



DADE PREP ACADEMY

**Student/Parent Handbook
2025-2026**

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Introduction

Dade Preparatory Academy is a special and unique place for students. You will develop important academic, work, social, emotional well-being, and self-sufficiency skills that will enable you to be successful in life, on the job, and with your continuing education.

Non-Discrimination Policy Dade Preparatory Academy

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. The Center will also not discriminate in its pupil admissions policies or practices, whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

Admission Information

Enrollment

Applications are accepted any time of the year at Dade Preparatory Academy. Complete a Dade Preparatory Academy application and return it to the school. In order to complete your enrollment application, you will also be required to submit copies of your Birth Certificate, a monthly utility bill, lease, or mortgage statement. A photo ID is also required. Once you have submitted your enrollment application and required documentation, you will be scheduled for orientation.

Fees

The tuition fee is \$22,500.00 per year, but a sliding schedule is considered.

Student Immunizations

All new students are required to submit a copy of their Immunization Records within the first 14 days that they are enrolled. Students attending school are in violation of Florida law if:

- A student's immunization record is not on file
- The student still needs their initial Measles, Mumps, or Rubella (MMR) vaccine
- The student still needs their initial dose of DTaP vaccine
- The student still needs their initial dose of Polio vaccine

If a student's Immunization Records have not been received by the school by the 15th day of enrollment, the student will be released from school and will not be able to attend until they can acquire their medical records from their last school of attendance or primary physician or until they can prove that they have begun the Immunization process and have received at least one dose of DTaP/DPT/DT, MMR, Polio, and Hepatitis B. A student who has been released for not submitting a copy of their Immunization Records will be counted as an unexcused absence while the student is not attending school.

Re-Enrollment

Students who have withdrawn from Dade Preparatory Academy during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Any variation to this process requires director approval.

Annually Required Documents

Before the beginning of each school year, parents must provide the school with the required documentation as set forth by the administration.

Attendance Policy

Attendance Policy

All students must strive to maintain an 80% in seat attendance rate (i.e.: four out of five days per week) while enrolled at Dade Prep Academy. Attendance rates less than 80% are subject to disciplinary action. Students at Dade Prep Academy are expected to attend their academic session and be on time.

Students must sign a daily attendance sheet at the beginning of their session. These sheets are kept as attendance records in the main office.

If the student needs to miss school, the student or parent/guardian (if student is under 18) must call the school on the day of the absence and a written excuse must be brought to school upon the student's return. Unexcused absences will reduce the student's overall attendance percentage. Excused Absences will also reduce the student's overall average attendance percentage but will be taken into account should the total attendance percentage drop below 80%.

In order to graduate, a student must maintain at least an 80% in seat attendance rate (i.e.: four out of five days per week) prior to completion of all other graduation requirements.

EXCUSED ABSENCES

Excused absences require written documentation such as a doctor's note, verification from the court or employer, or any other documentation as stated below. All students are required to submit written documentation regarding excused absences to Dade Prep Academy on the first day they return to school. An excused absence or tardy will be granted if the student is not in school for the following reasons:

1. Medical appointment ---With appropriate written documentation
2. Under a doctor's care -- With appropriate written documentation
3. Automotive -- With appropriate tow truck or repair shop receipt
4. Scheduled road test for a driver's license --With appropriate written documentation
5. Employment (which cannot be conducted outside of school hours) -- With appropriate written documentation from employer, and will be verified by Dade Prep Academy and it must conflict with school hours
6. Death of an immediate family member ---With appropriate written documentation, and will be verified by Dade Prep Academy
7. Personal Illness --With appropriate written documentation, and will be verified by Dade

Prep Academy

8. Court appointment --with appropriate written documentation
9. Other appointments which cannot be scheduled outside of school hours (case workers, probation officer, signing a lease) , with appropriate written documentation and will be verified by Dade Prep Academy
10. Other absences as deemed appropriate by the Principal/Director

Any prolonged absence due to illness or other documented reason will also be excused. Excused absences with documentation, such as a doctor's note or verification from the court, can still count against a student's average attendance percentage.

