise), the volunteer may be limited to OR not be invited to volunteer/chaperone.
- 15) Volunteers/chaperones must refrain from accessing the administration office area without permission. Due to the confidential material located in this area, we ask that photocopying be done upstairs in the library.
- 16) By law, I understand that any information regarding students (i.e. medicine, allergies, special needs, discipline, or any other behaviors) is to be kept confidential per students' legal rights.
- 17) Volunteer/chaperones understand that what is seen, heard, and experienced during their time as a school volunteer is to be held in confidence. Any knowledge gained as a volunteer should never be a topic of conversation with anyone except teachers, staff, or administration. Breach of any secure or confidential material or information will be grounds for volunteer privileges to be suspended and/or additional measures as appropriate.
- 18) There are adult restrooms labeled for your convenience while on campus. Adults are not permitted to use student restrooms.

### Guidelines Specific to Chaperones Attending Field Trips:

- 1) Chaperones must be 21 years of age or older and related to, or a parent of, a student in the class to chaperone on a field trip. This applies to Lutz Preparatory employees that are acting as chaperones.
- 2) Chaperones must wear the CURRENT APPROVED volunteer badge during the entire field trip identifying them as a LP chaperone.

- 3) Chaperones are responsible for checking attendance and knowing the whereabouts of students in their care at ALL times.
- 4) Chaperones must remain with the students/group during the entire trip unless directed otherwise by teacher/staff member in charge of field trip.
- 5) Chaperones on out-of-town or overnight trips assume 24 hour-a-day responsibility. Chaperones are always “on duty”.
- 6) Chaperones are prohibited from sharing a room with students, unless they are a parent of the individual student.
- 7) Please be advised that specific business venues may limit number of chaperones for student outings which may result in reducing number of Lutz Prep parents being able to chaperone.

**Guidelines Specific to Chaperones Transporting Students:**

- 1) If transporting students (this documentation will be required by the homeroom teacher during the coordination of the specific field trip if you volunteer to transport additional students):
  - a. Copy of my current, valid driver’s license.
  - b. Copy of the Automobile Insurance Card showing personal injury protection and property damage liability in at least the minimum amounts required by law.
  - c. Copy of vehicle registration of the specific vehicle that will be transporting students.
  - d. Forms specific to the individual field trip will be required prior to transporting additional students.
- 2) If transporting other students, my vehicle is on the Approved Multipurpose Passenger Vehicle List (per the most recent copy available from the Hillsborough County District Safety Office).
- 3) I will not use my cell phone or any other electronic device while students are in my vehicle.
- 4) If the specific requirements for each field trip are not met, volunteers will not be authorized to transport additional students.

**SECTION 1500 - SCHOOL HEALTH CENTER and MEDICAL POLICIES**

***1500.01 Student Health Policy: Clinic, Health Issues, and Administration of Medication***

All students are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with the state requirements will result in the students being unable to attend classes, and receiving unexcused absences, until proof of compliance is provided.

**Student Illness:**

- a) Students too ill to remain in class must request permission from their course teacher to report for admittance to the clinic. Parents or guardians shall be contacted and the determination will be made whether the student shall go home or return to class.
- b) Students with symptoms indicating the possible presence of a communicable disease shall be isolated from other students.
- c) Only ill or injured students may stay in the clinic. Well students are not allowed to come to the clinic unless they need to speak to the school nurse.
- d) No students are allowed in the clinic without adult supervision.
- e) A parent or guardian will be contacted and will need to make arrangements to pick their child up immediately if a child has an elevated temperature ( $\geq 100.0$  °F), vomiting, diarrhea, rash, green respiratory drainage, green drainage from one or both eyes, or lice.
- f) Students may not return to school until they have been **fever and/or symptom free for 24 hours (without medication)**. At any time, the school nurse and/or administration may ask for a written statement from a licensed physician stating that it is safe for the student to return.

**Prescription Medications:**

- g) Whenever possible, medication schedules should be arranged so all medication is given at home.

- h) A signed statement by the parent or guardian requesting the administration of medication must accompany all medication. The official authorization form must accompany the initial receipt of medication.
- i) If your child is on prescription medication it must be accompanied by a physician's order and be brought in the pharmacy-issued container to the school nurse by a parent or legal guardian.
- j) A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis. If it is necessary for the medication to be brought home, the parent/guardian must come to the school and pick up the medication in person. Under no circumstances will the medication be sent home with the student.
- k) After School Programs: Parents of students attending after school programs will need to make arrangements with the after school programs personnel and the school nurse when medicine or treatments are needed.
- l) Medication label must indicate the student's name, name of medication, physician's name, dosage (amount), and time (frequency).
- m) If the medication requires equipment for administration (cup, spoon, or dropper), the parent/guardian is responsible for supplying the articles labeled with the student's name.
- n) **Oral non-prescription (over the counter) medications will only be dispensed when accompanied by written orders from a physician and parental authorization.** The medication must remain in the container in which it was purchased. Cough drops will be treated as an over the counter medication. **Students may not carry over the counter medications at school.** They will be secured in the clinic labeled with the student's name.
- o) Substances not to be given at school are all unregulated products, such as herbs and food supplements, which are being used as treatments, dietary supplements, or folk remedies.
- p) No prescription narcotic analgesics are to be dispensed at school. The side effects make it unsafe for students to attend school while medicated with narcotics.
- q) New parental authorization forms shall be requested periodically any time there is a change in medication or dosage, as well as at the beginning of the new school year.
- r) When medication is discontinued or the end of the school year arrives, medication not taken home by the parent shall be destroyed.
- s) Students bringing inhaled medicine to school must have on file a "Parental Authorization for Student to Self-Medicate," which applies only to inhalers. Special arrangements must be made if a student is self-medicating (INHALERS ONLY).
- t) The school nurse has the authority to decide which students may carry their inhalers with them during school hours.

School Health Services Program conducts health-screening activities at various times during a student's school experience. Screening activities occur on a schedule, dependent on guidelines established by the Department of Children and Family Services and local school health personnel. Health screening may include the following activities: vision screening, hearing screening, measurement of height and weight, dental screening, scoliosis screening, and screening for hypertension (high blood pressure). Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

**Head Lice:** Head lice are tiny, wingless insects that live close to the human scalp and feed off human blood. They are not dangerous or do not transmit disease, but they spread very easily, making it a community problem.

At Lutz Prep, we have a **No Nit policy**. This means that it cannot be determined if a head louse egg is viable by visual inspection. Personal hygiene standards warrant thorough removal of all lice, eggs, or nits

before returning to school. This policy prevents repeated infestations caused by eggs that survive treatment and then hatch.

Signs and symptoms of infestation include:

- **Tickling** feeling on the scalp or in the hair
- **Itching** caused by bites of the louse
- **Irritability and difficulty sleeping** since lice are more active in the dark
- **Sores on the head** caused by scratching, which can become infected
- Most common places that lice are found is **behind the ears** and **near the neckline at the back of the head**

If a child is identified as having head lice, he/she shall be excluded from school and shall not be permitted to return to school until his/her head is free from lice and nits. Parents or guardians are responsible for providing the appropriate treatment to eliminate head lice and nits before the child returns to school. Before readmission, the student is required to be cleared by the school nurse before returning to class. A parent must accompany the student to the clinic in the morning to be checked and cleared. If nits or lice are still present, the parent and student will be educated and sent home to implement the instructions.

Upon a report of lice, a letter will be sent home via the teacher(s) to all the students/parents in the affected class for notification purposes. The teacher(s) will communicate with the school nurse if lice is reported to them directly and the student will be sent for visual inspection. The school nurse will communicate with the teachers any reports of lice or nits and whether the student is allowed to be readmitted to the school. Classroom and sibling inspections will be handled on a case by case basis determined by the school administration.

Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law.

A student may be exempted from the regular physical education program by a written request from the attending physician. A note from the school nurse, parent/guardian, or doctor may excuse a student from P.E. for a short time (i.e., one or two days).

**Any medical notes should be turned in to the main office** so copies/notifications go to appropriate LP staff (nurse, teachers, attendance, administration, etc.).

### SECTION 1600 - FUNDRAISING

- 1) The Administration must approve all fundraising, both internal and external.
- 2) All fundraising activities will be placed on the school calendar prior to the start of the school year.
- 3) No fundraising activity will be in direct competition with another.
- 4) An account of all internal and external fundraising will be filed with the Administration at the end of the activity. Failure to comply will result in cancellation of any future fundraising events requested by the sponsor.

