



# Student Parent Handbook

# 2021-

## Table of Contents

Introduction .....	2
Mission Statement .....	2
Faculty Member Status .....	3
PAC.....	4
Admissions .....	4-6
Attendance & Absence Policies .....	6-10
Code of Conduct & Behavior Policies .....	10-17
Academic Integrity Code/Summer Credit Recovery Program .....	18-22
Communication.....	22
Community Service .....	23
Field Trips.....	23-24
Curriculum .....	24
Grading Scale & GPA .....	24-27
Grading Policies .....	27-28
Elementary Honor Roll.....	27
Middle School Honor Roll .....	27-28
National Honor Society & National Junior Honor Society.....	29-30
Academic Probation.....	30-31
Interim Reports.....	32
Schedule Changes .....	32-33
Homework Policy .....	33-35
Honors & Advanced Placement Policy .....	36-38
Standardized Testing.....	38
Individual Learning Lower School Policy .....	38
Academic Recognition .....	39
Griffin Guide .....	39-40
Student Council.....	40
Rules of Student Elections .....	40-41
Interscholastic Sports.....	42-43
Aftercare.....	43
Lost & Found.....	43
Media Consent Policy .....	43
Parent Teacher Conferences.....	43
Parties & Birthdays .....	43
Lunch & Snack Policy.....	44
Safety & Security.....	44
Fire Safety .....	44
Fire & Emergency Drills .....	44
Hurricanes & Tropical Storms .....	44
School Opening & Closing Information .....	45
Health Documents .....	45
Illness & Sickness Policies .....	45-46
School Sponsored Activities .....	46
Fundraising Policy & School Sanctioned Trips/Activities .....	47-48
All Student Policies.....	48-55

Dress Code .....	55-60
Lockers.....	60
School Visitations .....	60
Extra-Curricular and After School Activities, In-School Assemblies, Transcripts, Conferences .....	60

## **Learning Unlimited Preparatory School Student - Parent Handbook**

### **Introduction**

The individualized academic program at Learning Unlimited Preparatory School stresses the skills of decision-making, time management, and creative and critical thinking.

Development of a sense of commitment to tasks and people with whom one interacts is integral to the school’s program. Therefore, the faculty, along with parents, guardians and students, accepts a shared responsibility in implementing the policies outlined in this handbook.

Learning Unlimited Preparatory School admits students of any race, color, creed, sex, or national origin to all privileges, rights, programs, and activities. The school does not discriminate on the basis of race, color, creed, sex, or national origin in administration of educational policies, scholarships, or student activity programs. This statement of policy also applies to the school’s personnel and employment policies.

### **Mission Statement**

Learning Unlimited Preparatory School is founded on the principle of developing each student’s potential within a safe, positive, and academically challenging environment. LU’s diverse community is committed to cultivating the value of scholarship, creativity, and the fellowship of a diverse student body. Recognizing the variety of ways in which students learn, the LU faculty and staff strive to empower them to be life-long learners and responsible citizens of the world.

### **Philosophy and Objectives**

In order to accomplish the school’s mission, Learning Unlimited Preparatory School is committed to creating and maintaining a challenging and rigorous academic program including (but not limited to) the following:

- Foster a strong sense of individual and community responsibility and self-confidence.
- Cultivating a lifelong appreciation of learning, resourcefulness and individual potential.

- Providing broad-based, integrated, experiential learning in basic academic disciplines in preparation for higher learning.
- Implementing the concept of a “school without walls.” Providing leadership opportunities.
- Developing critical and creative thinking skills.
- Promoting ethical and moral conduct while respecting cultural diversity and individual differences.
- Developing communication, research and organizational skills.
- Offering opportunities to every member of the school community to be a partner in learning.

### **Faculty Member Professional Status**

Learning Unlimited Preparatory School believes that one of the key elements of a successful learning experience is the professional status of teachers and staff. Strict professional standards have been established for faculty members that must be met for an individual to remain employed by LU. These standards include both professional growth expectations and also ethical and business behaviors.

Professional growth does not only require that our faculty members act professionally, but that they are also treated professionally. **We do not condone or allow unprofessional treatment of our faculty members.** This includes verbal, physical, or written abuse (including e-mail messages). Examples of behavior from students, parents, or other members of the community that will not be tolerated are:

- Loud or boisterous dialogue
- Screaming, cursing, or yelling during parent-teacher conferences and/or telephone calls
- Physical threats
- Harassment of any type
- Speaking poorly of a teacher to other members of the faculty (does not refer to complaints to the proper administrative team member) or soliciting of negative opinions from other parents, students, and/or teachers
- Disrespect of faculty member’s personal and private life including, but not limited to, home telephone calls
- Electronic postings via e-mail or social media

If such behavior is demonstrated, faculty members have been directed to immediately stop a conference or telephone session and direct the parent or visitor to the appropriate administrator. LU considers continual occurrences of such behavior as detrimental to the educational process and not in line with our philosophy of the educational community. Such behavior may result in a request that the parent(s) withdraw their child(ren) from the school.

## **Parent Advisory Committee**

Learning Unlimited Preparatory Schools is a family-oriented learning community. Family participation is an integral part of the students' academic, co-curricular, and extracurricular experiences. All parents of students enrolled in LUPS are eligible to become a member of the Executive Committee (PAC). The parent organization is committed to the enrichment of students' scholastic experiences through support of social, athletic, and intellectual pursuits of the school. To this end, this group commits to:

Initiate and conduct social functions for parents, students, and the school.

- Support the athletic programs by attending events and aiding the athletic department.
- Raise funds for special school programs and activities that go beyond the school budget.
- Act as a public relations group promoting school unity.
- Support the faculty and administration in academic and co-curricular activities and events such as fairs, competitions, etc.
- Suggest ideas for school programs and parent convenience without interference with school policies and procedures (as per section 11 and 12 of the LUPS Enrollment Agreement in regard to parental comportment).

## **Admissions**

### **Admission Procedures**

- A completed application form for enrollment and \$100 application/testing fee to be paid prior to the visitation day. A copy of the application form is available at Learning Unlimited.
- A copy of the student applicant's academic and discipline records, birth certificate and passport. Middle and upper school applicants need to present a letter of recommendation by at least one academic teacher.

Upon receipt of the completed application form and registration fee, the Admissions Office will schedule an interview with the parent and the student applicant that will include discussion of admission procedures, school programs, and a tour of the school's facilities. Upper elementary, (3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades), Middle and Upper School will hold separate sessions for parents and prospective students. Primary pupils (1<sup>st</sup>, 2<sup>nd</sup>) and ECC interviews will hold combined interview sessions with parents and prospective students.

- Elementary, Middle and Upper School applicants will participate in a 'Shadow Day' where they will spend a full day at the school with a selected student companion from the grade that the student is currently enrolled. ECC pupils will spend a half day visiting the appropriate class in the company of a selected class friend.
- Middle and Upper School applicants will be tested academically in Math and English at the beginning of their visitation day. The applicant must obtain satisfactory scores on the admissions test.

- A checklist relaying observation regarding general attitudes and mannerisms by the student applicant and other possible comments will be completed by the teacher the student applicant is visiting. This includes any academic work assigned during the class that day. The student applicant should be encouraged to do the work and is expected to complete the work as well.
- All personal information shared with the interviewer and all pertinent records and documents will be reviewed. If possible, a phone conversation with the applicants' teachers, principal, or other school officials will be had if there are concerns.
- All visitation and testing information will be relayed to the parents the day of visitation and testing if possible. Learning Unlimited will make an appointment with the family as soon as results are compiled and the admissions committee (Homeroom teacher, administrators/coordinators and the Head of School) have reached a decision regarding acceptance. Any conditional acceptances will be considered and thoroughly discussed with parents if appropriate.
- All teacher recommendations and pertinent documents must be received before the Admissions Committee can review and make a decision on the applicant.
- A formal letter of congratulations or regret will be sent to the family and all required financial obligations needs to be settled prior to attendance.
- Parents are required to return the signed contract and tuition deposit within ten days before an admission is considered final.
- Tentative acceptance and placement at any point in time prior to final admission is nonbinding.

### **Admission Requirements**

- Pre-School students must be potty trained and are admitted on a first come, first served basis. Siblings of enrolled students do have priority admission status.
- The applicant must complete the previous school year with satisfactory marks for academic grades and behavior. Any discrepancies could result in placement on a probationary status, and/or a lower grade level.
- A student who has been expelled or suspended from his/her current school may not be eligible for admission.
- Grade level placements are subject to age level, transcript review, and performance-based assessment.
- A student should be performing at or above his/her grade level to be considered for admission. The parent/guardian must complete the application truthfully and accurately to the best of his/her knowledge.
- The parent/guardian must read this handbook and agree to abide and support all the written policies of Learning Unlimited Preparatory School.

- Learning Unlimited Preparatory School does not discriminate on the basis of race, sex, religion, sexual orientation, or ethnic origin.
- The applicant must have appropriate immunizations before beginning classes.

### **Required Forms**

To ensure that the school is in compliance with all necessary regulations and to maintain accurate and necessary information about all students entrusted to our care, the following forms will be required to be on file for all students:

- Application form and signed contract

- Copy of Birth Certificate (or passport)
- Student Information Form (including full medical information disclosure)
- School Records & Transcripts
- Signed Off Campus Activity Permission Form
- Signed Handbook Form
- Full Parental Contact Information

The school does not coordinate the transfer of student records from schools attended previously by newly enrolled students. Parents are responsible for providing all transcripts, grade cards, and behavior reports.

### **Attendance & Absence Policies**

Regular attendance at school and arriving at school on time are of the utmost importance to the student success. It is the responsibility of the student and his or her parents/guardian to make sure that the student arrives at school, and attends each class on time. A student is tardy when he/she is not seated in their class prior to the designated start time.

School Hours: Classes begin promptly in the morning, and all students are expected to be in class at the designated times. Missing any part of the academic day is detrimental to the student's progress in school.

7:45 – 3:00 (5:00 for aftercare children)

8:20 – 2:50 for Pre School to Grade 5

8:10 – 3:10 for Grades 6 to 8

8:10 – 3:25 for Grades 9 to 12

### **Procedure for Absences**

If a student is absent, please call the school before 8:15 am on the day of your child's absence and inform the office that your child will be absent or late, and why. We will then pass this message onto the teachers. PLEASE DO NOT call the office to request that assignments be gathered for a student who is absent. The student is responsible to check PowerSchool for any assignments and make arrangements with teachers upon the student's return to complete or make up assignments

or tests and to get copies of notes, etc. Illnesses that last two days or more require a doctor's note for school records. ***Additionally, absences due to illnesses of more than one day require a doctor's note.***

### **Travel/Student Absence Policy**

If a student misses a midterm or final exam because of a sudden illness, personal/family emergency, or unavoidable circumstances, the student/parent must arrange with the teacher to take the examination at their earliest possible convenience upon return to the LUPS campus. Any examination or test missed due to truancy will not be rescheduled by the school, and will be assigned a mark of incomplete (I) as this summative assessment must demonstrate evidence that course expectations have been met with success.

As exam dates are published well prior to the beginning of the school year, when a midterm or final examination is rescheduled by the student/parent due to personal travel there will be a \$100 fee per examination to cover costs related to invigilation. Finally, if a student/parent requests a make-up exam or test because of medical or compassionate grounds, the family will be required to present relevant documentation.

Although trips and vacations may provide diverse learning experiences, the school does not support academic travel or vacations during class time. There are countless breaks during the school year where this type of travel can be accomplished successfully. The LUPS Student/Parent Handbook is explicit when explaining school attendance and the legitimate reasons for school absence. Students may be absent from school because they are ill and other unavoidable causes. Extended vacations and vacations during the school year are not included in these reasons. Therefore, while parents/guardians may choose to travel during the school year, the time missed from class is recorded as an unexcused absence and counted in the total absence record for the year. A significant number of absences place a student's mark in jeopardy due to the loss of instructional time, and assessment and evaluation becomes problematic. Students are responsible for all course work and assignments while absent.

### **Absences on Test Days**

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

### **Absences on Exam Days**

Students who are absent for mid-term, or end-of-year examinations, will receive a failing grade of zero for the exam score. The only exemptions to this will be determined on a case-by-case basis involving serious accident, illness or injury. **Decisions involving this school policy rest with the administration. The decision of the Head of School is final.**

## **Absences on Standardized Test Sessions**

**Students who are absent during a standardized test session for any reason will not be eligible to reschedule at a future date.**

## **Extended Absences**

Parents should notify the office if the student will be absent or out of class for a single class, or for an extended period of time, due to serious illness. Parents and students should then make arrangements to secure the appropriate assignments.