UNEXCUSED ABSENCES

Unexcused absences include the following:

1. Any absence that is not excused
2. Any absence where a student fails to provide appropriate written documentation of the absence (Students should have written documentation for absences in-hand on the first day that they return to school.)
3. Leaving school early without proper authorization
4. Each day that a student is late without appropriate documentation and for any other unexcused absence defined by the school Principal/Director

Truancy Policy

Dade Prep Academy will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant.

Tardy Policy

1. For security reasons, the doors to Dade Prep Academy are locked at the beginning of each session.
2. Students are required to arrive to school on time. Students arriving 15 minutes after the start of their session must be accompanied by a parent.
3. Students who are tardy more than three (3) times within any one month may be subject to disciplinary action. (see the school wide progressive discipline plan)
4. Students must call in before their scheduled class to notify the receptionist that they will be late. The Principal will handle all special circumstances on a case-by-case basis.

Suspension & Expulsion Procedures

Rules of suspension and expulsion follow due process requirements as mandated by the Academy Board policy in which the school operates.

Suspension

1. The Principal/Director may suspend students or the Principal's designee (i.e. Assistant Principal, Dean of Discipline).
2. No suspension shall exceed ten (10) school days.*
3. The Principal must give written notice of the intention to suspend and the reason to the student.
4. The student shall be given the right to appear at an informal hearing before the Principal and has the right to challenge the reason for the intended suspension or otherwise explain. This informal hearing can take place within three (3) days, if practicable, immediately following the infraction.
5. A written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Principal or Board of Directors.
6. Any student suspended under the age of 18 must have a Student/Parent/Administrative Staff meeting prior to r returning to school.
7. A parent/guardian has the right to appeal the suspension, which must be submitted, in writing, to the Principal within fourteen (14) school days of the written notice of suspension. The Principal shall immediately forward this written appeal to Dade Prep Academy Academy's appeal hearing designee.

*Rule 6A-6.03312, Florida Administrative Code, Discipline Procedures for Students with Disabilities states that students may not be removed from the school for more than 10 consecutive school days for any violation of school rules, unless his behavior is a manifestation of his disability.

Expulsion

1. The Principal/Director may recommend expulsion to the school board.
2. Expulsion is the removal of a student from school for the remainder of the year plus one additional year.
3. The Principal shall provide the student and the parent/guardian written notice of the recommendation for expulsion. The written notice shall include reasons for the intended

expulsion.

4. The Principal will abide by all of the school district policies regarding expulsion.
5. All expulsion proceedings will be handled by the school district.
6. The time frame for expulsion will be determined by the school district.

Student Responsibilities

Code of Conduct

Dade Preparatory Academy recognizes that a positive learning environment cannot occur without maintaining order and discipline conducive to learning. Dade Preparatory Academy Code of Conduct is intended to standardize procedures to guarantee the rights of every student at the Center.

Students at Dade Preparatory Academy are required to know the school Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude toward the rules of the Center is very important. "An explanation of the responsibilities of each student with regard to appropriate dress, respect for self and others, and the role that appropriate dress and respect for self and others have on an orderly learning environment" was signed into law and effective July 1, 2011. The new law provides penalties for students who wear clothing that exposes underwear or bodyparts in an indecent or vulgar manner. Finally, the law includes adherence to the dress code and code of student conduct as a condition for participation in extracurricular activities.

Corporal punishment is not permitted. No employee should threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail. The rules of the Code of Conduct apply to any conduct that occurs:

- On school grounds during the school day or immediately before or after school hours;
- On school grounds at any other time when the school is being used by a school group;
- On or off school grounds at any school activity, function, or event;
- Traveling to and from school, including actions on any school or public conveyance.