### SECTION 1700 - GRIEVANCES

A “grievance” is another name for a complaint. A student/parent grievance exists when a student/parent believes that he/she has been treated unfairly. Grounds upon which a grievance can be based on includes: disability, gender, religion, marital status, race, color, national origin, age, or violation of school policy or procedures. Students/parents wishing to register a school level grievance must do so within ten school days from the time that they became aware of the alleged infraction. The grievance procedure is available only to enrolled Lutz Preparatory students or parents of currently enrolled Lutz Preparatory students. Students must involve their parents or guardians in resolving school grievances. Forms for filing formal grievances are available in the school office and shall be provided upon request once steps 1 and 2 have occurred

below (note: the form can be provided during the meeting with the school level administrator and/or Director of Schools in step 2 if needed).

- 1) Ask the teacher or school staff person who allegedly treated you unfairly to schedule a conference for the purpose of discussing your complaint.
- 2) If the person charged with the alleged infraction does not resolve your complaint, arrange to talk with school level Administrator and/or Director of Schools regarding the issue. (***Can refer to Level 1 Grievance if form needed***) The Director of Schools or administration shall provide the grievant with a response and/or resolution to the issue within fifteen school days.
- 3) Most student grievances can be resolved in step 1 and 2 above. If these steps do not resolve the grievance, the process is as follows:
  - a) ***Level 2 Grievance:*** If efforts to resolve the grievance with school level administrator fail, the student/parent may file a Level 2 Grievance Form with the LP Personnel Committee. The committee shall provide a response and/or resolution to the issue within fifteen school days.
  - b) ***Level 3 Grievance:*** If the grievant is not satisfied with the Level 1 or 2 decision, they may appeal for a Level 3, Lutz Preparatory Board. This appeal must be filed on a separate sheet with the Grievance form within ten school days from the time that said decision was rendered.
    - i) On receiving a Level 3 appeal request, the Governing Board shall have thirty days in which to inform the Board of the request and schedule a meeting.
    - ii) The Level 3 meeting shall not be a retrial of the grievance and no evidence shall be taken. The Lutz Preparatory Board shall review the evidence and testimony presented at Level 1 and 2. The Lutz Preparatory Board shall render a final decision with respect to the grievance.

## SECTION 1800 - COMMUNICATIONS TO HOME

### *1800.01 Elementary and Middle School Communications*

#### **Elementary**

Teachers will send communications to families once per week during the school year through various methods per grade level (student planners, email, class or grade newsletter). Any communication requiring parent signature is expected to be returned within timeframe specified by the student's teacher.

#### **Middle School**

As a student matriculates, our philosophy of middle school fosters a school business climate which promotes maturity and self-responsibility. While we know from time to time that a maturing adolescent "forgets" and we are very supportive with those first few transitions, we believe that it is important to ensure that school information, paperwork, homework, newsletters, and the like are delivered to the parent/guardian.

### *1800.02 General Communication*

To ensure you stay up to date on all communication and information disseminated by Administration and the Board of Directors, please make sure your contact information, email addresses, and phone numbers, are kept up to date with the school. Administration makes every effort to keep parents up to date on all school topics via the following methods:

- a) The Lutz Preparatory website [www.lutzprep.org](http://www.lutzprep.org) which includes the school calendar
- b) The Lutz Preparatory NEWSFLASH is sent out weekly during the school year and on an as needed basis over the summer via email to all parents. The NEWSFLASH is also posted on [www.lutzprep.org](http://www.lutzprep.org).
- c) Special Announcements from Administration and the Board of Directors are sent via email on an as needed basis and are posted on [www.lutzprep.org](http://www.lutzprep.org).
- d) School flyers
- e) Faculty and Grade Level mass email mailings and newsletters

- f) Direct calling by teachers
- g) Parent Link call by telephone broadcasts authorized by the administration
- h) Edsby, Canvas, or platform school uses

***1800.03 Additional Mailings of Above Mentioned Format***

If you do not feel the above referenced means of communication is appropriate for your family, please send \$15.00 to cover the cost of 5 certified mailings per year. If, during the course of the year, the expense exceeds the amount indicated, parents will be notified and payment will be expected. No mailings will be sent until that amount is remitted.

**SECTION 1900 - PARENTAL INVOLVEMENT**

***1900.01 Parental Input***

The administration strongly encourages and invites parents to attend all Town Hall meetings, the school's Board of Directors monthly meetings, and Open Houses (tours and scheduled visits). The administration also requests that you email, phone, or make an appointment as needed to discuss challenges, issues, concerns, and/or offer recommendations. Administration also encourages you to become a member of the Lutz Prep PTA as this parent organization represents YOU!

***1900.02 Surveys Conducted By Lutz Preparatory***

Periodically, Lutz Prep will request that all parents fill out a school survey. Surveys will be issued as deemed necessary and may be published to gain feedback and will aid the administration in decisions affecting Lutz Preparatory families.

***1900.03 Parent Classroom Donations***

At Lutz Preparatory, we appreciate family donations of classroom items. It is assumed that items such as bulletin board supplies, food, furniture, and general classroom materials are being donated and will not be reimbursed by Lutz Preparatory unless preapproved by administration. Once donations have been received they will be included in Lutz Preparatory's asset inventory and may not be removed from the school grounds.

**SECTION 2000 - PROPERTY INSURANCE**

***2000.01 Personal Insurance for Property***

- 1) Lutz Preparatory does not provide any insurance coverage and assumes no liability for damage to or theft of students' property; for example: cell phones, textbooks, etc.
- 2) Students have the responsibility of securing their personal property. Damage to or theft of students' property should be covered by personal insurance policies.

**SECTION 2100 - PUBLICATIONS**

- 1) Students should play an important part in providing for and participating in activities that express their views and should consider the rights and freedoms of those with differing views.
- 2) Students have the right to:
  - a) express their opinions verbally and in writing;
  - b) publish leaflets, newspapers, and other materials that are not offensive or disruptive to others with permission from the school administration.
- 3) Students have the responsibility to:
  - a) express their opinions and ideas in such a manner so as not to offend or defame others;
  - b) consider and respect the rights of all persons involved in the educational process when publicizing information;
  - c) select periods for the distribution of petition materials that do not interfere or conflict with class procedures with the permission of the school administration.

## SECTION 2200 - RECORDS

- 1) Students have the right to be protected by legal provisions prohibiting the release of personal information to other than legally authorized persons without the consent of the parent, guardian, or student. Lutz Preparatory will abide by Hillsborough County's Public Notice and policies governing student records.
- 2) Parents, guardians, or eligible students (eighteen years or older who are self-supporting) shall have access to their records. Information about grades, test scores, evaluations, promotions, and counseling services shall be provided. Records kept by the school shall contain useful information for setting educational goals, planning instructional programs, and evaluating pupil progress.
- 3) Parents, guardians, or eligible students have the right to inspect, review, and challenge the information contained in the records directly relating to the student.
- 4) Parents, guardians, or eligible students may appeal any disagreement of records to the Administration.
- 5) Parents, guardians, or eligible students have the responsibility to provide the school with any information that could be useful in making appropriate educational decisions.
- 6) Parents, guardians, or eligible students have the responsibility to authorize the release of information to those individuals or agencies who are working for the benefit of the student.
- 7) Parents, guardians, or eligible students have the responsibility to follow Lutz Preparatory policies for release of student information through the school.
- 8) Parents, guardians, or eligible students have the responsibility to make an appointment with the school when they wish to review a record.
- 9) Please see **Appendix 2** for further information relating to student records.

## SECTION 2300 - REGISTRATION AND IMMUNIZATION

The requirements for registration are as follows:

A parent/guardian must complete all registration paperwork and bring the proper documents.

If coming from a public school within Florida, the following items are required:

- a) report card or a copy of a transcript from the last school attended, Lutz Preparatory shall send for the permanent record;
- b) immunization records showing proof of proper immunization, including MMR.

If coming from a public school outside of Florida or from ANY private school, the following items are required:

- c) physical examination by a private physician or the County Health Department;
- d) report card or transcript from the last school attended, Lutz Preparatory shall send for the permanent record;
- e) birth certificate;
- f) immunization records showing proof of proper immunization, including MMR.

All students must reside with one parent or legal guardian. A photocopy of the court order appointing guardianship shall be acceptable as proof of guardianship.

Because Lutz Preparatory is a public charter school (considered a "school of choice"), the school accepts students from all of Hillsborough county and other outlying counties. A student who wishes to attend Lutz Preparatory from a county other than Hillsborough County must request an out-of-county transfer from his/her respective district. Special assignment forms are available in the school office.