## **Excused Absences**

In order for an absence to be considered excused, it must meet two requirements. First, it must fall under one of the three reasons below. Secondly, a parent/guardian/doctor must provide a note explaining the nature of the student's absence. Extended illness – illnesses that last more than one day require a doctor's note. Excused absences are:

- Personal Illness
- Illness or death in the family
- Doctor or dental appointment

## **Attendance Regulations**

LU is SAIS/SACS accredited and therefore requires that we have at least 175 days of school on our calendar. Students in grades K-8 who have more than twenty (20) absences (excused or unexcused) for a school year, may not be promoted to the next grade level. Students in grades 9-12 who are absent for a total of three (3) or more school days (unexcused) in a semester for a given course, may not receive credit for the course and may have to repeat the course. Students in grades 9-12 who are absent for a total of more than ten (10) per semester (excused or unexcused), may not receive credit for the course, and may have to repeat the course. Parents/Students may apply for a hardship exemption to this policy through the administration.

## **Permission to Leave Campus**

Learning Unlimited School operates within a "closed campus" policy. This means that students are not permitted to leave the campus during the school day without first checking out through the office. A student desiring to leave campus for a valid reason must present a written note or a telephone call from his/her parents explaining the reason to the office. The office will then have the parent sign the student out. **Students are not permitted to sign themselves out – a parent or other authorized adult must come to the office and sign a student out.** If the student intends to return to school that same day, he must check in at the school attendance upon his return and sign in before he goes to class.

## **Pick Up Authorization**

The Emergency form should be used by parents to list those authorized to pick up students. A student who is sent home because of illness, injury, or disciplinary reasons or who checks out for lunch (Seniors only) or appointments must check out through the office before he/she leaves campus. No student may leave campus unless accompanied by either a parent or a parent designated adult. Lower School parents need to notify teacher and office of pick-up changes prior to 2:00pm.

### **Tardy Policy (All grades)**

All students must arrive at school on time. Students who are habitually late cause interruption and impede learning within the school community. A student is tardy when he/she is not seated in their class prior to the scheduled class start time. Like absences, excused tardies fall under one of the following reasons:

- Personal Illness
- Illness or death in the family
- Doctor or dental appointment

### **Lower School Tardies**

Students in grades 1 – 5 are permitted five tardies per marking period. More than five tardies will keep the students off any Honor Roll. All students in grades 5 and below who are habitually late risk possible suspension.

### **Upper School Tardies (Grades 6-12)**

2 TARDIES = ONE DETENTION

### **Tardy Detention Policy and Procedures**

A student who is late to school or class should report to the office to sign in. A record of tardiness is kept in the office.

### **Chronic Tardiness**

All Upper and Middle School students who have accrued more than 40 tardies will be assigned an after-school beautification project. These duties will entail significant supervised janitorial and clean-up duties. These duties will last from 3:25-4:25. We will make scheduling adjustments for doctors' appointments or pre-excused events, not including after school sports, or leisure club activities. There will be no exceptions. This number will reset at the beginning of each academic year.

### **Truancy**

Students are expected to be in school the entire day. Skipping classes or school is prohibited, and an infraction that will be handled by the Dean of Students.

## **Early Drop Off and Late Pickup**

In accordance with the tuition agreement, if a student is not picked up from lower school by 3:15 pm, the duty teacher will escort the students (Pre-School – Grade 5) to the aftercare facility where the student will remain until picked up by parents. A charge for aftercare will be assessed.

## **Loitering**

Middle school and high school students are expected to depart or be picked up from campus by 3:30 PM There are no after school facilities or supervision provided for students of this age. Learning Unlimited Preparatory School assumes no responsibility for these students after 3:30 pm Those students who are reporting for after school sports practices, games, or for extracurricular activities must make arrangements to return to campus at the time designated by the coach or supervising teacher. No loitering in cars is allowed, and no friends from other schools or other visitors may be on campus or in the parking lot at any time without express permission from Administration.

# **Learning Unlimited Code of Conduct & Behavior Policies**

## **The Honor System**

An essential element of the Learning Unlimited Preparatory School’s educational philosophy is “Virtues”, a commitment to honesty, integrity, trust, self-worth, self-discipline, respect for authority, and concern for others. The Learning Unlimited Preparatory School’s Honor System helps build character among students and faculty and maintains an educational community in which a code of values is shared. An inherent aspect of a liberal arts education includes the development of Honor, which extends to all facets of life.

This Honor System is based upon the premise that honor is expected and therefore fostered, not forced, and that it can be fostered only through the willing and earnest efforts of faculty, students, and parents.

## **The Honor Code**

**The Learning Unlimited Preparatory School Honor System covers both academic and social life. Students are expected to take full responsibility under the Honor Code and Code of Conduct for their conduct and integrity in all academic work, including homework, papers, and examinations. With respect to social conduct, it is expected that students will show concern for others and that problems will be dealt with in a spirit of mutual respect. Additionally, students are expected to show respect for all administrators, faculty, and staff at all times.**

## Parental Comportment

Learning Unlimited Preparatory School expects parents to be knowledgeable of the LUPS Student Parent Handbook and to adhere to the policies and procedures stated therein so that maximum learning can take place for all students. Parents with a concern should begin with the classroom teacher. If the issue is not resolved, the parents should then speak with the designated supervisor, and if necessary, the Head of School. Learning Unlimited faculty members have been carefully selected to provide exceptional educational experiences for all students. It is our expectation that all faculty members will be treated respectfully and professionally by parents. All Learning Unlimited family members are expected to support the school's mission so that educational goals are realized. Parents who are disrespectful or abusive in any way to LU faculty or staff jeopardize qualification for continued enrollment of their children.

**A positive and constructive working relationship between the School and the Parent is essential to the fulfillment of the school's educational purpose. Thus, the school reserves the right to withdraw enrollment privileges at any time if the administration, in its sole opinion and unfettered discretion, concludes that the actions of a parent interfere with the school's ability to accomplish its educational and formative purpose. Withdrawal of enrollment privileges for any reason does not relieve the parent of the responsibility for the payment of the entire year's financial obligations.**

## Student Expectations

It is the responsibility of all students at Learning Unlimited Preparatory School to conduct themselves as honorable, respectful, and responsible community members. In all their school related activities, both on or off campus, they should be governed by proper application of self-discipline and a sense of individual responsibility. These qualities form the indispensable foundation for a happy existence in any community. LU is a community bound together by trust and respect for one another. Students are to respect the faculty and each other in word and deed. **Each student must accept responsibility for his/her conduct and integrity in all areas of student life.**

Students must respect the Learning Unlimited campus and the property of others. We are all responsible for keeping our campus neat and orderly.

**Students are expected to uphold the honor code ALWAYS.** If not, various intervention and counseling methods will be used. Discipline may include, but is not limited to, in-school suspension (ISS), out-of-school suspension (OSS), or expulsion.

Students who display inappropriate behavior will be sent to the Dean of Students with a student discipline report indicating the nature of the behavior. The Dean of Students will consult with the

teacher or staff member involved and parents will be notified. The student is responsible for any work missed as a result of his/her being sent out of class. If a student's behavior fails to improve, he/she may be asked to leave the school before the end of the academic year. If, in the judgment of the professional staff, a student is not able to function in a school setting, or the school is not able to meet the needs of a particular student, the family may be asked to withdraw the student.

### **Food, Drink, and Gum Chewing**

Food and drink are not permitted in the classrooms or gymnasium. Gum chewing is not allowed on campus at any time.

### **School Property and Facilities**

The cleanliness of the cafeteria, classrooms, restrooms, hallways, patio, and all other areas of the school is the responsibility of LU's students and staff. LU believes that self-discipline, organization and structure in all daily encounters are among the most important objectives that can be set for students. Included in this emphasis is the demonstration of pride in the environment and in the maintenance of a campus that is as neat, clean and orderly as possible at all times. Habitual littering and the purposeful defacement or damage of any type to the campus buildings, grounds, or equipment are considered major offenses and may result in suspension or dismissal from school. Students are responsible for keeping their desks, lockers, restrooms, and common areas clean and free of debris.

### **Public Displays of Affection**

Public Displays of Affection (PDA) are not allowed. Students are to keep their hands, lips, and all other body parts to themselves at all times while on the property of LU or while attending school related off-campus activities.

### **Technology Use on the LU Campus**

**Cell Phone Policy: Cellular communications devices of any type or description may not be used or displayed on the LU Campus until the end of the day at 3:30 PM. Failure to comply with this regulation will result in the following consequences:**

1. If a student is caught with a cellphone during class time, the cellphone will be confiscated until the **END** of the school year. ***(The parent will be contacted)***
2. If a student is caught with a cellphone outside class time, the cellphone will be confiscated. The cellphone **MUST** be collected by parent/guardian only. There will also be a charge of \$50.00 attached. Second offence the phone will be confiscated until the end of the school year.
3. The LU administration reserves the right to invoke additional penalties and consequences in relation to cell phone usage on campus.

**Note:**

- a. When the cellphone is confiscated, the students **MAY** be allowed to remove the chip from the cellphone, at the administrator's discretion.
- b. All cellphones **MUST** be placed in his/her bag or locker prior to arrival at school.
- c. ALL fees collected because of a cellphone violation will be donated to a charity on the island.

Unless specifically designated, students may not use any other electronic devices from their arrival at the LU school campus until the end of the school day. These devices include, but are not limited to:

- Cellphone/Smartphone
- I-Pod/I-Pad/Tablet
- PSP's/other gaming systems

Laptops and Kindles may be used ONLY with the prior approval of the administration and submission of the requisite permission documentation. The administration reserves the right to allow or disallow the use of any technology at any time.

**Middle and Upper School Discipline Policies**

**The following is not an exhaustive list of all infractions; any behavior deemed inappropriate or dangerous by the administration may, at its sole discretion, result in disciplinary action.**

Disciplinary infractions fall into three main categories: minor, serious and major/zero tolerance. There are specific steps outlined below that will be followed when students commit disciplinary infractions. The teacher and administration will handle all infractions. Teachers and students at Learning Unlimited are entitled to a quality education. Students who infringe on the mission by disrupting the classroom will be removed immediately and sent to the front office.

**Minor Infractions**

See below for a list of minor infractions. Minor Infractions will result in a record of the event (demerit), which will be completed by the student's teacher and given to the administration for review. Two demerits will result in detention and ineligibility for honor roll.

- Disrupting class
- Dress Code violation - correctable
- Tardy
- Running/Shouting/Horseplay
- Public Displays of Affection
- Bringing non-school related items
- Littering/throwing food

- Profanity/Obscene Language/Gestures
- Chewing gum
- Misuse of cellphones/laptop
- Unprepared academically
- Disrespect/Insubordination

### **Serious/Major Infractions**

See the below for a list of major infractions. Students committing these infractions will be removed from the school population immediately. Parents will be required to come to the school for a conference. Students who commit major infractions will be considered for suspension or expulsion from Learning Unlimited.

- Any repeated violations of minor infractions
- Disrespect towards faculty, staff, administration, or other students
- Major/repeated disruption of class
- Dress code violation (not correctable)
- Profanity/Obscene Language/Gestures
- Tampering with school equipment
- Loitering
- Failure to sign in/out of school
- Multiple demerits
- Misuse of technology (personal or school)
- Skipping class

### **Major/Zero Tolerance Infractions**

See the list below for a detailed list of major/zero tolerance infractions. Students committing these infractions will be removed from the school population immediately. Parents will be required to meet with the Head of School and the student may be expelled from LU. In some instances, law enforcement may be notified.

- Aggressive/Intimidating Behavior
- Deliberate/Serious Disrespect
- Tobacco/Alcohol/Drug Possession or Use
- Vandalism
- Stealing/Theft

- Tampering with Fire Alarms/Security
- Academic dishonesty/plagiarism
- Harassment (including sexual, racial/ethnic, religious, gender, and sexual orientation)
- Weapon Possession or Threat

**NOTE:** The administration has the final decision-making authority on all matters of discipline.

After a review of the infraction (minor, serious, or major), consequences may include the following:

### **Detentions**

Detentions will be scheduled every second Saturday of the school year. If there is a holiday, the Dean of Students will notify the students of the next available time. Students will be required to attend school for two hours, from 8:00 am – 10:00 am, under the supervision of an assigned teacher. Students will be charged a fee of **\$10.00**. All payments must be presented on the day of detention.

**Note:** Parents/Guardians will be informed in advance.

**Warning:** If a student does not attend Saturday detention, barring a doctor's note or pre-arranged excused absence, he/she will be **suspended** on Monday, receiving zeroes in all assignments and tests that day.

### **What merits a detention?**

For every two demerits per quarter, students are required to serve a detention. A demerit will be given for any violation of the school's rules and regulations, as outlined in the LU Student Handbook. For every MAJOR infraction, a suspension or expulsion is imminent. Therefore, this detention policy is applicable to those students that commit MINOR infractions, which include Tardies to school and classes.

### **Tardiness**

Every two Tardies received equals one demerit. Students are required to be in school by 8:10 am. After the 8:15 am bell, a student will be marked as tardy. At 8:15 am teachers are required to take attendance, therefore if a student is not in homeroom by 8:15 am, he/she will be marked Tardy/Absent.

### **Attendance in classes**

It is mandatory that all students be on time for their daily classes. Two Tardies equal a demerit. When a student is tardy to class with no valid excuse, a demerit will be given.

## **Suspensions**

Students who receive a suspension (ISS and OSS) will receive “zeros” on all assignments and tests/quizzes missed.

Students who are suspended may lose the privilege of participating or attending after school functions and sporting events. Students who have been suspended from school are not allowed on campus for any reason during that time period. At the discretion of the administration, a student may be sent home for the remainder of the day for any infraction deemed serious.

## **Expulsion**

Expulsion is the final disciplinary action taken against a student. This action will take place only after other avenues have been exhausted or the violation is deemed severe enough to warrant immediate expulsion. The final decision for expulsion will be made solely by the Head of School with consideration and recommendation by the Dean of Students.

Learning Unlimited has the right to suspend or dismiss any student who fails to observe the school’s standards of student conduct.

By accepting enrollment, students and their parents/guardian’s consent to and authorize all reasonable action on the part of the school authorities to enforce these rules. These actions may include searches of students’ lockers, cars, book bags, any other possessions, questioning, and other investigative methods.

## **Forms of Harassment**

Harassment because of race, color, national origin, ethnicity, religion, or sexual orientation is unacceptable. For purposes of this policy, harassment of a student consists of verbal or physical conduct relating to an individual’s race, color, national origin, ethnicity, religion, or sexual orientation when:

- The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment: or
- The harassing conduct is interfering with an individual’s academic performance; or
- The harassing conduct otherwise adversely affects the individual’s learning opportunities.

Examples of conduct, which may constitute harassment because of race, color, national origin, ethnicity, religion, or sexual orientation, include:

1. Graffiti containing offensive language;
2. Name calling, jokes, rumors;

3. Threatening or intimidating conduct directed at another because of the other's race, color, national origin, ethnicity, or religion;
4. Notes or cartoons with offensive language or drawings;
5. Racial/ethnic slurs, negative stereotypes, and hostile acts which are based upon another's race, color, national origin, ethnicity, religion, or sexual orientation;
6. Written or graphic material containing racial/ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals;
7. A physical act of aggression or assault upon another because of, or in a manner reasonably related to race, color, national origin, ethnicity, religion or sexual orientation; or
8. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by race, color, national origin, ethnicity, religion, or sexual orientation.

### **Academic Honesty Guidelines**

Learning Unlimited Preparatory School desires to promote and encourage the highest standards of academic and personal honesty as well as to develop a tradition of honor. Learning Unlimited Preparatory School expects students to be honest in all their class work. Violations of academic honesty are adjudicated by the administration.

Parents are expected to support and cooperate with the faculty in all academic dishonesty issues.

### **Plagiarism**

Plagiarism is the attempt to pass off the work of another as the work of your own thought, whether the other work is published or unpublished, or the work is of another student or teacher.

Plagiarism includes, but is not limited to quoting text or other written materials without citation on an exam, term paper, homework, or other written materials submitted to a teacher when requested by the teacher to present your own work. Plagiarism extends to not only written thoughts, but also graphics and pictures. It extends to information and data that may have been obtained from the Internet.

For Cheating or Plagiarism infractions a zero may be recorded for an assignment. A student can be removed from leadership positions/honor societies. The Dean of Students will contact the parents immediately. Any transgression of academic integrity is viewed as extremely serious. Consequences will be both academic and disciplinary.

Lower School Discipline Procedures (Pre-School-5th grade): Teachers will handle all minor discipline infractions. If the infractions continue (3 or more), or become major, the teacher will refer the student to the school administrators.

## **LUPS ACADEMIC INTEGRITY CODE**

**WHAT IS ACADEMIC MISCONDUCT?** - Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. "I didn't mean to" is never an excuse for academic misconduct.

**CHEATING AND UNAUTHORIZED MATERIAL ON EXAMINATIONS AND OTHER ASSIGNMENTS** - Unless the teacher specifies otherwise, all examinations and other assignments are to be completed by the student alone, without inappropriate assistance of any kind. For tests, that means no help is to be given to or received from other persons; no books, notes, cell phones, iPod's, calculators, or other materials or devices of any kind are to be consulted; and if a calculator or other hand-held electronic device is permitted to be used for mathematical calculations, no other information may be programmed into or retrieved from the device.

**IMPROPER COLLABORATION** - Collaboration means working together. Many classes emphasize working with a partner or in groups. Permission from the teacher to "work together" on a homework assignment, project, or paper is not permission to violate the rules of integrity by simply getting the answers from someone else or presenting another student's work as your own. Unless the teacher specifies otherwise, it is assumed that all work submitted for a grade will be the product of the student's own understanding, and thus expressed in the student's own words, calculations, computer code, etc. When a student's work is identical or very similar to someone else's at points where individual variations in expression would be expected, it is reasonable for the teacher to conclude that academic misconduct has occurred.

**FABRICATION, FORGERY, ALTERATION OF DOCUMENTS, LYING, ETC., IN ORDER TO OBTAIN ACADEMIC ADVANTAGE**- It's wrong to lie to an instructor in order to get an excused absence, an extension on a due date, a makeup examination, an Incomplete, admission to a class or program, etc. It's wrong to fake data, for example in an assigned lab project, or fabricate quotations or sources for a paper. The person who lies to get out of a difficult situation usually feels that there's nothing personal about it. The person who gets lied to feels differently. All of these actions destroy the Learning Unlimited integrity and eat away at the expectation of mutual trust among all members of the academic community.

**ASSISTING OTHERS IN ACADEMIC MISCONDUCT**- Helping someone else cheat is itself an Academic Integrity Code violation. So is providing someone with a paper or homework, or any other form of help, where you know, or reasonably should know that the other student will use it to cheat.

**ATTEMPTING TO COMMIT ACADEMIC MISCONDUCT**- Trying to cheat is academic misconduct, even if the attempt is discovered before it is completed. For example, possession of unauthorized notes in an examination is academic misconduct, even if they have not yet been used. Asking others for help in cheating is academic misconduct even if nobody responds and no cheating ultimately occurs.

**DESTRUCTION OF PROPERTY, HACKING, ETC.-** It is an Academic Integrity Code violation to steal or destroy other students' work if the action will foreseeably lead to an academic advantage for oneself. The same is true for gaining unauthorized access to teacher's classrooms and email accounts in order to alter grades, access examinations, or otherwise gain an improper academic advantage.

**PLAGIARISM-** There is basically no high school or middle school-level assignment that can be satisfactorily completed by copying. LU's basic assumption about writing is that all written assignments show the student's own understanding in the student's own words. That means all writing assignments, in class or out, are assumed to be composed entirely of words generated (not simply found) by the student, except where words written by someone else are specifically marked as such with proper citation. Including other people's words in your paper is helpful when you do it honestly and correctly. When you don't, it's plagiarism.

**IT IS PLAGIARISM TO COPY WORDS AND PRESENT THEM AS YOUR OWN WRITING** - It is the worst form of plagiarism to copy part or all of a paper from the Internet, from a book, or from another source without indicating in any way that the words are someone else's. To avoid this form of plagiarism, the paper must BOTH place the quoted material in quotation marks AND use an acceptable form of citation to indicate where the words come from.

**IT IS PLAGIARISM TO COPY WORDS, EVEN IF YOU GIVE THE SOURCE UNLESS YOU ALSO INDICATE THAT THE COPIED WORDS ARE A DIRECT QUOTE** - Simply documenting the source in a footnote or works cited isn't good enough. You must also indicate that the words themselves are quoted from someone else. To avoid this form of plagiarism, put all quoted words in quotation marks or use equivalent punctuation.

**IT IS PLAGIARISM TO COPY WORDS AND THEN CHANGE THEM A LITTLE, EVEN IF YOU GIVE THE SOURCE** - Putting someone else's ideas into your own words so it's not a direct quotation is called "paraphrasing". Paraphrasing is fine when you cite the source and indicate the new expression is actually your own. When it's not -- when the expression remains substantially similar to the source as a whole or in one of its parts -- it's plagiarism. Even if not specifically prohibited by the instructor, "writing" a paper by copying words and then altering them violates LU's basic assumption about writing and may easily result in a charge of academic misconduct. To count as "your own words", your paper must be so significantly different from your sources that a reasonable reader would consider it a new piece of writing. If it's not -- if "your writing" is substantially similar to somebody else's where individual variations would be expected, it's plagiarism.

**EVEN IF YOU EXPRESS THEM IN YOUR OWN WORDS, IT IS PLAGIARISM TO PRESENT SOMEONE ELSE'S IDEAS AS YOUR OWN** - It is plagiarism to present someone else's original arguments, lines of reasoning, or factual discoveries as your own, even if you put the material in your own words. To avoid this form of plagiarism, cite the source.

**THE RULES AGAINST PLAGIARISM APPLY TO ALL ASSIGNMENTS** - Take-home tests, comprehensive examinations, essays, homework, labs, write-ups and all other assignments are subject to these rules. There is basically no high school or middle school-level assignment that can be satisfactorily completed by copying.

The penalties for violation of the Academic Integrity Policy are as follows:

**CHEATING**

Cheating is the giving or taking of any information, material or academic work considered in the determination of a course grade. Cheating includes, but is not limited to, any of the following behaviors:

1. Copying another person's test answers
2. Allowing someone else to copy test answers
3. Divulging test questions and answers to other students
4. Copying another person's homework
5. Allowing someone to copy your homework
6. Using "cheat sheets" or devices, of any kind to gain an unfair advantage

**CHEATING ON HOMEWORK ASSIGNMENTS:** All offenses for cheating are cumulative and **DO NOT** reset from year to year.

**FIRST OFFENCE:** The student will receive a '0' (zero) for the assignment. Further, the student will serve a detention and pay the detention fee.

**SECOND OFFENCE:** The student will receive a '0' (zero) for the assignment, and serve two detentions and pay the detention fees. A meeting with the student and parent(s) will follow, and an official letter stating the consequences for further offenses will be served and signed by the parent(s) and student and placed in the student's file.

**THIRD OFFENCE:** parents will be called and the administration will apply the appropriate penalty.

**CHEATING ON QUIZZES/TESTS OR ESSAYS/REPORTS:** All offenses for cheating are cumulative and **DO NOT** reset from year to year.

**FIRST OFFENCE:** The student will receive a '0' (zero) and a detention. A meeting with the student and parent(s) will follow.

**SECOND OFFENCE:** The student will receive a '0' (zero) and serve a two-day suspension. Additional penalties may follow at the discretion of the administration. A meeting with the student and parent(s) will follow, and an official letter stating the consequences for further offenses will be served and signed by the parent(s) and student and placed in the student's file.

**THIRD OFFENCE:** The student will receive a '0' (zero) for the semester/year, and face a possible expulsion. Accordingly, the student will be required to make up the half or full credit during the Learning Unlimited Summer School Credit Recovery Program, and pay the associated fees. There will be a meeting with the parent(s) and student, and notification sent to the Inspectorate of Education.

**CHEATING ON MIDTERM AND FINAL EXAMINATIONS:** (Midterm and Final Exams) All offenses for cheating are cumulative and **DO NOT** reset from year to year.

**FIRST OFFENCE:** The student will receive a grade of '0' (zero) for the examination. The student will serve a two-day suspension. The student must re-take the exam and achieve a passing grade, however, the recorded grade for the examination will remain '0'. A meeting with the student and parent(s) will follow.

**SECOND OFFENCE:** The student **MAY** be expelled. This expulsion will be reflected on the student's transcript, and in all communications with other schools, which will follow in the student's academic career. Notification will be sent to the Inspectorate of Education.