Immunization requirements for school entry:

- g) Every child entitled to entrance to kindergarten or entitled to any other initial entrance to a Florida school (K-12) shall present a certification of a school entry health examination performed within one year prior to enrollment into a Florida school. A pupil shall be exempted from this requirement only upon written request of the parent or guardian stating objections on religious grounds.

i) Seventh through twelfth grade students are required to have the following immunizations:

(1) 1 dose Tdap (tetanus-diphtheria-pertussis);

(2) An updated DH680 form to include Tdap, must be obtained for submission to school

**Immunization records must be submitted to the office prior to the first day of school. Students not in compliance are not permitted to attend school until compliance is met.**

h) Parents of seventh grade students who have not met the requirements listed above will be notified by letter by the RN who is assigned to Lutz Preparatory by the School District. A letter will be sent home with the student. If the shot requirements are not met by the date stated on the letter, another notice will be sent home. Any student who does not have his or her immunizations completed will not be allowed to return to school. A notice will be given to the student and the student is responsible for calling his/her parent from the office to advise the parent of the receipt of this letter. This procedure is in compliance with the policy of the County School District and is a Lutz Preparatory requirement.

For more information, please visit [www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us) and reference immunization requirements for the current school year.

### SECTION 2400 – RELIGION

Students at Lutz Preparatory are free to study, examine, and discuss religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education.

Students have the right to:

- 1) be released from school to observe religious holidays (with written parental permission);
- 2) practice their religion as long as their acts do not endanger the physical health or safety of themselves or others or disrupt the educational process.
- 3) decide for themselves whether or not they wish to take part in any off campus religious activity or before or after school clubs that may be of a religious nature.

Students have the responsibility to:

- 4) develop tolerance and respect for the beliefs of others;
- 5) inform school officials about any religious practices or beliefs that may be in conflict with school rules and regulations.

### SECTION 2500 - SALES AND ADVERTISING

Students should be exposed to experiences that enhance competitive attitudes and improve their ability to succeed in a free enterprise system.

1) Students have the right to:

- a) advertise and sell items approved by proper school authorities that promote the cause of wholesome education;
- b) sell or advertise items at specified locations and designated times that are related to clubs, classes, and departments associated with the school.

2) Students have the responsibilities to:

- a) refrain from advertising and selling any items or products for outside agencies;
- b) refrain from advertising and selling any products that are obscene and/or disruptive to class procedures as well as those items that have not been approved by proper school authorities;
- c) get approval from the proper school authorities on the time and place for making all sales and advertisements and to adhere to school policy regarding sales and advertising.

### SECTION 2600 - SEARCH AND SEIZURE

- 1) The Administration, a teacher, or any other school staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida law or school rules and regulations.
- 2) In accordance with Florida Statutes, school authorities may search any locker or area without notice if he or she has a reasonable suspicion that a prohibited or illegally possessed substance or object is contained in the locker or other area.

## **SECTION 2700 - SPECIAL STUDENT SERVICES / MENTAL HEALTH PLAN / SAFETY STRATEGIES**

### ***2700.01 Special Student Services and Social Emotional Learning***

As a Leader in Me school, Lutz Prep focuses on student success through the “whole child” approach, where we value the correlation between academics and the social/emotional needs of students. On occasion, Lutz Prep collaborates with community resources to provide information, education, and awareness on world-related topics in Social and Emotional Learning (SEL).

- 1) Students are entitled to consultations with special services personnel (social worker, school psychologist, speech pathologist) in the areas of vocational opportunities, personal and social development, and educational planning.
- 2) Students have the responsibility to make use of the special services available to them and to offer assistance in the continuous improvement of those services.
- 3) Students have the right to be informed of all special student services available in the school.
- 4) Students, on an individual and/or group basis, have the right to consultation with special service personnel or other school staff members for personal and educational concerns.
- 5) Students have the right to be informed about the availability of community services to help them with their counseling needs.
- 6) Students have the responsibility to take advantage of the special student services offered in school on either a referred or self-referred basis.
- 7) Students have the responsibility to schedule appointments with the necessary school personnel in advance, unless the concern is one of an emergency nature.
- 8) Students or parents or guardians have the responsibility to inquire about additional counseling services available in the community to assist students with special needs.

### ***2700.02 Mental Health Plan***

It is Lutz Preparatory’s commitment to seek opportunities for improving school safety, and increasing access to mental health supports and early interventions for our children/students. As part of the Marjory Stoneman Douglas High School Public Safety Act, Lutz Prep focused efforts in part of addressing school-based mental health services. [CLICK HERE](#) to review the purpose of mental health services in schools and Lutz Prep’s board approved plan.

### ***2700.03 Behavioral Threat Assessment***

The 2019 Legislature passed and Governor Ron DeSantis signed Senate Bill 7030, which requires the Department’s Office of Safe Schools to “...develop a standardized, statewide behavioral threat assessment instrument for use by all public schools, including charter schools, which addresses early identification, evaluation, early intervention, and student support.”

When interviews and assessment is conducted, identification of and/or referral for mental health services can result from:

- Child Study Team, Problem Solving Leadership Team, Threat Assessment, and other teams may help identify potential students who may be at-risk or in crisis and in need for additional support(s)
  - Procedures include working with local behavioral health crisis resources when needed (grief counseling, mental health, substance abuse, etc.)

- Any preliminary determination that a student poses a threat of violence or physical harm to himself or herself or others, the threat assessment team (TAT) will immediately report to health crisis resource; Additional notification will be reported to the Charter Office
- Student, teacher, parent, peer, or admin request for referral for behavioral health Tier 3 students; Behavioral health Tier 2 students may qualify as needed
- CSTAG guidelines for referral
- Following LP's Mental Health Plan, including:
  - services through previously established mental health counselors
  - external community services (Baycare Mental Health)
  - partnership with school contracted mental health counselor

#### ***2700.04 Mandatory Reporter***

In cases of one who knows or has reasonable cause to suspect child abuse, neglect, or abandonment, school officials are authorized and mandated by Florida Statute to report immediately to the Department of Children and Families and to provide them with the necessary information to pursue such complaints. Likewise, any staff member must report all mental health or substance abuse crisis situations to the threat assessment team, which then may contact other local agencies and coordinate any necessary follow-up actions.

### **SECTION 2800 - STUDENT ASSISTANCE**

- 1) When students are experiencing learning or behavioral difficulties, the Lutz Preparatory Child Study Team (CST) consisting of an Administrative team member and several Lutz Preparatory teachers, and/or the RTI process provides support and assistance to teachers in developing and implementing interventions.
- 2) The Child Study Team or RTI process can consult without formal written referral and include such professionals as administrators, special education teachers/consultants, other regular education classroom teachers, social workers, school psychologists, guidance counselors, educational diagnosticians, and health professionals.
- 3) In the process of consultation, students may be observed and/or counseled for curriculum-based assessment.
- 4) The Child Study Team or RTI process is the recommended first step in providing teachers and parents with assistance in dealing with a student's unique educational adjustment challenges.

### **SECTION 2900 – TEXTBOOKS, LIBRARY BOOKS, AND ELECTRONIC LEARNING DEVICES**

Students are expected to take proper care of textbooks, educational materials, calculators, or devices loaned to them by Lutz Prep. Electronic learning devices, textbooks, library books and other materials may be furnished by Lutz Preparatory and all students must assume full responsibility for the care of items issued to them.

- 1) Should a textbook or other issued item be damaged, student and parent assume full responsibility for replacement and/or repair costs.
- 2) Books are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or upon withdrawal from school. It is recommended that all textbooks be covered with a paper or cloth (NEVER ADHESIVE) cover at all times during the course of the school year.
- 3) Responsibility for textbooks rests with the student to whom the textbook is issued.
- 4) Lost books are no excuse for not doing class assignments. It is the student's responsibility to get the needed information.
- 5) The full purchase price shall be collected for lost or damaged, or unnecessarily damaged textbooks.
- 6) Failure on the part of any student/parent to pay the full purchase price of a damaged or lost book may deprive the student of further issuance of free textbooks.

- 7) Loss of books due to theft or other circumstances shall not be accepted as an excuse for non-payment. If the book is found and returned, the school shall issue a refund to the student.
- 8) Textbooks or replacement textbooks will not be issued until all textbook indebtedness has been paid.
- 9) Loss or damage of loaned books from the library are also the responsibility of the student. Books that are lost or damaged will be replaced at the family's cost for the full value of the item.

### **SECTION 3000 – VISITORS TO CAMPUS**

For the safety of our students, school personnel, parents, and visitors, Lutz Preparatory maintains a twenty-four hour (24hour) video surveillance. Any suspicious activity will be immediately investigated. Any unlawful activity including but not limited to trespassing, solicitation, and/or other acts deemed inappropriate on school property will be reported to the proper authorities.

- 1) Visitors to the campus must enter through the front lobby and sign via the electronic identification system that uses a state issued driver's license or a state issued picture ID. Those are the **ONLY** acceptable ID forms. An electronically printed ID pass/badge shall be issued to those persons who have legitimate business with the school. Persons on campus without permission from the school administrative staff may be arrested for trespassing.
- 2) Our campus safety policy does not permit visitors, chaperones, parents/guardians to enter our buildings during our arrival or dismissal times between 7:30-8:30 AM & 2:30-3:30 PM.
- 3) Speakers/presenters must have arranged a date and time with the teacher or teachers at least two days in advance and receive approval from the Administration in order to observe classroom(s).
- 4) Visitors cannot stop or interrupt classroom activities or instruction.
- 5) Lutz Preparatory students shall not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy shall be subject to school disciplinary action.
- 6) Students cannot arrange for their friends or relatives from other schools to visit the school at any time. Former Lutz Preparatory students may visit the campus AFTER the school day has ended.