**CHEATING ON A STANDARDIZED TEST:** Should a student endeavor to cheat or in any way contrive to gain an unfair result, this will incur an invalidation of the exam/test scores for the individual student. If any contrived or inadvertent cheating or breach of security occurs during an AP or SAT, ACT and/ or other standardized testing, single students, specific groups, or entire communities of testers may receive nullified test score results, which mean that their passing test scores cannot be applied toward college credit. Furthermore, all efforts to evade or abrogate exam protocols will result in the filing of an official "Incident Report" with the appropriate agency. Finally, a report will be made to all colleges to which the student(s) (may) have applied, possibly nullifying acceptances, enrollments and may result in expulsion from Learning Unlimited. Notification will be sent to the Inspectorate of Education. The student may be suspended or expelled, depending on the severity of the infraction as determined by the administration.

## **LEARNING UNLIMITED CREDIT RECOVERY PROGRAM**

Learning Unlimited is beginning a mandatory Credit Recovery Program for middle and high school students who fail core courses (Math, English, Science and Social Studies). This type of program is proven in assisting students to recover missing standards and to help students earn middle or high school credits in courses that they did not pass the first time around. Our credit recovery courses will be teacher-led, student-driven study units designed to supplement our school's existing curriculum.

Students and parents/guardians will be given a notice of caution, after the third term, indicating that they may be subject to summer school credit recovery. Official notification of mandatory enrollment in the Credit Recovery Program will be provided following final examinations. A student-parent meeting will be scheduled to arrange for enrollment in Learning Unlimited's Credit Recovery program with the school counselor, Head of the Middle School/HighSchool, Head of School and classroom teacher(s). Students will complete the required and mandated course(s) on the Learning Unlimited campus. Our highly qualified teachers will then report the student's grade to our guidance counselor, who will re-assign a grade and provide credit for the course(s) upon successful completion of the summer Credit Recovery Program.

- LU Credit Recovery courses are designed to be comprehensive, student-focused and facilitated by a subject specialist teacher.
- LU Credit Recovery allows students who have completed seat time and calendar requirements to earn credit based on competency of the content standards.
- LU Credit Recovery courses are complete courses, aligned to Florida state standards, for which the student will demonstrate mastery before receiving an updated grade and credit.
- The LU Credit Recovery program offers core courses required for graduation from the Learning Unlimited Preparatory School.
- Each course will constitute two hours per day, five days per week. Each course will cost \$800 per course for the four weeks of study.

## **Communication Between Parents and Teachers**

### **Messages**

During instructional time, teachers are unable to accept calls. Please go through the school office personnel to leave messages. Parent(s) or Guardian(s) are not to send text messages during operating school hours. Emergency messages for students may be called into the school office. The administrative staff will make sure the students receive them. It is very difficult to ensure delivery of messages called in after 2:00 pm. Students will not be taken from class to come to the telephone to speak with a parent. Students are not to use the telephone without administration permission.

### **E-mail**

E-mail is the primary way the teachers, and the school, communicate with parents. If parents do not have access to e-mail, please contact our technical staff for recommended alternatives for Internet access and e-mail. The e-mail address parents provide may be a home or work e-mail address, whichever is preferred. Teachers do not engage in e-mail correspondence during class time. Parents may use the [luschool.com](mailto:luschool.com) email address, or PowerSchool.

### **School Announcements**

We strive to be both “high touch” and “high tech” in our communication approach. The LU homepage ([www.luschool.com](http://www.luschool.com)), as well as our Facebook page, provide school announcements and are updated regularly. Parents should check these pages for general announcements. Teachers may have a classroom newsletter that is individual to their classes.

## **Community Service**

The LUPS community service program gives students the opportunity to experience personal growth and gratitude through their dedication to values that enhance our society. LU students' participation helps them recognize the needs of the less fortunate, understand our environment, appreciate our history, and gain the kind of self-respect that can be earned only by giving. All students are expected to participate in two community service days that are arranged or approved by LU faculty. All students may participate in additional community service projects throughout the school year. Students are responsible for setting up appropriate community service activities. In order to ensure the proper credit for community service hours is received students must complete the necessary paperwork and get approval from the Dean of Students and Dean of Academics/College Counselor. Community Service Forms are available in the front office or on the LU website.

## **Required Community Service Hours**

6<sup>th</sup> Grade – 10 Hours

7<sup>th</sup> Grade – 20 Hours

8<sup>th</sup> Grade – 20 Hours

9<sup>th</sup> thru 12<sup>th</sup> – 30 Hours (total 120 for graduation)

## **Field Trip Experience**

The field trip experience is an outgrowth of curriculum in all grades throughout the school year. Parents or guardians are required to sign school-approved permission slips for all field trips. School policy requires that all students be taken directly from school to the field trip venue, and afterward, the field trip venue directly back to school. Any exceptions must be approved prior to the field trip with the classroom teacher. Due to the supervisory responsibilities of all chaperones, younger and older siblings cannot be brought on class field trips. Uniform guidelines will be issued for each field trip. The student must be in the proper uniform to be permitted on the field trip. (See Uniform Requirements)

Parent-chaperones recognize that their roles on the field trips are solely to assist the faculty members in this experience. Faculty members and parent-chaperones will meet before the field trips to ensure appropriate supervision is in place.

**\*Please note-** All student travel for school sponsored activities:

- a. Will follow Learning Unlimited Preparatory School (LUPS) guidelines.
- b. Will have a reasonable number of chaperones. All chaperones must be approved by LUPS. All chaperone expenses will be shared equally among student field trip participants
- c. Will have a minimum of 50% of the designated class participating in the trip, to be considered as a school sponsored venture.
- d. Will have completed permission forms, including the “Consent and Release” form, signed by the parent/guardian for every student participant as appropriate to the activity.

## Curriculum

LUPS offers a highly competitive college-preparatory curriculum with all courses taught in English. Our high school program offers standard and honors classes in all core subjects as well as advanced placement (AP) courses in grades 9-12. Additionally, students may elect to take independent study AP courses online beginning in the 9<sup>th</sup> grade. In order to be eligible for Honors and AP classes, students must have a minimum weighted GPA of 3.3 in core courses, and prior approval by the Dean of Academics and the Head of School. Due to the small size of our school, not all classes are offered every year. Those that are not offered every year are indicated below with an “\*”. AP courses that are offered as online independent study are indicated by “#”. Courses with Honors sections are indicated by an (H). The LUPS high school offerings are as follows:

- English (4 credits required for graduation) ○ English I (H), II (H), III (H), IV (H), \*AP Literature, #AP Language, College Writing, American Literature (H), World Literature (H)
- Mathematics (4 credits required for graduation) ○ Algebra I (H), Algebra II/Trigonometry (H), Geometry (H), Pre-calculus (H), \*Calculus (H), \*Consumer Mathematics (H), \*College Algebra (H), \*Statistics (H, AP)
- Social Studies (4 credits required for graduation, including 1 credit of U.S. History)
- World History (H), U.S. History (H, \*AP), \*World Politics (H, \*AP), \*Economics (H, #AP), \*Psychology (H, AP), \*AP Human Geography
- Science (4 credits required for graduation) ○ Biology (H, #AP), Chemistry (H, #AP), Environmental Science (H, #AP), \*Anatomy and Physiology (H), Physics (H)
- Foreign Language (4 credits required for graduation) ○ Spanish I, II, III, IV (H), #AP Spanish, French I, II, III, IV, \*AP French
- Electives (6 credits including PE/Health, IT, and Art required for graduation)
- Physical Education, Health, \*Information Technology, \*Broadcast Journalism, \*Film, \*Dance, \*Graphic Design, Studio Art, \*Introduction to Business, \*Literature and Film, \*Speech and Debate, Yearbook

Total Credits Required for Graduation = 26

### Grading Scale and Grade Point Average

LUPS has an excellent track record with student performance and they are ranked for university purposes only. Our grading scale is weighted based on the rigorous coursework available to the students. Students at LUPS have the opportunity to take standard, Honors, and Advanced Placement courses. The following scale represents our academic course weighting, and follows the recommendations of the College Board.

Percentage	Semester Grade	College Prep	Honors	AP
97 - 100	A+	4.0	4.5	5.0
93 - 96	A	4.0	4.5	5.0
90 - 92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
65-66	D	1.0	1.5	2.0
Below 65	F	0.0	0.0	0.0

## **Graduation Information**

To qualify for graduation and a Learning Unlimited Preparatory School diploma, a student must be in attendance for his or her entire senior year. It is the student's responsibility to meet with the Dean of Academics and College Counselor to make sure he/she is properly enrolled in the correct courses. Additionally, seniors must earn passing grades in all core course work. A senior who is deficient in one subject may make up the deficiency during the summer, thereby qualifying him/her for receiving a late diploma.

In order for a student to qualify as the valedictorian of the graduating senior class, he/she must have completed the final two years of high school at LUPS with no interruption of enrollment. He or she must be in good standing academically and behaviorally in order to be asked to speak at graduation and represent LUPS in this position.

## **Grading Format**

Learning Unlimited Preparatory School is dedicated to academic excellence. Each student is expected to perform at his/her individual best.

The quarterly (term) grade for each student is determined by the following: However, each department determines the weighting of each category.

### **A. Class participation**

1. Takes part in class discussions
2. Asks relevant questions
3. Maintains an attitude conducive to learning
4. Refrains from disruptive behavior
5. Comes to class prepared with all materials and assignments

### **B. Test Score**

1. Tests
2. Quizzes
3. Semester Exams (mid-year and end-of-year cumulative exams)

### **C. Homework Assignments**

1. Daily checked homework
2. Graded homework

#### D. Projects

1. Projects may involve work outside of the school in public libraries.
2. Projects may involve written and/or oral reports in conjunction with an audio-visual or power point presentation.

#### Grading Policies

- Letter and corresponding numerical grades are given for students in grades 5 -12.
- The “E” Scale is used for students in grades 1-4.
- PowerSchool is an online communication service that is used by LU in grades 1 – 12 for reporting current grades in individual classes to students and to parents throughout the year. Parents are given an access code that allows them to establish a screen name and password that is used at the parent’s discretion to access student grades. It is the parent and student’s responsibility to check grades weekly and to contact the teacher if there are any questions or concerns. Teachers will also contact parents when appropriate to inform parents of concerns.
- (“I”) Incomplete grade may be given when a student fails to complete all required work. All missing work must be satisfactorily completed within ten days of receiving an incomplete, or the grade will revert to a zero. The use of an incomplete grade is at the teacher’s discretion with administrative approval from the Dean of Academics.
- Planners -Students are strongly encouraged to purchase and use assignment books or planners. For 1-5 grade planners are required. For 6-12 planners are optional.
- PowerSchool assignments are given in class and students are responsible for checking the website daily.
- Special projects or papers may be assigned that require additional study and library time outside the classroom to complete. Deadlines on long-term projects will be extended only for students whosuffer a prolonged illness prior to the due date and who have made previous arrangements with the teacher.
- Missing assignments (due to excused absences) will be accepted from students only under the following conditions:
  1. Verification of family death or illness.
  2. Doctor’s note to excuse an absence for the number of days missed.
  3. Parent note and documentation from colleges/universities visited (Seniors only).

### **Late assignments**

1. Any assignment due in a class on a given day is considered late unless it is given to the teacher during the class period in which it is due.
2. Additionally, points per day will be deducted from the assignment because it was not in class at the time required. Each teacher will set the individual policy for his/her class.
3. At the teacher's discretion, an assignment may be accepted up to a maximum of five days later, with late points being deducted per day.
4. Long-term assignments – when a due date is given in advance, absences will not give the student extra time to complete the assignment.

### **Elementary School Honor Roll**

#### **LUPS Elementary School Honor Roll (Grades 1-5)**

To achieve Honor Roll status, students must have earned all A's or E's and 1's and 2's on their trimester report card.

#### **Principal's Award**

At the end of each trimester, LU's Elementary division teachers nominate and select students to receive the Principal's Award. The ultimate goal behind the Principal's Award is to promote a code of honor and integrity in our students. Students are encouraged to demonstrate punctuality, organizational skills, responsibility, respect, good character, and work ethic.

### **Middle School Honor Roll**

Students who maintain a weighted GPA of 3.9 or higher achieve Highest Honors recognition. Students who maintain a weighted GPA between 3.6 -3.89 achieve Honor Roll recognition. Honor roll is determined after each semester.

### **NHS/NJHS**

Membership in the LU National Honor Society/National Junior Honor Society is an honor bestowed upon students. Selection for membership is by faculty council and is based on four criteria of outstanding scholarship, character, leadership, citizenship, and service.

#### **Scholarship**

Students who have a cumulative grade point average of 3.5 are considered eligible for National Honor Society/National Junior Honor Society.

#### **Service**

This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

**Leadership**

Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

**Character**

The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

**Citizenship**

The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

**National Honor Society (NHS) & National Junior Honor Society (NJHS)****LUPS Chapter****Learning Unlimited Preparatory School 2016-2017**

Election to membership in the LUPS Chapter of the National Honor Society (NHS), and the LUPS Chapter of the National Junior Honor Society (NJHS) represents the highest honor and trust that can be bestowed upon a student in the junior or senior year of high school, and 7<sup>th</sup> & 8<sup>th</sup> grade in middle school. These national honor societies recognize students for their outstanding SCHOLARSHIP, LEADERSHIP, SERVICE, and CHARACTER. Membership in the LUPS chapters of these honors societies is indicative that the student has attained, and is consistently demonstrating and promoting, not only all of these qualities, but is also exerting an effort to improve conditions in both the school and community. Meeting the grade point average requirement of 3.5 is not the sole criteria for acceptance into the National Honor Society and National Junior Honor Society. Evidence must be provided to prove that the candidate meets the qualifications in all four of the categories of SCHOLARSHIP, LEADERSHIP, CHARACTER, and SERVICE, to be eligible for qualifying for membership in these honor societies.

**Membership:**

Membership in the LUPS NHS and LUPS NJHS chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members who resign or are dismissed are never again eligible for its benefits.

Selection of new members:

1. To be eligible for NHS membership, the student must be a member of the junior or senior class. To be Eligible for NJHS membership, the student must be in 7<sup>th</sup> or 8<sup>th</sup> grade. A student must have been in attendance at the school for an equivalent of one semester. There is also an attendance of school

/Classes minimum criteria that must be met. Students with an excess of five unexcused absences per semester or more than ten absences for the school year are automatically ineligible for membership. The same criteria guidelines are applied for unexcused tardies to school or class. The faculty council, in consultation with the school's administration, may waive these attendance requirements following an appeal hearing for just cause.

2. For ACADEMIC eligibility, a student wishing to apply to NHS or NJHS must have earned a cumulative grade point average of 3.5 or above. For NHS membership, a student must have also earned a minimum SAT score of 1600, or a minimum ACT score of 25.
3. The candidate shall then be evaluated based on outstanding character, leadership, and service. Candidates are to submit supporting information for this evaluation (see attached).
4. The selection of members to the chapter shall be by a majority vote of the faculty council based on the criteria detailed in this document.
5. The chapter advisor will review the selection results with the head of the division (upper or middle) and the school's Head of School before notifying any candidates. The National Council of the National Honor Society and the National Junior Honor Society shall not review the judgment of the faculty council regarding the selection of individual members to local chapters. Information packets will not be accepted unless the following are submitted all together in a manila envelope to the LUPS Office by no later than September 20th, at 3.30 pm:

1) ALL forms and ALL appropriate signatures

2) Typed two-page personal essay

3) One teacher recommendation in a sealed envelope

4) One Non- Family member letter of recommendation in a sealed envelope

5) One self-addressed envelope (4"x9"). The student who exercises LEADERSHIP:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibilities, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability
- Demonstrates leadership in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted The student who SERVES:
  - Is willing to uphold scholarship and maintain a loyal school attitude
  - Participates in some outside activity (examples: girl scouts, boy scouts, church groups, volunteer service for the aged, poor or disadvantaged, etc.)
  - Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice

to offer assistance

- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

#### **The student of CHARACTER:**

- Takes criticism willingly and accepts recommendation graciously
- Consistently exemplifies desirable qualities or behavior (cheerfulness, friendliness, poise, and stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instruction and rules, punctuality, and faithfulness both inside and outside of the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Maintains truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

#### **Academic Probation**

A grade 6 - 12 student who does not achieve a term or semester grade point average of 2.0 or higher will be placed on academic probation for the next semester. Parents will be notified when a student is placed on academic probation. Students on academic probation will receive an academic tracking sheet, which allows parents and the Dean of Academics to track weekly progress. Failure to turn in an academic tracking sheet will result in disciplinary action.

By the end of the next semester or the end of the year, students must have improved their overall GPA to a 2.0 or higher. If at the end of the next semester the student raises his/her cumulative grade point average to 2.0 or higher, he/she will be removed from academic probation and assume regular student status.

If after the next semester or the end of the year, he/she fails to raise his/her semester grade point average to 2.0, he/she may be disqualified from continued enrollment. A student so disqualified may petition the administration for probationary continued enrollment for one semester. At the end of the probationary semester there must be significant improvement or there will be no

further appeal and the student may be asked to transfer.

In Middle School, a student whose term/quarter or overall GPA is below a 2.0 will be placed on academic probation and the parents will be notified. The student must improve and maintain a quarter GPA to a 2.0 or higher by the end of the following quarter in order to remain a student in good standing. If the administration of LU feels that the needs of the child are best met in a different learning environment, the student may be asked to transfer.

In the Elementary School, grade concerns are dealt with on an individual basis. The decision of the Head of School and Elementary Administration is final.

### **Effort Grades**

Conduct/Effort grades are given each quarter for Lower School (grades 1-5) students according to the following scale:

E = Excellent effort and behavior	1= Consistently
G = Good	2=Usually
N = Needs Improvement	3= Occasionally
U = Unsatisfactory	4= Rarely

### **Interim Reports**

LU interim reports are issued midway through each quarter in Grades 6-12. If a student records a grade of a "C-" or lower, an interim report is filed and an email is sent to the parents and recorded in the office.

### **Academic Benchmarks**

Learning Unlimited Preparatory School is dedicated to the idea of each student striving to maintain his/her own level of academic excellence.

- If a student is not performing according to his/her ability in any academic area or up to the standards set by Learning Unlimited Preparatory School, the teacher will meet informally with the student to discuss the problem, and the parent may be notified of the problem through a phone call, e-mail, personal conference, or interim report.

Parents must also maintain communication with the school by frequently checking the student's class performance as indicated by online grades.

- If, through the efforts of the student, parent, and teacher, the problem cannot be resolved, their administrator should be contacted to determine an appropriate course of action.
- Standardized diagnostic tests (i.e. reading, math) may be given to determine the nature of the academic problem, and what further corrective measures may need to be taken.
- If measures taken are not successful, the parents, teachers, and administration will assess

whether the school is able to meet the particular needs of the student.

- If it is determined that the student's special academic needs cannot be met within the LU system, parents will be asked to find an educational alternative at the end of the school year (or sooner if appropriate).

Middle School students must pass all core courses in order to be promoted to the next grade. A student in the Middle School who receives a failing grade in any core subject is required to either repeat the course during the summer (if available) or to repeat the grade. If a student repeats a grade level more than once, the administration will evaluate the situation and determine if the student's needs may best be met in a different learning environment.

A student in the Lower School who receives a failing grade in two or more core subjects may be required to repeat the grade. The administration may also decide that the student's academic needs may be best met in a different learning environment.

### **Schedule Changes: Adding or Dropping Classes**

The Director of the school retains the right to make course changes, at any time, that are in the best interest of the student and the school.

Students may not change courses after the first two weeks of school. Requests for course changes are at the sole discretion of the Dean of Academics and Head of School, and may be refused even if made within the first two weeks.

### **Repeating Courses or Grades**

A student in the Upper School must repeat required courses or semesters of courses for which a failing grade of "F" is earned. These courses or semesters may be repeated during the summer or during the following academic year if the schedule permits.

If a student delay repeating the course, it may affect the student's credits grade earned and expected graduation date.

A student in the Middle School must pass all four core academic classes for the year in order to be promoted to the next grade.

### **Independent Study Courses**

Independent study courses are available for high school students to take but are limited to courses not available at LU. Permission must be obtained from the Administration before a student may enroll in this type of course. Detailed information is available upon request. Some high school or college level courses are available through outside accredited institutions. However, any coursework taken apart from the LU campus or regular LU schedule must be limited to courses NOT available at LU or not taught during the regular school year. Courses taught at other academic institutions may not count towards GPA calculations.

## Homework Policy

Homework at Learning Unlimited Preparatory School is believed to assist the student in gaining the organizational and academic skills necessary for a successful school career. It is crucial for teaching responsibility and improving students' work ethic.

- Online Homework – Students and parents are encouraged to check the homework online daily. A list of teachers' specific homework assignments can be obtained online at PowerSchool. Please DONOT call the office to request that assignments be gathered for a student who is absent. The student is responsible to check online for any assignments and make arrangements with teachers upon the student's return to complete or make up assignments or tests and to get copies of notes, etc.
- Projects – Students will have special projects that may require additional study and library time outside the classroom to complete. Deadlines on long-term projects will be extended only for students who suffer a protracted illness prior to the due date.
- Missing assignments will be accepted without penalty from students who are absent due to illness or other excused absences when the student returns to class with a written excuse from a doctor. A student has the same number of days to make up the work as the number of days missed due to an excused absence. NOTE: If no written note is presented for the absence, then it is considered unexcused and the assignments are then considered late. Point penalties per day will be assessed for late work.
- Long-term Projects – Papers or projects assigned in advance will be due on the assigned due date, regardless of whether a student is absent the days before or the actual due date. A parent or other designated person must bring the assignment to school on the due date or a late grade or penalty will be enacted.
- Late assignments – Teachers will advise students of individual classroom policy regarding the PENALTY for each day an assignment is late. Individual teachers need to be consulted regarding this matter.
- Incomplete – Major projects, tests, or assignments not completed may result in an "Incomplete, (I)" on the report card. The calculated grade earned will be printed on the report card with a handwritten incomplete. The grade will be changed officially when the missing work is completed. A student will not be promoted to the next grade until the assigned work is turned in and the "incomplete" on the report card is replaced with a grade. Incomplete assignments must be remedied within ten school days after the report cards are distributed or the grade will be changed to the original earned grade with a zero being averaged in for the missing work.
- Field Trips – If a student misses a school day for a field trip, he/she is responsible for all assignments in other classes that are missed. Also, if a student is supposed to go on a field trip but does not, an alternate assignment is required, as stipulated by the teacher whose field trip is being missed. However, a student may not attend a field trip that is not scheduled for

his/her class. The Dean of Students and Head of School will have final authority on permission to attend a field trip.

## **Honors & Advanced Placement Policy**

Learning Unlimited Preparatory School of Sint Maarten provides a rigorous college preparatory curriculum, high standards, and dynamic classroom discussion. At Learning Unlimited, we offer three levels of instruction in a number of subject courses. These three are: College Preparatory, Honors Level, and Advanced Placement courses.

Standard College Preparatory classes are the accepted level of instruction in all grades. Instruction and performance are designed to be at a high and demanding level so as to best prepare the students for college success.

Honors level classes are designed to give accelerated students a more stimulating experience. Honors courses are enriched – often offering the same material as a Standard College Preparatory course, but with far greater depth and at a faster pace. Honors courses emphasize critical and independent thinking to produce a creative application of ideas. It is important to note that successful completion in Honors courses may be considered a prerequisite for admission into Advanced Placement courses.

Two types of Honors courses are offered at Learning Unlimited Preparatory School: Inclusive Honors, and Separate Honors.

Inclusive Honors courses are courses in which an Honors section is taught alongside a Standard College Preparatory section. In addition to the normal coursework, these courses include additional assignments and instruction. The requirements for identification of Inclusive Honors candidates are as follows:

- Recommendation of the core subject teacher
- Approval of Dean of Academics and Head of School
- Minimum grade average of 87 (B+) for the first quarter of class
- Evaluation of current course load and extracurricular activities

Separate Honors Courses may be offered as a separate class to self-motivated, high-achievers. These courses offer a higher level of in depth, accelerated instruction and coursework. The requirements for identification of honors candidates are as follows:

- Recommendation of the core subject teacher
- Approval of Dean of Academics and Head of School
- A minimum grade point average of 87 (B+) in core courses
- Demonstration of mastery in subject area
- Evaluation of current course load and extracurricular activities

NOTE: Upon completion of each quarter of the academic year, the student's performance will be evaluated and a decision will be made at that time regarding continuation in the program or placement into the Standard College Preparatory strand.

Advanced Placement Courses are the most rigorous, demanding, and time consuming of all of the courses available to high school students. Advanced Placement courses are college-level courses available to high school students. Advanced Placement classes provide a college level, college format course. Upon successful completion, students may qualify for college credit. It is mandatory that all AP students take the College Board AP exam in the spring. At Learning Unlimited we offer two types of Advanced Placement courses, both of which are equally demanding in all aspects, as they are designed to prepare students for a standardized College Board examination.