**In order to maintain the safety and confidentiality of student rights, we ask that all visitors abide by the procedures listed above. Any visitor who breaches confidentiality may have privileges revoked and/or face legal penalties when applicable.**

**SECTION 3100 – VIDEO SURVEILLANCE POLICY**

Lutz Preparatory has installed and operates a video surveillance system. The primary purpose of the school's video surveillance system is to provide for and promote the security of the school's campus and the safety of all individuals while on school campus. The school's video surveillance system also serves to: (i) act as a deterrent to inappropriate or criminal behavior; (ii) provide the school with retroactive investigative support; (iii) encourage overall good student behavior; (iv) provide physical security for school assets; (v) assist Law Enforcement and the school during an emergency. For the security of the School campus and the safety of all students and staff, access to the recorded video needs to be limited. Accordingly, parents/guardians, staff, other workforce members, the public and any other third party will not be provided access to the video recordings except as explicitly set forth in this policy. Students and their parents/guardians are permitted to access video recordings when the video recording is utilized to take disciplinary action against a student or otherwise qualifies as an "education record" under the Family Educational Rights and Privacy Act or Florida Law.

## APPENDIX 1 - GLOSSARY OF TERMS

**Aggravated Battery:** when a person intentionally or knowingly causes great bodily harm or permanent disfigurement, uses a deadly weapon or causes an injury through fighting.

**Alcohol:** alcoholic beverages of any amount, including, but not limited to, beer, wine or wine coolers, and liquor.

**Arson:** setting a fire on or in school property.

**Assault:** intentional unlawful threat by word or act to do violence to the person of another, coupled with the apparent ability to do so, and doing some act which creates a well-founded fear in such another person that such violence is imminent. (Quoted directly from FL State Statute)

**Battery:** an actual and intentional touching or striking of another person against his/her will or intentionally causing bodily harm to an individual, including an act of fighting.

**Bomb/Explosive:** any chemical compound, mixture, or device, with the primary purpose of function by explosion. The term “explosion” is defined as a rapid buildup of gases that overcome the structural or material resistance of its container and a blast.

**Breaking/Entering:** the unlawful entry into a building or other structure or vehicle with the intent to commit a felony or theft.

**Bullying:** systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve, but is not limited to: teasing, social exclusion, threat, intimidation, physical violence, theft, sexual, religious or racial harassment, public humiliation, or destruction of property.

**Cheating:** the act or the intent to fraudulently deceive.

**Computer (Technology) Misuse:** inappropriate use including, but not limited to, breaking into restricted accounts or networks, modifying files without permission, illegally copying software, and entering or distributing inappropriate or unauthorized files (for example, pornographic files); vandalism of computer equipment.

**Continuous Disruptive Behavior:** behavior which disrupts a classroom or the school, continually engaging in behavior which jeopardizes the health, safety, and welfare of others on campus, or school-sponsored transportation.

**Controlled Substance:** any medication, drug, or substance that is regulated by law. Prescribed medications must be registered and distributed by school personnel using the Lutz Preparatory Board procedures.

**Copyright:** exclusive rights that regulate the use of an idea or expression.

**Cyber bullying:** the act of using information and communication technologies such as e-mail, cell phone, text messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, hostile behavior by an individual or group, that is intended to harm others.

**Defiance:** blatant refusal to follow school directive.

**Detention:** consequence for behavior to be supervised before school, at lunch time, or after school

**Dismissal:** the removal of the right and obligation of a student to attend LP.

**Disrespect:** display of a lack of respect, regard, or esteem towards a school employee or student.

**Disorderly Conduct:** any act which substantially disrupts the orderly conduct of a school function, behavior substantially disrupting the orderly learning environment or posing a threat to the health, safety, and/or welfare of students and/or staff.

**Drugs:** drugs which require a physician’s prescription, or the possession of which is prohibited by law, or those classified as “designer drugs” under Florida Statutes. Also prohibited is the sale or distribution of any substance represented by the student to be a controlled substance, the use of any legal substance to attain a mood-altering effect, and the possession of any equipment or device for preparing or taking drugs.

**Electronic Devices:** radios, mp3 players, tape players, digital recorders, beepers, laser pointers, electronic games, iPod, iPad, cellular phones, and laptops or any unnecessary devices deemed potentially disruptive shall not be allowed at school unless authorized by the teacher or school administrator. Students bringing any of these for a class project must make arrangements with the teacher or an administrator for safekeeping.

**Firearms:** operable or inoperable, loaded or unloaded firearms of any kind. Included in this list are pellet or BB guns and starter pistols. (see **Weapons**.)

**Forgery:** the making of a false or misleading written communication with the intent to deceive.

**Gang-related Activity:** any activity or behavior that indicates involvement with a gang (for instance, hand signals, graffiti, gang attire, wearing of colors).

**Harassment:** any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

**Homicide:** murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.

**In School Suspension (ISS):** a consequence which secludes a student from his/her peers and allows the student time to reflect on his/her misbehavior. Student is removed from class and located in an area outside the common areas where students are typically present. While suspended, students are not allowed to participate in any school related activities, including common lunchroom. ISS shall not be considered an absence from school, however students are required to complete all make-up work from the time missed.

**Kidnapping:** the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian(s).

**Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.

**Out-of School Suspension (OSS):** the temporary removal of a student from all classes of instruction on school grounds and all other school-sponsored activities, except as authorized by the Principal or designee for a period not to exceed ten school days.

**Parent organization:** Lutz Prep PTA.

**Plagiarism:** the unauthorized use or close imitation of another's thoughts, writings, or ideas without permission and representing them as one's own original work.

**Profanity:** disrespectful language or gestures that are deemed vile, vulgar, or debasing.

**Restitution:** restoring or paying for damaged or stolen property.

**Robbery/Extortion (using force):** the taking or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or by threat of force or violence, and/or by putting the victim in fear.

**Sexual Battery (includes attempted):** any sexual act directed toward another person, forcibly and/or against the person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.

**Sexual Offenses:** sexual behavior or conduct without force or threat of force and where the victim is capable of giving consent, includes, but is not limited to, consensual sexual acts, indecent exposure, obscenity, and the possession or distribution of pornographic materials.

**Sexual Harassment:** when a person offends another person using sexual words, pictures, gestures, or conduct. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive. It also consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical contact of a sexual nature, when such conduct creates a disruptive, intimidating, hostile, or offensive school environment. It includes, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome or inappropriate touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

**Skipping:** unexcused absence(s) from class period(s) or unexcused absence(s) for school days.

**Solicit:** to make petition to; to approach with a request or plea, to urge strongly.

**Tardy:** late for school or class.

**Theft/Larceny (Personal or School Property):** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession, of another person, including, but not limited to, pocket-picking, purse or backpack-snatching, and theft of bicycles.

**Threat/Intimidation:** forcing another to do something or preventing another from doing something by threatening, bullying, or making him/her afraid.

**Trespassing:** to enter or remain on school property without proper authorization or invitation and with no lawful purpose for entry.

**Vandalism:** the willful and/or malicious destruction, damage, or defacement of public or private property without the consent of the owner or the person having custody or control of it, including, but not limited to, graffiti.

**Weapons (other than firearms):** any pointed, sharp, or blunt instrument which has no legitimate educational purpose for the student at school, and items that closely resemble weapons (look-a-likes) or operate similarly, such as pellet guns, BB guns, and starter pistols. Toy guns, water pistols, facsimiles, or gun look-alikes that are used in a threatening or disruptive manner shall be considered weapons. Also, any article or substance not normally considered to be a weapon, for instance, rocks, pens, pencils, scissors, laser pointers.

**Willful Disobedience:** deliberate failure to follow directions given by school personnel or follow established rules and regulations of the school.

**Work Detail:** supervised activities related to the upkeep and maintenance of school facilities as an alternative to other disciplinary responses.

**APPENDIX 2 – STUDENT RECORDS**

**PUBLIC NOTICE**

**Student Records Maintained by the Hillsborough County School System**

**Adopted by the School Board**

**Updated and Revised in Accordance with the Family Educational Rights and Privacy Act (FERPA)**

**Federal Register, November 21, 1996**

**WHAT ARE STUDENT RECORDS?**

Education records are records maintained by the school and are directly related to a student. Education records of students are sometimes maintained at several locations. The Administration has a list of all the types and locations of education records maintained by the school system and the titles and addresses of the school officials responsible for these records. Parents, guardians, and eligible students over the age of eighteen may inspect and review that list upon oral or written request.