### **In-House Advanced Placement Courses**

In-House Advanced Placement courses are taught on-campus by Learning Unlimited faculty as part of the normal school schedule. The advantage of In- House instruction AP classes is self-evident, as the student participates receive 250 minutes of instruction per week led by a highly qualified instructor. The selection criteria for Advanced Placement courses are as follows:

- Recommendation of teacher
- Approval of Dean of Academics and Head of School
- Minimum GPA of 3.3 in core courses
- Demonstration of mastery in subject area and college-level skills
- Evaluation of current course load and extracurricular activities

NOTE: All Advanced Placement students will be evaluated on a quarterly basis as to individual performance and timely completion of assigned work. A decision will then be made as to continuation in the program or placement into lower-level class.

Independent/Online Advanced Placement courses are college-level courses taken primarily online under the supervision of an AP mentor. The student must be able to demonstrate timely completion of assignments and program to the mentor's satisfaction.

- Recommendation of teacher
- Approval of Dean of Academics and Head of School
- Minimum GPA of 3.3 in core courses
- Demonstration of mastery in subject area and college-level skills
- Evaluation of current course load and extracurricular activities
- Evidence of high self-motivation and ability to work independently

NOTE: All students who enroll in an Advanced Placement students must sit the May examination(s) and pay the associated examination fees for all Advanced Placement courses undertaken in a school year. Failure to pay examination fees may result in LU declining to place Advanced Placement courses on a student's transcript.

### **Standardized Testing**

- Grades K – 7: Learning Unlimited Preparatory School administers a standardized achievement test each spring to all students in these grades.
- Grades 8 – 11: Students in these grades will be given the PSAT (Preliminary Scholastic Aptitude Test) in October each year.
- Grades 11 – 12: Students in grades 11 and 12 are required to take the SAT twice per year.

### **Individualized Learning – Lower School**

The development of each student to his/her highest levels of expression, talent, and productivity is the primary goal of Learning Unlimited Preparatory School. In a cooperative classroom, the students work interactively in a variety of learning structures and may discover that their classmates are valuable sources of knowledge. Furthermore, since the concern is with the education of the whole child including the social, emotional, physical, academic, and aesthetic development. Each student is carefully evaluated before placing him/her in a particular group. In addition, the school considers the student's special needs and talents in his/her placement. Because of these considerations, the placement of a student is very complex, and he/she may not stay with the same group during his/her tenure at the school.

Through this system a student is able to remain in a socially compatible group, while working on academic materials which best meet his/her individual needs. A student is not considered "above grade level" by participation in a multi-age class. All students are considered at their proper chronological grade level even though they may be working on academic material advanced for their age in school.

A student is encouraged to work at his/her own rate and level; however, regardless of the extent of academic achievement, no student is officially accelerated more than one school year.

A student is promoted based on his/her academic performance as well as social and emotional indicators. This type of "outcome based" education, which has been the premise of LU for many years, is now the accepted trend in education.

## **Academic Recognition**

### **For Grades 1-5:**

- Honor Roll – All E's or A's and 1's or 2's

### **For Grades 6-12:**

- Honor Roll – 3.5 grade point average; no D's or F's
- Highest Honors Roll – 3.9 grade point average
- In addition, two or more demerits, or any in school / out of school suspension during the term will render a student ineligible for honor roll that semester.

## **Griffin Guide**

At Learning Unlimited Preparatory school, a Griffin is defined as a student who portrays extreme contribution to school life. They have been chosen to represent our school and have the responsibility of bettering the school and fulfilling many responsibilities. A Griffin's duty and contribution should not be what others expect of us; on the contrary it is what he or she can give to others. Below are the duties a Griffin is expected to carry out:

### **Daily**

- 1) Griffins will continue to enforce the locker schedules.
  - 2) Notify teachers of problems or potential problems
  - 3) Must wear the Griffin Pin
  - 4) Making new students feel at home
  - 5) Always willing to help students and teachers
  - 6) They should give off a positive vibe in the hallway
  - 7) Ask Ms. Sabine/Ms. Rochelle if any help is needed in the office.
- 
- 1) Griffins should be present at all Student Council meetings and provide in decisions affecting the whole school or council. These decisions include: chosen charity, school rallies, school spirit, etc.
    - a. Regarding Student Council, a Griffin should suggest or comment about whether meetings are going well and provide feedback, constructive criticism, and suggestions for running it better.
  - 2) Griffins should have a suggestion box where students can suggest improvements and the Griffins will consistently notify administrators of the school.

## **Monthly**

- 1) Griffins should be present at all school functions.
- 2) Meet at least once a month to discuss school related matters with Mr. Gibson
- 3) Create a major sports awareness in school
  - a. Help to get students to attend basketball, soccer, and swimming events
- 4) Must offer help to PAC in any events they organize

## **Every Semester**

- 1) Griffins should be in charge or organize food drives and possibly raise funds separately for the chosen charity or for any other cause.
- 2) Griffins can invite community members to talk about potential problems in society to create awareness. Others may be invited to discuss about opportunities to contribute or give back to the surrounding environment.

## **Annually**

Griffins, at the beginning of the year, should choose a group or foundation they want to work for. At least once a month, they should help the foundation out even if it is by simply getting in contact with the organization or volunteering time. Also, they should be there whenever the foundation needs them for an event.

## **Student Council/Student Government/Student Elections**

Learning Unlimited Preparatory School encourages organizational development and leadership opportunities by the establishment of separate Student Councils for the Elementary, Middle and Upper School through which the students may participate in the formulation of non-academic activities during the school year.

- An Executive Council is elected into office by the student body.
- Each Elementary, Middle and Upper School homeroom nominates two representatives to serve a yearlong term as either president or vice president/secretary.
- The Middle School and Upper School representatives will meet separately (and occasionally together) with staff advisors at least once a month to discuss and plan community service projects, field trips, class parties, dances, and assemblies.
- Members of the Student Council must meet high standards of character.

## **Student Election Rules**

1. The positions of Student Body President and Student Body Vice President are only open to 11<sup>th</sup> and 12<sup>th</sup> graders.
2. The positions of Secretary and Treasurer are only open to 9<sup>th</sup> and 10<sup>th</sup> graders.
3. Each class in grades 6 through 12 will elect a Class President and a Class Secretary/Treasurer.
4. All candidates must have a GPA of 2.5 or higher and may not have a history of disciplinary infractions.

5. All candidates for the Executive Council (Student Body President, Vice President, Secretary, and Treasurer) must submit 30 signatures from students in grades six through twelve and copies of their campaign speeches to the student council advisor by the designated submission due date. Any candidate who deviates from his or her submitted campaign speech will be immediately disqualified.
6. All candidates for class-level elections must submit five signatures from students in their class and their campaign speeches to their homeroom teacher by the designated submission due date. Any candidate who deviates from his or her submitted campaign speech will be immediately disqualified.
7. Campaign signs and materials are permitted, provided they do not utilize school resources (paper, etc.), are not negative in any way towards the school or other candidates, and are no larger than a standard 8 ½ by 11 inch piece of paper. Campaign signs and materials may not be distributed until the candidate has been approved by the administration. All campaign signs and materials must be removed on a designated (to be determined) date. Any campaign sign left up after this date will result in the disqualification of the candidate.
8. Candidates may not give students anything of material value (candy, bracelets, etc.) in an attempt to influence voting.
9. Speeches and voting for Executive Council positions will be held at a scheduled time chosen by the student council advisor. Speeches and voting for class-level elections will be held during homeroom on the designated date. Candidates who are not elected to the Executive Council may run in class-level elections as they have already met the requirements (signatures and submitted speeches).
10. Student council members will be immediately removed from their positions for any disciplinary infraction at the discretion of the Administrator, Head of Middle & High School. A suitable replacement will be appointed by the administration.
11. Student council meetings will be held after school on a designated date selected by the student council advisor from 3:30 to 4:00, so if a student has an after-school activity or club scheduled during selected time, the student will have to make a decision in regards to the choice to run for a position.

## **Interscholastic Sports**

### **Philosophy Statement**

The governing theme of the Learning Unlimited Preparatory School's Athletic Program is best illustrated by a quote from the late Vince Lombardi:

"The quality of a man's life is in direct proportion to his commitment to excellence, regardless of his chosen field of endeavor."

The character of our students will be the foundation of our excellence as a school, and its development through competition will be the focus of our program. The athletic department plays an integral role within the school community to support the physical, moral, and emotional wellbeing of our students. As teachers and coaches, we have the obligation to model the character values of Integrity, Respect, and Responsibility in our daily activities. In doing so, we provide the students with a positive rallying point where they develop school loyalty and a sense of participation in a larger whole.

Athletics are an important part of any school's environment and Learning Unlimited Preparatory School is no exception. This handbook is organized to provide helpful information about Learning Unlimited Preparatory School athletic program as well as the responsibilities and privileges of our student-athletes. It is very important that each student-athlete and their parent/guardian read and understand the contents of this handbook for they will be held to the standards set forth in the following pages.

Any questions concerning the contents of the handbook or athletic department policies should be addressed to the Head of School or Athletic Director.

### **Athletic Eligibility Policy**

The Athletic Director will hold a mandatory meeting with all athletes at the beginning of the school year to explain the athletic eligibility procedures, give a list of sports offered, and introduce the coaches.

Athletic eligibility of each student athlete will be reviewed each week during that particular sports season. Eligibility is determined by academic and behavioral progress in each class. The Athletic Director, teachers, coaches, students, and parents will work together to monitor and maintain eligibility during the season.

Coaches will receive a list of students who are ineligible prior to the team selection process. Academic eligibility is based on the most recent semester grade point average. A student must have received a 2.0 G.P.A. or above to participate in any LU interscholastic sport.

Athletes at LU must be reminded that playing a sport is an extracurricular activity that involves a major commitment. Student athletes must attend 80% of practices or they will lose their eligibility.

LU student athletes are expected to honor all rules and regulations set in the Student-Parent Handbook. Furthermore, our student athletes will represent the school with impeccable behavior both during school and after school, sportsmanship, and fair play in all athletic contests.

All prospective LU student athletes and parents will sign an athletics honor code before they may participate in any interscholastic sport.

### **After Care Activities Program**

- Learning Unlimited Preparatory School does offer an extended day / after school care program. Please contact the office for details and associated fees. • Children who need extended day services report to Pre-K after dismissal.
- After Care is open to all LU students in grades Pre-school to Grade 5.
- There are no After Care services on early dismissal days or student holidays.

### **Lost and Found**

Everything that is brought or worn to school should be clearly labeled with the student's first and last names. Anything that is turned into Lost and Found is promptly returned if clearly marked. All unmarked items may be donated to charity if not claimed within 30 days.

### **Media Consent Policy**

Unless disapproval is submitted in writing by the student's parent or guardian, it is assumed that the school has permission to publish the student's image in the school, local newspaper, on the Internet, or in any other media approved by Learning Unlimited Preparatory School.

### **Parent-Teacher Conferences**

Conferences with a teacher at any time during the school year are both welcomed and encouraged. It is only through close home and school cooperation and communication that the true educational ideas of Learning Unlimited Preparatory School can be achieved. Even though e-mail is a convenient method of communication, it does not take the place of an actual parent-teacher conference. Please contact the teacher(s) directly or call the school office if you would like to arrange a conference.

### **Party Invitations and Birthdays**

Birthday and similar type party invitations MAY NOT be distributed in school unless the entire class is invited. There are NO exceptions to this rule. Please make prior arrangements with the teacher for bringing in birthday cupcakes, cookies, etc. Any holiday or special event celebration will be permitted ONLY during the last hour of the instructional school day.

## **Lunch and Snack Policy**

LU parents who desire a hot lunch for their child may complete a hot lunch form, with payment, in the office a month in advance. Parents may also provide a packed lunch from home. Each student and his/her parents are responsible for providing adequate food for both lunchtime and snack time. If the student or parent forgets the lunch, it is the parent's responsibility to bring the lunch to school for that day. Students may not use the staff microwave to heat up their food.

- Students need to be responsible for their eating habits and are responsible for cleaning the space that they used.
- Students are responsible for picking up trash from the table and floor, and cleaning up any spilled food/drink.
- Students are responsible for cleaning up the general eating area as assigned on a quarterly basis.

## **Safety and Security**

With the changing world, LU has safety and security procedures in place and will continue to be diligent at developing and enforcing policies that protect our students. In the event of a National Security Alert, LU will communicate updated procedures to all families.

## **Fire Safety**

Learning Unlimited Preparatory School stages evacuation drills.

## **Fire and Emergency Drills**

Drills are conducted on a regular basis to ensure the safety of the students. Emphasis during these drills is placed on safe and rapid evacuation from the building. Keeping calm and accounting for students is a priority. Detailed drill information, including the evacuation route, is posted in a conspicuous location in each classroom and is discussed with each class by the teacher.

## **Hurricanes/Tropical Storms**

If there is a government directive announcing that ALL schools will be closed due to inclement weather, LU will most definitely adhere to this directive. However, if this directive is not made prior to our school day commencing, all staff will be in school prepared to resume a regular school day.

If during any school day it is announced through the media that schools will be closing or parents are advised to collect children from schools- please come to collect your children as soon as possible. Each year the school calendar builds in several "inclement weather (emergency) days" into our schedule. Should school ever need to be closed above and beyond these few built-in days, this missed time will be made up within the school year and parents will be informed accordingly of any calendar schedule changes.

## **School Opening/Closing Information**

If an emergency arises during school hours, parents may sign-out their children from the school office. Students not picked-up will be dismissed at the regular dismissal hours. LU will use a telephone contact tree, e-mail, Facebook and the school website to convey the status. It is also to be noted that school is subject to closure or dismissal if at any time LUPS suffers an extended power or water outage. If this occurs, the school will notify the LUPS community via telephone, email, or social media if possible.

## **Required Health Documents**

A medical form, provided by the parents signed and dated by a physician, will be kept in the student's file. Updated immunization records should also be submitted on a yearly basis. The school policy requires new students to submit a recent physical examination form and inoculation record prior to enrollment.

An Emergency Medical Release form for each student must be on file in the office to authorize the school personnel to obtain medical assistance for students in an emergency.

## **Illness & Sickness Policies**

### **Communicable Diseases**

Parents are discouraged from sending symptomatic students to school. It is expected that the parent will keep the student at home for a reasonable length of time to promote adequate recuperation. After two consecutive days of absence as the result of an illness or contagious disease, it is required that a physician's note be provided.

Based on the requirements of the St. Maarten Health Department, any childhood communicable diseases (pink eye, pinworms, impetigo, measles, head lice, etc.) must be reported to the school immediately, and parents must follow the required school health guidelines regarding exclusion from class.

\* Parents are responsible to call the office if the student is ill and will be absent. Parents must then send in an excused absence note when the student returns to school.

### **Symptoms for suspecting illness are:**

- Fever – students must be fever-free for 24 hours before returning to school
- Diarrhea – two or more cases of diarrhea in one-day period
- Vomiting – one or more cases in one day period
- Body rash or spots – untreated infected skin patch(es) or other sign of

irritationConjunctivitis – eye is red and matter is forming in the eye

- Severe coughing – causing the student to become red or blue in the face or to make a whooping orbarking sound
- Sore throat or difficulty swallowing

## **Headlice Policy**

Learning Unlimited’s policy (as per recommendation of the DOH) clearly states:

- All students identified with lice must remain at home a minimum of two days for effective treatment purposes, and may only return to school upon clearance by a physician. A doctor’s written clearance is mandatory to present to the office upon return.
- The school and staff, as always, remain vigilant and will continue to take all necessary precautions to insure a safe and clean environment. We appreciate your continued attention and cooperation with this matter.

## **Medication**

If a student requires medication during the school day, the following procedure must be followed:

- Parent must provide the school with a signed medication authorization form from the physician. Students should not at any time have on their person prescription or nonprescription medication.
- The medication must be provided in the original packaging with the doctor’s name, type of medication, and administration instructions.
- The school is unable to accommodate a parent’s request to administer over the-counter medication without a medication authorization form completed by the physician recommending treatment.

Please do not put medication of any kind (prescription, vitamins, or over-the-counter cough syrup, etc.) in a student’s lunch box or bag. All prescription or non-prescription medication must be administered through the office with appropriate written medical and parental documentation.

**Illness While at School:** A student suspected of having a contagious disease will be isolated from other children. The child will rest in an area away from other students, but within sight and hearing of an adult supervisor. In such cases, parents will be contacted and are expected to pick up the student from school as soon as possible.

**Accidents or Injuries:** If a minor accident or injury occurs, first aid (band-aid, ice pack, etc.) will be given to the student by a staff person. If necessary, for more serious injury, parents of the student will be contacted immediately. All students are expected to have medical insurance and the full cost of all medical care is the responsibility of the parent/guardian.

## **Student Policies**

### **School-Sponsored Activities**

School-sponsored activities are defined as (1) events organized by a member of the administration or faculty (2) events approved by the administration but organized by an agency of the school (e.g. PAC); or (3) events published on the school's yearly calendar.

1. School-sponsored activities must comply with the school's stated educational goals.
2. School-sponsored activities require the attendance of at least one member of the administration or faculty.
3. Students who do not attend Learning Unlimited Preparatory School may not attend school-sponsored activities, except with the explicit permission of a member of the administration.
4. Students absent from school may not attend a school-sponsored event on the same day without permission from administration.
5. The school will provide parents timely information about school-sponsored activities.
6. The administration must approve all written communications to parents concerning such activities.
7. The administration must approve all proposed activities and their dates and determine the number of chaperones necessary.

Only school-sponsored activities will receive support from the school (e.g., free copying services, mailings, telephone usage, advertising, and use of supplies).

### **Fundraising Policy**

Any school associated fundraising activity that takes place on or off campus must be sanctioned and approved by the school's administration. Fundraising guidelines are delineated as follows:

Approved fundraising purposes /activities:

- Raising funds for pre –approved Charities and Charitable Causes / Organizations
- School sanctioned educational field trips (example: Model United Nations conferences)
- Raising funds to offset school graduation fees
- Raising funds to offset the cost of a school sanctioned class dinner
- Raising funds for purchase of educational resources and equipment
- Raising funds through PAC (Parent Advisory Committee) sponsored events and activities
- Raising funds for the purpose of school facility improvement, expansion, or renovation

## **Other School Sanctioned Trips / Activities**

LUPS School policy applies only to school sanctioned field trips. Students involved in school sanctioned and approved field trips and activities must strictly adhere to all procedural and behavioral norms and conduct guidelines set forth by the school. The exact guidelines and parameters in regard to the trip or activity will be expressly determined and delineated by the school's administration.

All school sanctioned trips require the presence of adult chaperones (Faculty, Parents, or Qualified Adults). The ratio of Chaperone to Students is based upon the nature, location, logistics, and needs of the trip or activity. The allocation of funds for the trip must cover all costs associated with the chaperones (transportation, meals, accommodations, etc.), as is common practice with all schools and professional Tour/Travel group trips.

All school-sanctioned educational trips that involve overseas or off-island destinations must seek to utilize the packages and services of a professional Travel /Tour operator, unless expressly exempted by the school's administration.

## **All Student Policies**

### **Summer Study**

Part of our mission is to help instill within our students a life-long love for learning. In order to help achieve this goal, we partner with you as we convey to students the importance of developing strong learning habits. Students are expected to read several books and continue their learning program during the summer. Both mandatory and suggested summer reading lists are published and made available to students at the end of each academic year.

### **Transfers**

Parents must notify the office in writing in **two** months in advance of date of transfer. The following information should be given:

- Name and grade of student
- Reason for transfer
- Last date your child will attend our school

### **New School Enrolment**

Upon request from the new school, records will be forwarded provided that:

- All textbooks and library books have been returned to the school;
- All tuition, book bill payments, obligations and other fees have been met for the school year.

## Student Responsibility

- Preparation for Class – It is the student’s responsibility to be prepared for class. Students must arrive to each class prepared with assignments, supplies, books, and laptop (when applicable).
- Make-up Work – When absent, students are responsible for all assignments missed.
- Students must check their PowerSchool account to retrieve agendas and assignments for each class. In addition, it is suggested that students contact a classmate for class updates. Students have the same number of days they were absent to complete all make-up work. Late Work – Due dates and deadlines are given for a reason. Therefore, late work is NOT encouraged or accepted on a regular basis. For major projects and papers, absences do not excuse late work. The assignments must be delivered to school. A student’s grade will be reduced for late work. If unconstructive patterns are identified, parents will be contacted by the Dean of Academics.
- Human Dignity Policy -Learning Unlimited Preparatory School intends to provide its faculty members and students an environment that is free from offensive kinds of behavior.
- Conduct -whether intentional or unintentional -that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, sexual orientation, physical characteristics, or disability is not permitted. We expect all persons to treat each other with respect.
- We do not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons present in our facilities.
- Sexual harassment will not be tolerated. Sexual harassment includes making unwelcomed sexual advances, engaging in improper physical contact, making sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment.

Any other form of ridicule based on race, physical characteristics, ability, family background, gender, sexual orientation, or similar feature is harassment; persons engaging in this behavior will be disciplined.

## **In the Classroom**

- Students must respect their teachers both in word and in action. Students must not interrupt, but should rather raise their hands and wait to be acknowledged. Students must use a respectful tone of voice and refrain from using disrespectful gestures or body postures.
- Students must respect each other in the classroom in both word and deed.
- Students must not interrupt one another and must cooperate with one another on group assignments.
- Students must respect all classroom visitors in both word and deed. If a teacher must step outside the classroom to speak to someone, all students in the classroom must remain silent and work quietly.
- While in the classroom, students must show due respect for their own person and due attention to their studies by sitting in an attentive and modest position.
- Students must not deface any school property. Students must also give attention to their personal space to ensure that their study areas are kept neat and organized.
- Students may not use vulgar or obscene language.
- Students must refrain from chewing gum.
- Students must not leave school grounds during regular school hours without permission.

## **Computer Acceptable Use Policy**

Learning Unlimited Preparatory School believes that the Internet and other emerging technologies offer vast, diverse, and unique resources to students, teachers, and other users. Our goal in providing this privilege to staff and students is to promote educational excellence in school by facilitating resource sharing, knowledge management, innovation, and communication. Technology is used to support learning and enhance instruction. With access to computers and people all over the world comes the availability of material that may not be of educational value in the context of the school setting. We firmly believe that access to the valuable information and interaction available on the worldwide network will far outweigh the possibility that users may procure material that is inconsistent with our educational goals. It is the responsibility of students and parents to be familiar with the schools' guidelines as it relates to the proper use of the Internet.

### **LU Internet Acceptable Use Policy**

LU recognizes that freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, LU considers its own stated educational missions, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of library databases, bulletin boards, and other resources while exchanging messages with people around the world.

LU expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside the school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing school-provided Internet access must first have the permission of and must be supervised by the LU professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of LU. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following actions (which are not inclusive) constitute unacceptable use of the Internet at LU:

- Placing unlawful information on the Internet
- Using impolite, abusive, or otherwise objectionable language in either public or private messages
- Using the Internet illegally in ways that violate local laws and school rules
- Using the Internet at school for non-LU related activities during school hours • Sending messages that are likely to result in loss of the recipient's work or systems
- Sending chain letters or pyramid schemes to lists individuals, and any other types of use which would cause congestion on the Internet or otherwise interfere with the work of others
- Using the Internet for non-LU commercial purposes
- Using the Internet for political lobbying or personal advertising purposes Sending or receiving copyrighted materials without permission
- Using another person's password
- Using Internet access for sending, retrieving, or otherwise accessing pornographic or illicit material, inappropriate text or graphic files, or files dangerous to the integrity of the network
- Circumventing security measures on LU or remote computer or networks
- Attempting to gain access to another's resources, programs, or data
- Discrediting one's reputation to others while using the Internet
- Changing any computer files that do not belong to the user

Any violation of this policy may result in loss of school-provided access to the Internet. Additional disciplinary action may be exacted in keeping with existing policies regarding inappropriate use, language, or behavior. Assignment of a zero (failing grade) for a semester, combined with an immediate suspension of the student from school until a parental conference is convened can and will be applied in most circumstances. When and where applicable, law enforcement agencies may be involved.

LU makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The school will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access.

The school will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. LU knows it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable. The school will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.

While the school's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other information as well. Even should the school institute technical methods or systems to regulate students' Internet access, those methods cannot guarantee compliance with this acceptable use policy. That notwithstanding, we believe that the benefits to students of access to the Internet exceed any disadvantages. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. LU has no control over information transmitted over the Internet, including items automatically collected into news groups or mail items sent into or stored within the electronic mail systems. This policy and all its provisions are subordinate to local, state, and federal statutes.

### **Substance Abuse Policy**

Learning Unlimited Preparatory School always expects its students to abstain from the use of alcohol and other controlled substances. Any student who sells, possesses, distributes, uses, aids in the use, or is under the influence of illegal drugs, controlled substances, associated paraphernalia, or alcoholic beverages during school hours, while on school property, or at a school-sponsored event is subject to disciplinary action up to and including expulsion at the discretion of the administration. LU reserves the right to contact law enforcement in these matters.