**WHY MAINTAIN STUDENT RECORDS?**

Florida Statutes mandate that each Administration maintains a permanent cumulative record for each student enrolled in a public school. Such record shall be maintained as prescribed by regulations of the State Board of Education. Student records are used for planning instructional programs, for guidance of students, for preparation of State and Federal reports, and for research.

**WHAT INFORMATION IS IN A STUDENT'S RECORD?**

Education records are maintained in accordance with policies of the Hillsborough County School District and contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports, and anecdotal records of professional staff. The Administration may maintain a separate disciplinary file for students involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s), and record of disciplinary action(s) taken. These records are updated annually and information no longer pertinent is removed.

**WHO HAS ACCESS TO STUDENT RECORDS?**

The following persons can access a student's records: parent, eligible student over the age of eighteen, school officials, a party with the written permission of the parent or eligible student, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency issuing a subpoena directing information to a particular party.

Note: Court may order nondisclosure of a subpoena or information provided in response to a subpoena.

Footnote: A release of information without parent or student (over the age of eighteen) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the official needs to review a student record in order to fulfill his/her professional responsibility. A school official is a person employed by Lutz Preparatory, such as an administrator, teacher or support staff (including health and medical staff), a person serving on the Lutz Preparatory Board, a person or company with whom the school has contracted to perform a certain task (such as an attorney, auditor, consultant, or therapist), or a parent or student on an official committee, such as disciplinary or grievance committee, or another school official performing his/her professional responsibility.

**WHAT ARE THE RIGHTS OF A PARENT?**

Parents or eligible students over the age of eighteen have the right to inspect and review all education records. A parent's or eligible student's request to inspect and review a student's education records must be in writing. The request shall be granted within a reasonable period of time, not to exceed thirty days. The inspection and review of records shall be held in the presence of an official of the school system. A parent or eligible student has the right to a response to reasonable requests for explanations and interpretations of the records. A parent or eligible student has the right to obtain copies of the education records of a student. The schedule of fees for copies is on file with the Administration. No fee for copying may be charged to any parent if it would effectively prevent that parent from exercising his/her right to inspect and review the records.

A parent or eligible student who believes that information contained in the education records of a student is inaccurate, misleading, or violating the privacy or the rights of the student, may request in writing an informal conference with the Administration for the purpose of amending the records. The Administration shall decide whether to amend the education records within a reasonable period of time. If the Administration refuses to amend the records, he or she shall inform the parent or eligible student of that refusal, and advise the parent or eligible student of the right to file a grievance (refer to Grievance Procedure).

**Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the school to comply with the requirements of FERPA. (See address below.)** Whatever rights are vested in the parent shall pass to the student whenever the student has attained eighteen years of age or is attending an institution of post-secondary education. (Parents shall have access to their dependent children's records regardless of age and shall have the right of signing for the release of dependent children's records.

### **WHAT INFORMATION IS RELEASED WITHOUT PARENT PERMISSION?**

Copies of a student record may be sent to a school outside the Hillsborough County Public School System upon receipt of a written official school request. Parents or eligible students are to be notified of such transfers. Requests for records from all other sources require *written* permission of the parent or eligible student. Schools reserve the right to release "directory information" without prior permission of the parent or eligible student for school publications, yearbooks, programs for school events, handbills, rosters, and news releases. Such information shall be limited to name, grade level, age, participation in school sponsored activities, height and weight of athletic team members, graduation dates, and awards and honors received. Parents objecting to this use of directory information must notify the Administration no later than ten days after receipt of this Handbook. Is there a standard form for parents to use?

**Schools shall furnish data to state agencies when an agreement between the said agency and the school existed prior to November 19, 1974. Such information may include "directory information" plus address, telephone number, date and place of birth, dates of attendance, and former schools attended.**

In the preparation of cases for prosecution under the Compulsory School Attendance: Child Welfare Law, the school is authorized to release pertinent school data in interpretative form to the State Attorney's Office, to the Office of Youth Services, and to the Circuit Court, Juvenile Division, without parent consent. It is not necessary for parents and students (over the age of eighteen) to be notified if information from the student record is requested by subpoena from a federal grand jury. In addition, if a court or other agency with the power to issue a subpoena does so for law enforcement purposes and orders the school not to disclose the existence or the contents of the subpoena, the school is not required to notify the parent or student before compliance with the subpoena.

In cases of child abuse, school officials are authorized and mandated by Florida Statute to report the same to the Department of Children and Families and to provide them with the necessary information to pursue such complaints.

Lutz Prep additionally acknowledges that all state and local agencies and programs that provide services to students experiencing or at risk of an emotional disturbance or mental illness must work together to serve such students. [s. 1006.07\(7\)\(d\), F.S.](#). All state and local agencies and programs that provide services to such students may share with each other records or information that are confidential or exempt from disclosure under chapter 119 if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

## APPENDIX 3 – COVID-19 STUDENT, EMPLOYEE, & VISITOR PROTOCOL



### **Lutz Preparatory** **COVID-19 Student Protocol** *All protocols are subject to change*

#### **Student Confirmed Positive Case**

##### **Purpose**

To ensure the health and safety of each member of our school family, the process below applies to students with a Confirmed Positive Case of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all student information will remain confidential, in accordance with applicable laws and regulations.

##### **COVID-19 Symptoms**

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills • Fatigue • Sore throat • Cough • Muscle or body aches • Congestion or runny nose • Shortness of breath or difficulty breathing • Headache • Nausea or vomiting • New loss of taste or smell • Diarrhea

##### **Student Confirmed Case Protocol**

1. Parent/guardian should immediately contact the school administration or school nurse after a student receives a positive COVID-19 test result.
2. If the student is at school, they will be isolated and must go home immediately. If they are home, they should remain home.
3. Students will be provided work by the child's teacher.
4. School administration/school nurse will collect case information, including potential close contacts<sup>1</sup> with the positive student in the 48 hours prior to symptoms or positive test result. Seating charts, student schedule, and related information will be collected and reviewed.
5. Principal/Supervisor will utilize the COVID Response Checklist to complete the response protocol in a timely fashion.
6. School administration/school nurse will inform close contacts<sup>1</sup> of their exposure and provide direction.
7. School admin/school nurse will share case information with the Department of Health-Hillsborough as soon as possible including all documentation.
  - Department of Health-Hillsborough will contact the students' families with additional guidance and contact tracing.
8. School admin/school nurse will provide the appropriate communications and notification letters for distribution to staff and students that are identified as a close contact<sup>1</sup> of the confirmed case, or an indirect contact of the confirmed case. The entire school community will also be notified of positive cases on campus.
9. Per the Department of Health-Hillsborough, the confirmed positive student will be required to isolate for the length noted below:
  - At least 10 days have passed since symptoms first appeared or since positive test date if asymptomatic; and
  - At least 24 hours have passed since last fever without the use of fever-reducing medications; and
  - Overall symptoms have improved.
10. Individuals determined to be close contacts<sup>1</sup> will quarantine for 10 days if they remain symptom free per CDC and FLDOH recommendations. A negative test will not release anyone from quarantine. **Vaccinated people and those who have tested positive in the last 90 days do not need to quarantine.\***
  - \*Contact school administration for verification process that a quarantine is not necessary.
11. Classrooms, if affected, will be deep cleaned per school protocols within 24 hours.
12. Follow-up by the Department of Health-Hillsborough will occur, as appropriate, for all identified close contacts<sup>1</sup>.
13. COVID-19 positive student must meet the following criteria prior to returning to school:
  - COVID-19 Symptoms have improved AND fever free for 24 hours without the use of fever-reducing medications.
14. Student returns to school. Return to athletics protocols will be followed once the student returns to school (if applicable).

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<sup>1</sup>Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.



**Lutz Preparatory**  
**COVID-19 Student Protocol**  
*All protocols are subject to change*

**Student Close Contact<sup>1</sup> of a Confirmed Positive Case**

**Purpose**

To ensure the health and safety of each member of our school family, the process below applies to students who are a Close Contact<sup>1</sup> of a Confirmed Positive Case of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all student information will remain confidential, in accordance with applicable laws and regulations.