The use and or possession of inhalants as related to tobacco/nicotine and tobacco/nicotine related products are prohibited at school and at school events. For the first offense, students may be suspended for three days and placed on probation or any other penalty as determined by the administration which would prohibit involvement in extra-curricular activities for a specified period to be determined by the administration. For a second offense, the student may be expelled at the discretion of the administration.

## **Weapons Policy**

The possession of any explosive device or weapon, including but not limited to guns and knives, is not allowed on school property or at any school function. Any object used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Violations of this rule will result in suspension and could also be grounds for expulsion. Students may also be referred to law enforcement.

Any words used to threaten or otherwise create concern in the school community will be treated as genuine threats.

## **Library/Media Center**

A major purpose of the Learning Unlimited Preparatory School Library / Media Center is to support and supplement classroom learning activities with appropriate instruction services, and resources. To this end, during class hours, use of the Library/Media Center is open to individual students and small groups of students (up to five) who have a pass signed by the teacher. The Library/Media Center staff reserves the right to send students back to the classroom if the library is too crowded or if students behave inappropriately. In addition, elementary level classes will visit the Knowledge Center weekly for lessons, activities, and book checkout. The Library/Media Center is open on all school days from 8:30 am to 4:00 pm. Students who wish to visit the Library/Media Center after dismissal must be supervised by a parent unless prior arrangements have been made with the media staff. Materials in the general library collection are loaned for a one-week (7 calendar days) period. Reference materials may be checked out and taken to classrooms, but may not be removed from the school campus. Materials in the magazine collection are loaned for a three-day period. Materials in the general collection may be renewed once; however, renewal may not be allowed if the material is on hold for another patron, or if the material was overdue. Reference materials and magazines may not be renewed.

## **Lost or Damaged Materials**

Patrons who lose materials loaned from the Library are charged the replacement cost of the item. If a lost item is paid for and later found, a refund will not be given. In addition, patrons are charged for damage to materials incurred during the course of the loan.

## **Borrowing Privileges**

All students enrolled at Learning Unlimited Preparatory School are entitled to borrow materials from the Library. Students in Pre-K must be with a parent or guardian while borrowing materials. Borrowers are limited to the maximum checkout of two (2) items, unless an additional item is needed for a school-related assignment, when three (3) items may be borrowed. Borrowers with overdue items are not allowed to check out additional materials.

**Conduct**

Patrons using the library are expected to respect the needs of fellow patrons and faculty for a quiet work environment. All of the behavior expectations that apply in a classroom also apply in the Knowledge Center. Patrons who do not conduct themselves as expected will be asked to leave. No food or drink items are permitted in the library.

**Learning Unlimited Dress Code**

Dress and appearance standards are at all times to be maintained in the manner and style which is, in the sole opinion and discretion of the school administration, appropriate for an independent college preparatory school.

Parents are asked to help the school in carrying out the school's dress standards by supporting the letter and spirit of the code, and seeing that their sons and daughters are properly groomed and attired when they leave for school each morning.

The purpose of the uniform dress code is to make clothing a non-issue so that the focus can be on education rather than appearance. Students have every opportunity to express their individuality through their coursework, athletics, clubs, activities, etc. It is the policy that all students abide by the specific uniform requirements, including the style and color specifications explained below. Students must remain dressed in the appropriate school uniform from 8:15 am until 3:20 pm each day. There are also special Spirit Days designated throughout the year that allow students to wear special designated clothing and dress up (casual).

Students that are not in proper uniform will be sent to the office to wait until parents bring a change of clothing. The student will not attend classes until dressed appropriately. The Dean of Students will administer the appropriate discipline reports and other consequences. Repeat violations may keep a student off Honor Roll.

## Personal Appearance and Uniform Violations

Violations of the following will result in some disciplinary action from the Dean of Students. The most common result is the loss of dress down days. Violations include, but are not limited to:

- Boy's shirts not tucked in properly
- Missing belt (boys only)
- Inappropriate shirts under uniform
- Pants too low, big, baggy
- Shorts, skorts, skirts too short -**Repeated violations may result in a student not being able to wear shorts, skorts, skirts for a period of time.**
- Hats/head coverings on campus
- Incorrect outerwear
- Flip flops are not allowed or open toed shoes

### Tops

- Collared polo shirts must be logo wear purchased from Penny's.
- Polo shirts must be tucked into pants/shorts/skirts at all times. No double/layering of polo shirts (two collars).
- Students are NOT allowed to wear **hoodies** in school. Sweaters with the L.U. logo are available at Super Plaza and Penny's in Philipsburg, and 0 – 14 in Cay Hill. Students may wear sweaters without the LU logo, but MUST be red, blue, or white. Failure to comply with LUPS Uniform policy may result in the parents/guardian receiving a phone call, requesting that the correct uniform be brought into school that day. Should this prove unsuccessful, students in Middle and High school will be issued a Demerit.
- The polo shirt MUST be worn under any LU sweatshirt/outerwear garment.
- Hooded sweatshirts are NOT to be worn in school.
- Collars and sleeves must not be rolled/tucked.
- Only a PLAIN T-shirt (white) is authorized to be worn under the polo shirt. You cannot wear a long sleeve shirt of any kind under a short sleeve uniform shirt.
- Shirts must fit appropriately. (Not too tight, short, or excessively baggy)
- Boys shirts should be long enough to be tucked into the pants without coming out.

## Bottoms

- Uniform style pants, walking shorts, skirts and skorts must be the designated styles purchased from Penny's.
- Pants must be worn at the hip level or higher, not below.
- Bottoms must fit appropriately. (Not too tight or excessively baggy, nor too short or too long)
- Belts must be worn with all bottoms that have belt loops. Belt loops must not be removed.
- Pants must be long enough to touch the top of the shoe or cover the anklebone. Pants may not be rolled or slit.
- the length of the skirts/skorts/shorts should be **knee-length** or **below the kneecap** and not rolled at the waist. Constant violations will result in a student not being allowed to wear shorts, skirts, or skorts for a period of time. After a warning if a short, skirt or skort is too short, the student will be asked to change into an appropriate length bottom and will not return to class until then.

## Shoes/Socks

- Open-toed/open backed shoes are not permitted in school. Sling back shoes are not permitted (example, Crocs).
- No flip flops.
- Shoes **MUST** either be either solid **Black** or **White**, or **black and white**. No other colored shoes are allowed.
- Only light-soled athletic shoes may be worn in the gym.
- No shoes with wheels are permitted.
- Socks must be worn with all shoes. Colors may only be dark blue, red or white

## Other

- Boys must be clean cut and clean-shaven. If you are found with facial hair you will have to shave upon request. Clean cut and clean shaven is to be deemed appropriate by the Dean of Students, and the Head of School.
- Hair may not be dyed unusual or bizarre colors. Bizarre/unusual is any color other than natural hair colors (blonde, brown, black, for example)
- No Mohawks, braided, or distracting / unusual haircuts or hairstyles.
- Jewelry is strictly limited to:
  - Girls – wrist watch and small gold or silver stud earrings (one pair only)
  - Boys – wrist watch (no earrings)
  - Any violation of the School Jewelry Policy will result in loss of the items in question until payment of an accompanying ten-dollar fine is collected. Upon receipt of payment, the confiscated jewelry will be returned
- Boys MUST wear a belt which may be BLACK, BROWN or WHITE. Belts must be worn with all pants and shorts. No belt is required if a student wears a skirt, skort or jumper. Belt loops will not be removed if attached. Belts must fit through the belt loops at all times.
- Sunglasses are not authorized for wear in school.
- Students may not have any visible body piercing (nose, eyebrows, tongue, etc.)
- Bandanas, scarves, headbands or hairpieces are not authorized for wear with school uniform. Lower School girls only, may wear bows and headbands, school colors only.
- Students may not alter the bottoms or tops except to make them fit properly. (For example, you cannot cut slits at the bottom of the pants.) **No exposed tattoos.**
- **No makeup is allowed on any student in any grade.**
- 
- **o nail polish is allowed on any student in any grade except for clear nail polish. No artificial and or long finger nails are permitted.**

### **Athletic “Dress-Down” Days**

- LU Athletes are to wear their respective “team jerseys” to school the day of an official competition if the competition falls on a week-day, and the Friday before the weekend if the competition is over that weekend. Students must remain in their school uniform “bottoms” and shoes, whether it’s long pants, shorts, skirts, or skorts with said jersey. No jeans or any other attire are allowed.
- Coaches of various teams will instruct their athletes of this protocol in advance. This includes Track, Volleyball, Basketball, Swimming, and Soccer.
- If a competition is on a weekend and official event t-shirts are given out, athletes are permitted to wear the event shirts to school the following Monday. This includes Track and Triathlon events, Sailing, and distance swimming events that are organized island-wide.
- For LU Swimming, since there is only one event per year for both our teams (High School/Middle School and Elementary), swimmers will be permitted to wear their LU Swim Team shirts the Friday before the competition, and the Monday after with their medals, if the team brings a Trophy home on behalf of the team and the school.
- If the Friday before an upcoming week-end event is an official “Dress Down Day” for the entire school, athletes may wear their jerseys the Thursday before that "Dress Down Day".

### **Casual Dress Days**

Casual dress days are special days that student may dress out of uniform. Casual dress day is on the last Friday of each month when school is in session. The Dean of Students will determine any extra casual days that may occur throughout the school year. Students may be denied the opportunity of a casual dress day due to constant uniform violations. Students should never expose undergarments while in school. Students may wear a t-shirt and jeans.

Students **may not wear** the following on Casual Days:

- Clothing with offensive pictures or logos. (Student will be asked to change it to something appropriate.)
- Bandanas and hats
- Torn or ripped jeans, (anywhere)
- No Sports attire
- No tank or tube tops are allowed
- Excessively baggy or tight clothes, such as leggings.
- Clothing showing bare midriff or having spaghetti straps. No see-through tees. No muscle shirts or shirts exposing cleavage; including no visible undergarments.
- Excessively short shorts or skirts. **The length of skirts should pass the knee cap.**
- Absolutely No flip-flops. Open toed/open backed shoes are not allowed on casual dress days. Sling back shoes are not permitted (example Crocs). Heels must not be greater than 2” in height for Middle and Upper School students. Lower School students must wear flat shoes. Students in PE must wear appropriate athletic shoes during class.

**Note:** The Dean of Students will deal with any questionable or offensive clothing issues, and his decision is final.

### **P.E. Uniforms**

Required for Grades 4 through 12 ONLY

- Navy blue physical education shorts with logo
- White/red/navy blue school t-shirt with school logo

All uniforms are available through Penny’s on Front Street.

### **Lockers**

Learning Unlimited Preparatory School is concerned about student well-being and safety at all times. To avoid blocking aisles and hallways students may store their backpacks in their lockers or cubbies before school and take out only the materials needed for individual classes. Students will be informed as to what times during the day they are permitted to return to their lockers for additional class materials.

Students may not switch lockers. Further, students may NOT share lockers.

Lockers must be free of sexually explicit pictures, profanity, obscenities and or reference to drugs/alcohol, tobacco or weapons. Students are required to keep lockers clean. Food and/or beverages are not allowed to be stored in lockers overnight or over the weekend.

LUPS retains the right to inspect lockers from time to time to prevent abuse.

## School Visitations

All visits to the school either by parents, alumni, or prospective students must be arranged with the office at least 24 hours in advance. **All visitors must check in at the front office.**

## Extra-Curricular and After School Activities

Being a responsible member of the Learning Unlimited Preparatory School community means that students who make a commitment to participate in curricular and extra-curricular activities such as athletics, cheerleading, choir, and the performing arts must be prepared to fulfill all of the obligations that such activities require. **Unless the student is ill and has a physician's excuse, students and parents agree that the participant will attend all practices, rehearsals, games, or performances.**

## In-School Assemblies

In-school assemblies are held to enhance the students' appreciation and understanding of both academic programs and good audience participation skills. These assemblies may include speakers and performers from outside the school community to enrich the students both culturally and academically. The students, particularly those elected to positions on Student Council, are given the opportunity to be a participant in the planning of, and performing in, various assemblies throughout the school year.

## Transcripts

LU transcripts will now be made available for current students and alumni, upon request, for a service fee of \$20. This is both through Parchment.com and Learning Unlimited Preparatory School. All related fees (Fedex, Docufide, etc.) are the sole responsibility of the student.

## Conferences

Parents are urged to make appointments with teachers during conference periods, if possible, or to contact teachers if an appointment cannot be scheduled.