**COVID-19 Symptoms**

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills • Fatigue • Sore throat • Cough • Muscle or body aches • Congestion or runny nose • Shortness of breath or difficulty breathing • Headache • Nausea or vomiting • New loss of taste or smell • Diarrhea

**Student Close Contact<sup>1</sup> of a Confirmed Positive Case Protocol**

1. Parent/guardian will be contacted immediately by the school administration or school nurse if a student is determined to be a close contact of a confirmed positive case.
2. If the student is at school, they will be isolated and must go home immediately. If they are home, they should remain home.
3. Students will be provided work by the child's teacher.
4. School admin/school nurse will share case information with the Department of Health-Hillsborough as soon as possible including all documentation.
  - Department of Health-Hillsborough may contact the student's parent with additional guidance and contact tracing.
  - Department of Health-Hillsborough will enroll the student in a daily symptom monitoring text message program.
5. School admin/school nurse will provide appropriate communications and notification letters for distribution to staff and students who are identified as a close contact<sup>1</sup> of the confirmed case. The entire school community will be notified of positive cases on campus.
6. Per the Department of Health-Hillsborough, the close contact<sup>1</sup> of a confirmed positive case will be required to quarantine for the length noted below:
  - Students will be quarantined for 10 days if they remain symptom free.
  - **Students who are vaccinated or who have tested positive in the last 90 days do not need to quarantine.\***

\*Contact school administration for verification process that a quarantine is not necessary.
7. Follow-up by the Department of Health-Hillsborough will occur, as appropriate, for all identified close contacts<sup>1</sup>.
8. Student must meet the following criteria prior to returning to school:
  - No evidence of COVID-19 symptoms at any time during the 10-day quarantine period.
  - If COVID-19 tested, have received negative COVID-19 test results.
9. Close contacts<sup>1</sup> of a confirmed positive case are not required to be COVID-19 tested before returning to school.
10. Close contacts<sup>1</sup> of a confirmed positive case should seek medical attention if symptoms develop.
11. Student returns to school.

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<sup>1</sup>Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

*Protocols are subject to change.*



**Lutz Preparatory**  
**COVID-19 Student Protocol**  
*All protocols are subject to change*

**Confirmed Case of a Household Member**

**Purpose**

To ensure the health and safety of each member of our school family, the process below applies to students with a Confirmed Case of a Household Member with COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all student information will remain confidential, in accordance with applicable laws and regulations.

**COVID-19 Symptoms**

If anyone (student, employee, visitor) shows any symptoms or conditions of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

• Fever or chills • Fatigue • Sore throat • Cough • Muscle or body aches • Congestion or runny nose • Shortness of breath or difficulty breathing • Headache • Nausea or vomiting • New loss of taste or smell • Diarrhea

**Confirmed Case of a Household Member Protocol**

1. Parent/guardian should immediately contact the school administration or school nurse if a household member with whom the student lives receives a positive COVID-19 test result.
2. If the student is at school, they will be isolated and must go home immediately. If they are home, they should remain home.
3. Students will be provided work by the child's teacher.
4. School administration/school nurse will collect information about the case, including potential close contacts<sup>1</sup> with the exposed student. Seating charts, class rosters with parent contact information, student schedule, and related information will be collected.
5. Principal/Supervisor will contact the Department of Health-Hillsborough to confirm student return date to school.
6. Principal/Supervisor will utilize the COVID Response Checklist to complete the response protocol in a timely fashion.
7. School administration/school nurse will advise the student's parent/guardian to follow up with a healthcare provider. The healthcare provider may (or may not) recommend the student be tested for COVID-19. The student's parent/guardian should ask the healthcare provider to explain the process and testing site locations.
  - If the student is tested, the student should remain home until results are received and their parent/guardian should report the results of the test to the school administration/school nurse immediately, upon receipt.
  - If test results are positive, the student must follow the process for a Student Confirmed Positive Case.
  - A symptomatic student cannot return to school.
  - A student (with symptoms or asymptomatic) who is tested cannot return to school until the test results are received
8. Student will be required to quarantine for 10 days, if they remain symptom free and are able to separate from the positive household member per the CDC and the Department of Health-Hillsborough. A student who is not able to separate from the positive household member cannot begin the 10-day quarantine until after the household member's 10-day infectious period is complete. This could result in up to 20 days of quarantine.
9. **Students who are vaccinated or who have tested positive in the last 90 days do not need to quarantine.\***
  - \* Contact school administration for verification process that a quarantine is not necessary.
10. Student returns to school.

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<sup>1</sup>Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

*Protocols are subject to change.*



### **Lutz Preparatory** **COVID-19 Student Protocol** *All protocols are subject to change*

#### **Symptomatic Student**

##### **Purpose**

To ensure the health and safety of each member of our school family, the process below applies to Symptomatic Students (e.g. students who are experiencing symptoms (not associated with previously diagnosed conditions) that may lead to a COVID-19 diagnosis. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough, as the lead agency

for case investigation, contact tracing and quarantine decisions. As always, all student information will remain confidential, in accordance with applicable laws and regulations.

##### **Symptoms**

If a student shows any symptoms or conditions of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. Symptoms may include:

• Fever or chills • Fatigue • Sore throat • Cough • Muscle or body aches • Congestion or runny nose • Shortness of breath or difficulty breathing • Headache • Nausea or vomiting • New loss of taste or smell • Diarrhea

##### **Symptomatic Student Protocol**

1. Students and/or their parent/guardian should immediately report to the school administration/school nurse if the student is experiencing any symptoms or conditions of COVID-19.
2. If the student is at school, they will be isolated and must go home immediately. If they are home, they should remain home and follow the direction of their healthcare provider.
3. School administration/school nurse will collect information about the case, including potential close contacts<sup>1</sup> with the symptomatic student in the event the student tests positive for COVID-19. Seating charts, class rosters with parent contact information, and other related information will be collected.
4. School administration will advise the student's parent/guardian to follow up with a healthcare provider. The healthcare provider may (or may not) recommend the student be tested for COVID-19. The parent/guardian should ask the healthcare provider to explain the testing process and testing site locations.
  - If the student is tested, they should remain at home until they have results of the test and share these with school administration/school nurse immediately, upon receipt.
  - If test results are positive, the student must follow the process for a Student Confirmed Positive Case.
  - A symptomatic student cannot return to school.
  - A student (with symptoms or asymptomatic) who is tested cannot return to school until the test results are received.
5. **Student may be required to quarantine per the recommendations of their healthcare provider or per the Department of Health-Hillsborough if suspected of COVID-19 diagnosis.**
6. Student must meet the following criteria prior to returning to school:
  - Has been seen by a healthcare provider and followed healthcare provider's guidance.
  - COVID-19 Symptoms have improved AND fever free for 24 hours without the use of fever-reducing medications.
7. Student returns to school.

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<sup>1</sup>Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

*Protocols are subject to change.*

#### **Additional Information and Resources**

##### **Websites**

The following websites are valuable resources of information for our school community:

- <https://www.cdc.gov/>
- <http://hillsborough.floridahealth.gov/>
- <https://www.hillsboroughcounty.org/en>

**Department of Health-Hillsborough**  
(813)307-8010



## **Lutz Preparatory**

### **COVID-19 Employee Protocol**

*All protocols are subject to change*

#### **Employee Confirmed Positive Case**

##### **Purpose**

To ensure the health and safety of each member of our school family, the process below applies to employees with a Confirmed Positive Case of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential in accordance with applicable laws and regulations. Substitute teachers are included in this protocol.

##### **COVID-19 Symptoms**

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills
- Fatigue
- Sore throat
- Cough
- Muscle or body aches
- Congestion or runny nose
- Shortness of breath or difficulty breathing
- Headache
- Nausea or vomiting
- New loss of taste or smell
- Diarrhea

##### **Employee Confirmed Case Protocol**

1. Employee contacts principal/supervisor after receipt of a positive COVID-19 test result.
2. If employee is at work, they return home immediately. If they are home, they remain home under care of their medical provider.
3. Principal/Supervisor will collect case information such as work/class schedule and movement around building/campus in the 48 hours prior to symptoms or positive test result. This will include identification of potential close contacts<sup>1</sup>.
4. Principal/Supervisor will utilize the Site COVID Response Checklist to complete the response protocol in a timely fashion.
5. LP Admin/ School Nurse will share case information with the Department of Health-Hillsborough as soon as possible.
6. Department of Health-Hillsborough will lead the formal investigation (e.g., contact tracing).
  - Principal/Supervisor will notify close contacts<sup>1</sup> and provide guidance.
7. LP Admin/School Nurse will provide the appropriate communications and notification letters for distribution to staff and students that are identified as a close contact<sup>1</sup> of the confirmed case, or an indirect contact of the confirmed case. The entire school community/work site will be notified of positive cases on campus.
8. Per the Department of Health-Hillsborough, the confirmed positive employee will be required to isolate for the length of time noted below:
  - At least 10 days have passed since symptoms first appeared or since positive test date if asymptomatic;
  - At least 24 hours since last fever without the use of fever-reducing medications; and
  - Overall symptoms have improved.
9. Individuals determined to be close contacts<sup>1</sup> will be asked to quarantine for 10 days if they remain symptom free per CDC and FLDOH recommendations. A negative test will not release anyone from quarantine. **Fully vaccinated people and those who have tested positive in the last 90 days do not need to quarantine.\***
  - \*Contact school administration for verification process that a quarantine is not necessary.
10. Classroom(s) and workspace(s), if affected, will be deep cleaned per school protocols within 24 hours.
11. Follow-up by the Department of Health-Hillsborough will occur, as appropriate, for all identified close contacts<sup>1</sup>.
12. Employee must meet the following criteria prior to returning to work:
  - COVID-19 Symptoms have improved AND fever-free for 24 hours without the use of fever-reducing medications.
13. Employee will contact their principal/supervisor on the last day of isolation and return to regular work duties.

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<sup>1</sup>Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

*Protocols are subject to change.*



### **Lutz Preparatory** **COVID-19 Employee Protocol** *All protocols are subject to change*

#### **Employee Close Contact<sup>1</sup> of a Confirmed Positive Case**

##### **Purpose**

To ensure the health and safety of each member of our school family, the process below applies to employees who are a Close Contact<sup>1</sup> of a Confirmed Positive Case of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential, in accordance with applicable laws and regulations.

##### **COVID-19 Symptoms**

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school

or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

• Fever or chills • Fatigue • Sore throat • Cough • Muscle or body aches • Congestion or runny nose • Shortness of breath or difficulty breathing • Headache • Nausea or vomiting • New loss of taste or smell • Diarrhea

##### **Employee Close Contact<sup>1</sup> of a Confirmed Positive Case Protocol**

1. Employee will be contacted immediately by the school administration or school nurse if the employee is determined to be a close contact<sup>1</sup> of a confirmed positive case.
2. If the employee is at school, they will be isolated and must go home immediately. If they are home, they should remain home.
3. LP Admin/School Nurse will share case information with the Department of Health-Hillsborough as soon as possible including all documentation.
  - Department of Health-Hillsborough may contact the employee with additional guidance and contact tracing.
  - Department of Health-Hillsborough will enroll the employee in a daily symptom monitoring text message program.
4. LP Admin/School Nurse will provide the appropriate communications and notification letters for distribution to employees who are identified as a close contact<sup>1</sup> of the confirmed case. The entire school community will be notified of positive cases on campus.
5. Per the Department of Health-Hillsborough, the close contact<sup>1</sup> of a confirmed positive case will be required to quarantine for the length noted below:
  - Employees will be quarantined for 10 days if they remain symptom free.
  - **Employees who are fully vaccinated or who have tested positive in the last 90 days do not need to quarantine.\***

\*Contact school administration for verification process that a quarantine is not necessary.
6. Follow-up by the Department of Health-Hillsborough will occur, as appropriate, for all identified close contacts<sup>1</sup>.
7. Employee must meet the following criteria prior to returning to work:
  - No evidence of COVID-19 symptoms at any time during the 10-day quarantine period.
  - If COVID-19 tested, have received negative COVID-19 test results.
8. Close contacts<sup>1</sup> of a confirmed positive case are not required to be COVID-19 tested before returning to work.
9. Close contacts<sup>1</sup> of a confirmed positive case should seek medical attention if symptoms develop.
10. Employee will contact their principal/supervisor on the last day of quarantine and return to regular work duties.

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<sup>1</sup>Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

*Protocols are subject to change.*



### **Lutz Preparatory** **COVID-19 Employee Protocol** *All protocols are subject to change*

#### **Confirmed Case of a Household Member**

##### **PURPOSE**

To ensure the health and safety of each member of our school family, the process below applies to employees with a Confirmed Case of a Household Member of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential in accordance with applicable laws and regulations. Substitute teachers are included in this protocol.

##### **COVID-19 Symptoms**

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills • Fatigue • Sore throat • Cough • Muscle or body aches • Congestion or runny nose • Shortness of breath or difficulty breathing • Headache • Nausea or vomiting • New loss of taste or smell • Diarrhea

##### **Confirmed Case of a Household Member Protocol**

1. Employee should immediately contact principal/supervisor if a household member with whom the employee lives receives a positive COVID-19 test result.
2. If the employee is at work, they should return home immediately. If they are home, they should remain home.
3. Principal/Supervisor will collect information about the case, including potential close contacts<sup>1</sup> with the exposed employee.
4. Principal/Supervisor will contact the Department of Health-Hillsborough to confirm employee return date to work.
5. Principal/Supervisor will utilize the COVID Response Checklist to complete the response protocol in a timely fashion.
6. Principal/Supervisor will advise the employee to follow up with a healthcare provider. The healthcare provider may recommend the employee be tested for COVID-19.
  - If the employee is tested, the employee should remain home until results are received and the employee should report the test results to the principal/supervisor immediately upon receipt.
  - If test results are positive, the employee must follow the process for an Employee Confirmed Positive Case.
7. Employee will be required to quarantine for 10 days, if they remain symptom free and are able to separate from the positive household member per the CDC and the Department of Health-Hillsborough. An employee who is not able to separate from the positive household member cannot begin the 10-day quarantine until after the household member's 10-day infectious period is complete. This could result in up to 20 days of quarantine.
8. **Employees who are fully vaccinated or who have tested positive in the last 90 days do not need to quarantine.\***
  - \*Contact school administration for verification process that a quarantine is not necessary.
9. Employee will contact their principal/supervisor on the last day of quarantine and return to regular work duties.

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<sup>1</sup>Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

*Protocols are subject to change.*



### **Lutz Preparatory** **COVID-19 Employee Protocol** *All protocols are subject to change*

#### **Symptomatic Employee**

##### **Purpose**

To ensure the health and safety of each member of our school family, the process below applies to Symptomatic Employees (e.g. employees who are experiencing symptoms of COVID-19). All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential, in accordance with applicable laws and regulations. Substitute teachers are included in this protocol.

##### **COVID-19 Symptoms**

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school

building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

• Fever or chills • Fatigue • Sore throat • Cough • Muscle or body aches • Congestion or runny nose • Shortness of breath or difficulty breathing • Headache • Nausea or vomiting • New loss of taste or smell • Diarrhea

##### **Symptomatic Employee Protocol**

1. Employee immediately contacts principal/supervisor if they are experiencing COVID-19 related symptoms.
2. If the employee is at work, they should return home immediately. If they are home, they should remain home under the care of their medical provider as needed.
3. Principal/Supervisor will determine if work from home is an option dependent on degree of symptoms and employee's health status.
4. Principal/Supervisor will collect information about the case, including potential close contacts<sup>1</sup>.
5. Principal/Supervisor will advise the employee to follow up with a healthcare provider. The healthcare provider may recommend the employee be tested for COVID-19.
  - If the employee is tested, they should report the test results to the principal/supervisor immediately upon receipt.
  - If test results are positive, the employee must follow the process for an Employee Confirmed Positive Case.
  - A symptomatic employee who is tested cannot return to work until the test results are received.
6. **Employee may be required to quarantine based on symptoms per the recommendations of their healthcare provider and per the Department of Health-Hillsborough guidelines.**
7. Employee must meet the following criteria prior to returning to work:
  - COVID-19 Symptoms have improved AND fever-free for 24 hours without the use of fever-reducing medications.
8. Employee will contact their principal/supervisor on final sick day and return to regular work duties.

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<sup>1</sup>Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

*Protocols are subject to change.*

#### **Additional Information and Resources**

##### **Websites**

The following websites are valuable resources of information for our school community:

- <https://www.cdc.gov/>
- <http://hillsborough.floridahealth.gov/>
- <https://www.hillsboroughcounty.org/en>

**Department of Health-Hillsborough**

(813)307-8010



## **Lutz Preparatory**

### **COVID-19 Visitor Protocol**

*All protocols are subject to change*

#### **Purpose**

To ensure the health and safety of each member of our Bolts school family, the procedure below applies to visitors on campus. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing, and quarantine decisions.

#### **Visitor Protocol**

- Any visitors should have a scheduled appointment (unless administration deems entry is of an urgent manner)
- All visitors must report to the main office to sign in and obtain a visitor's badge.
- All visitors should remain in the designated area for their visit unless authorized by administration.
- All visitors must practice social distancing and comply with any health protocols that are being required at that time. All in-person meetings must allow participants to socially distance themselves at least six feet from another person or person(s).
- All visitors should complete a self-check (below) before entering a school building. Visitors with any of the symptoms below should NOT enter our school buildings.
- Visitors should NOT enter our school if they have a known exposure to someone who has tested positive for COVID-19.
- Visitors should NOT enter our school buildings or offices if they are awaiting COVID-19 test results.

#### **COVID-19 Symptoms-Self Check**

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any building on campus. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills • Fatigue • Sore throat • Cough • Muscle or body aches • Congestion or runny nose
- Shortness of breath or difficulty breathing • Headache • Nausea or vomiting
- New loss of taste or smell • Diarrhea

## APPENDIX 4 – WELLNESS PLEDGE

### Board of Directors

Joyce Wieland, Chair  
Christopher Moore, Vice Chair & Treasurer  
Vinita Gaudi, Secretary  
Kelly Andrews  
Dominic Kouffman  
Brian Lambert  
Rick Narkiewicz  
Daniel Abou-Jaoude  
Jenna Paladino  
Felipe Ramirez



**Director of Schools**  
Bonnie Guertin

**Assistant Principal  
Elementary School**  
Kim Smallwood

**Assistant Principal  
Middle School**  
Brian Bethune

### Lutz Preparatory School

*A Hillsborough County Public Charter School*

July 21, 2021

Dear Lutz Prep Parents and Guardians,

We want to thank you for your support as we continue to meet the challenges related to the ongoing COVID-19 pandemic. As we look forward to the fast approaching 2021-22 academic year, the purpose of this letter is to provide an update on our plans and to ask for your help in promoting the health, safety, and wellness of our Lutz Prep community.

Throughout the summer, Lutz Prep has been working diligently to update our COVID-19 Mitigation Plan so that it better aligns with the COVID situation in our community, while also taking into consideration CDC guidelines, School District requirements, and other recommendations by public health officials and experts. We remain committed to staying diligent in our efforts to prevent the spread of COVID-19 while balancing the academic and social needs of our students. Lutz Prep will continue to adapt our COVID-19 Mitigation Plan to adjust to changing conditions.

This is where we need your help! We are requesting your partnership in keeping our students and staff members' health a top priority by ensuring your commitment to reduce the spread of COVID-19 (and other illnesses) by signing the attached "Wellness Pledge." We are stronger when we partner together.

Lutz Prep looks forward to welcoming all our students back on campus in August. We thank you in advance for your support in keeping our students and staff safe, healthy, and academically engaged. Please review our Newsflash communications frequently and visit our webpage at [www.lutzprep.org](http://www.lutzprep.org) for the latest Lutz Prep COVID-19 Mitigation Plan, Health & Safety Protocols, and related FAQs. **Due to the nature of these times, these protocols are always subject to change.**

GO BOLTS!

LP Administration

## 2021-22 Lutz Preparatory Student Handbook

### Board of Directors

Joyce Wieland, Chair  
Christopher Moore, Vice Chair & Treasurer  
Vinita Gaudi, Secretary  
Kelly Andrews  
Dominic Kouffman  
Brian Lambert  
Rick Narkiewicz  
Daniel Abou-Jaoude  
Jenna Paladino  
Felipe Ramirez



**Director of Schools**  
Bonnie Guertin

**Assistant Principal  
Elementary School**  
Kim Smallwood

**Assistant Principal  
Middle School**  
Brian Bethune

## Lutz Preparatory School

*A Hillsborough County Public Charter School*

### **WELLNESS PLEDGE**

I (We) understand the importance of following Lutz Prep's COVID-19 Mitigation Plan to reduce the spread of COVID-19 and other illnesses. I (We) pledge to partner with Lutz Prep to help keep students and staff safe by committing to assist in creating and maintaining a safe, healthy, and academically engaging learning environment as follows:

- I (We) promise to follow the requirements of the Lutz Prep COVID-19 Mitigation Plan.
- I (We) promise to check my student(s) for symptoms before going to school and to keep them home to help control the spread of illness and communicable diseases if any of the following symptoms apply:

1. **Elevated temperature >100.0 F**
2. **Vomiting or diarrhea within past 24 hours**
3. **Excessive mucus from nose or eyes, particularly greenish-yellow mucus**
4. **Rash**
5. **Persistent coughing or sneezing**
6. **Lice**
7. **Loss of taste and/or smell**

*\*Student must be fever and/or symptom free for 24 hours without medication (ie: Tylenol/Advil).*

- I (We) promise to keep my student(s) home when they are symptomatic with any examples listed above until they are symptom-free for **48 hours**. *The school recommends contacting your healthcare provider for guidance.*
- I (We) promise to keep my student(s) home if they have tested positive for COVID-19 for a period of 10 days and/or as directed by the Florida Department of Health and school nurse.
- I (We) promise to encourage and remind my student(s) of important healthy habits:
  - **Hand Washing.** Wash your hands often with soap and water for at least 20 seconds. *(before and after eating, using restroom, returning from recess or outdoors, etc.)*
  - **Cover Your Cough/Sneeze.** Cover your mouth and nose when you cough or sneeze.
  - **Avoid Touching Your Face.** Avoid touching your eyes, nose, and mouth whenever possible.

**\*Electronic Student/Parent Signature of this Wellness Pledge is part of the overall agreement to the school policies.**

## ADDENDUM



### Lutz Preparatory Handbook Addendum 2021-2022

**\*\* As the 2021-22 school year begins and as the COVID-19 world pandemic continues, typical policies and procedures are subject to change as necessary. As standards, protocols and recommendations change, the policies will be updated. [Please reference this addendum page that provides a snapshot of a few policies that are impacted currently due to the pandemic.](#) Under this fluid process, administration may enact measures on an emergency basis. Changes to procedures or policies will be communicated as they become available.**

Lutz Prep strives to maintain a healthy and safe workplace for all guests, students, staff, and faculty. During times of an infectious disease outbreak, such as COVID-19, we will take the necessary steps to protect the workplace and educational environment so that LP can continue to operate effectively and efficiently in serving the needs of our students and staff. It is our goal to provide the necessary support and guidelines for all involved.

As schools are preparing for the new year, several safety measures are needed to keep students, families, and staff safe as the COVID-19 pandemic fluctuates. The following addendum depicts examples of revised protocols meant as guidelines, best practices, strategies, and support to help us as we proceed through an unpredictable time. We expect that recommendations and mandates from the CDC, Florida Department of Health, and other experts or authorities will continually be updated as time evolves, therefore resulting in conceivable ongoing revisions to previous protocols in both the student/parent and employee handbooks.

**For the health and safety of all stakeholders, as a student, parent, or employee, I have read, understand and agree to follow the revised policies and procedures.**

**Disclaimer: All items are subject to change based on unforeseen factors due to pandemic.**

#### **I. INSTRUCTIONAL MODEL**

Lutz Prep is returning to **all brick and mortar** attendance for students to be on campus

#### **II. HEALTH & SAFETY PROTOCOLS**

- a. Follow school's mitigation strategies and health & safety protocols in place
- b. Commit and sign LP's "Wellness Pledge" to assist in creating and maintaining a safe, healthy, and academically engaging learning environment
- c. Agree to stay home when sick and comply with physical and verbal health checks and screenings when coming to campus (including temperature checks when necessary)
- d. Adhere to attendance / sick policy to report and return to school
- e. Follow appropriate social distancing and/or cohort classroom design, safety and increased sanitation measures
- f. Participate in scheduled break times for hand washing & sanitizing during the day
- g. Respect items, equipment, and furniture that increases more space between students
- h. Follow procedures in place to clean and disinfect frequently touched items and surfaces during the day
- i. Become familiar with educational health signage and tips placed around campus

- j. Refrain from non-urgent visits / Limit proximity to campus: Comply with visitor protocol by scheduling appointments if needed
- k. Understand any approved event will be outdoors at this current time

### III. ARRIVAL/DISMISSAL PROCEDURES

- a. Use of hand hygiene stations set up at or near the entrance and egress of the facility
- b. Participate in screening through visual signage, verbal questions, temperature checks or visual assessments as deemed necessary by school staff/school nurse
- c. Use of multiple entrances/egress as directed to avoid clustering at single points of entry (*LP staff will direct students to use additional points of entry through north and south gates*)
- d. Practice and prepare students to be ready to exit own vehicles during arrival, and to walk to entry points (no student safety patrols at arrival at current time)
- e. Follow school protocols for parents regarding late sign-in and/or early sign-out taking place through intercom/camera system (note latest sign-out time in handbook)
- f. Follow staff directives pertaining to staging areas during arrival and dismissal
- g. Remain with student cohorts during dismissal or as directed by staff
- h. Adhere to revised procedures during drop off and pick up as directed

### IV. BEFORE & AFTER CARE SERVICES

- a. Awareness of services structured differently to provide and maintain consistent groups to limit mixing of students
- b. **Must complete extended care registration** to enroll in before and/or after care **prior** to use of service

### V. STUDENT LUNCH / RECESS

- a. Follow lunch policies: to limit large groups mixing, students will eat in classrooms
- b. Remain in student cohorts during recess and will not mix with other classes

### VI. CAMPUS TRANSITIONS

- a. Follow staff directives for campus transitions

### VII. ENRICHMENTS / ATHLETICS

- a. Information will be shared for activities as they become available

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**\*Electronic Student Signature is part of the policy agreements of the handbook**

As the parent/guardian of Lutz Prep student, I certify that I understand the above expectations and guidelines required by my student and enforced by myself as my child's parent/guardian.

**\*Electronic Parent Signature is part of the policy agreements of the handbook**