Dress Code& General Guidelines

No hats, caps, sunglasses, bandanas, jackets with hoods, gang, alcohol, or drug paraphernalia/symbols/clothing are allowed in the school. (The only exception is for religious purposes.)

Pants must be worn at the waistline.

For men: Shirts in school colors, pants, and closed-toed shoes. No bedroom slippers, flip-flops, or slides are permitted.

For women: Shirts in school colors, pants, and closed-toed shoes. No skirts, bedroom slippers, flip-flops, or slides are permitted. Ladies may wear a decorative head scarf; however, satin shower caps are not permitted.

All students who attend Dade Preparatory Academy – Must adhere to the dress code policy as stated.

The Principal/Director may make exceptions to the dress code based on physical disability or other conditions.

Behaviors and Range of Corrective Strategies

Level 1 Behaviors

Level 1 Behaviors are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities, or approved transportation, such as:

- ◆ Confrontation with another student
- ◆ Cutting class
- ◆ Disruptive behavior (including behavior on the school bus and at the school bus stop)
- ◆ Failure to comply with class and/or school rules
- ◆ Inappropriate public display of affection
- ◆ Misrepresentation
- ◆ Possession of items or materials that are inappropriate for an educational setting as determined by the administration
- ◆ Repeated use of profane or crude language (general, not directed at someone)
- ◆ Unauthorized location
- ◆ Unauthorized use of wireless communication devices as determined by administration
- ◆ Violation of dress code

Range of Corrective Strategies (The principal or designee must select at least one of the following strategies from PLAN I. Principals may authorize the use of PLAN II for serious or habitual Level I infractions):

- ◆ Parent/guardian contact
- ◆ Student Conference
- ◆ Student, parents/guardians/staff conference
- ◆ Behavior Plan
- ◆ Student Contract
- ◆ Participation in a counseling session related to infraction

- ◆ Refer to outside agency/provider
- ◆ Peer Mediation
- ◆ Reprimand
- ◆ Detention or other Board-approved in-school program
- ◆ Confiscation of wireless communication devices
- ◆ Revocation of the right to participate in social and/or extracurricular activities
- ◆ Replacement or payment of any damaged property (if appropriate)

Level 2 Behaviors

Level II Behaviors are more serious than Level I because they significantly interfere with learning and/or the well-being of others, such as:

- ◆ Cheating
- ◆ Confrontation with a staff member
- ◆ Defiance of school personnel
- ◆ Distribution of items or materials that are inappropriate for an educational setting as determined by an administrator
- ◆ Failure to comply with previously prescribed corrective strategies
- ◆ False accusation
- ◆ Fighting (minor)
- ◆ Forgery (Written Misrepresentation)
- ◆ Harassment (non-protected categories)
- ◆ Instigative behavior
- ◆ Leaving school grounds without permission
- ◆ Libel
- ◆ Petty theft (under \$750.00)
- ◆ Possession of and/or use of tobacco products or smoking/vaping devices
- ◆ Prohibited sales on school grounds (other than controlled substances)
- ◆ Slander
- ◆ Use of profane or provocative language directed at someone
- ◆ Vandalism (minor)

Range of Corrective Strategies (The principal or designee must select at least one of the following strategies from PLAN II. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN):

- ◆ Parent/guardian contact
- ◆ Student conference
- ◆ Corrective Strategies from Level I
- ◆ Participation in counseling sessions related to the infraction
- ◆ Refer to outside agency/provider
- ◆ School-based program that focuses on modifying the student's inappropriate behavior or promotes positive
- ◆ Assignment to an Alternative Educational Setting or Home Suspension (1-10 days with

regional approval for serious or habitual infractions)

Level 3 Behaviors

Level 3 Behaviors are more serious than Level 2 because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment, such as:

- ◆ Assault/Threat against a non-staff member
- ◆ Breaking and Entering/Burglary
- ◆ Bullying (repeated harassment)
- ◆ Disruption on campus/Disorderly conduct
- ◆ Fighting (serious)
- ◆ False Activation of Fire Alarm System
- ◆ Gambling
- ◆ Harassment (Civil Rights)
- ◆ Hazing (misdemeanor)
- ◆ Improper Activation of Fire Extinguisher
- ◆ Possession of simulated weapons
- ◆ Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances, and/or anything that alters mood or is used for mood
- ◆ Sexting
- ◆ Sexual
- ◆ Technology and Computer Related Offense as determined by administration
- ◆ Threat/Intimidation
- ◆ Trespassing
- ◆ Vandalism (major)

Range of Corrective Strategies (The principal or designee must select at least one of the following strategies from PLAN 3. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of PLAN 4 for repeated, serious, or habitual Level 3 infractions):

- ◆ Parent/guardian contact
- ◆ Student conference
- ◆ Assignment to an Alternative Educational Setting or Home Suspension (1 - 10 days)
- ◆ Corrective Strategies from Levels I & II
- ◆ Permanent removal from class and reassignment to a different class
- ◆ Suspension
- ◆ Expulsion

Level 4 Behaviors

Level 4 Behaviors are more serious acts of unacceptable behavior than Level 3. They seriously endanger the health and well-being of others and/or damage property, such as:

- ◆ Battery (Physical Attack) against a non-staff member
- ◆ Grand theft (over \$750.00)
- ◆ Hate Crime
- ◆ Hazing (Felony)
- ◆ Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances, and/or anything that alters mood or is used for mood-altering
- ◆ Motor vehicle theft
- ◆ Other major crimes/incidents
- ◆ Robbery
- ◆ Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances, and/or anything that alters mood or is used for mood
- ◆ Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)
- ◆ Sexual Assault
- ◆ Technology and Computer-Related Offense as determined by administration

Range of Corrective Strategies (The principal or designee must use the following strategies from PLAN 4. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN):

- ◆ Parent/guardian contact
- ◆ Student conference
- ◆ Assignment to an Alternative Educational Setting or Home Suspension (1 - 10 days)
- ◆ Corrective Strategies from Level I-3
- ◆ Suspension
- ◆ Expulsion

Level 5 Behaviors

LEVEL 5 Behaviors are the most serious acts of misconduct and violent actions that threaten life, such as:

- ◆ Aggravated assault
- ◆ Aggravated battery against a non-staff member
- ◆ Armed robbery
- ◆ Arson
- ◆ Assault/Threat against employees or persons conducting official business
- ◆ Battery (Physical Attack) or Aggravated battery against employees or persons conducting official business
- ◆ Homicide
- ◆ Kidnapping/Abduction

- ◆ Making a false report/threat against the school
- ◆ Other major crimes/incidents
- ◆ Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons
- ◆ Sexting
- ◆ Sexual battery
- ◆ Technology and Computer-Related Offense as determined by administration

Range of Corrective Strategies (The principal or designee must use the following strategies from PLAN 5. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN):

- ◆ Parent/guardian contact
- ◆ Student conference
- ◆ Corrective Strategies from Level I-3
- ◆ Suspension
- ◆ Expulsion

Academics

Curriculum

The curriculum is a combination of academics, life skills preparation, and workplace instruction and experience. Each student works on an individualized computer program, participates in small group sessions, and completes independent work in order to earn credits for graduation and pass any mandatory testing. Students also have access to electronic educational software programs and the Internet for their academic lessons and vocational exploration. One-on-one tutoring is also available if needed.

Students receive an Individual Academic and Career Plan based on their academic needs and vocational/employment plans. Employability Specialists work with each student to assist with job placement, vocational opportunities, and career advancement.

Grading

Each student is required to complete weekly academic activities on the computer. In addition, workbooks, newspapers, magazines, and resource materials are available for students to use while completing off-line assignments. Students must receive 60% or better to master the courses.

Grade Levels

Unlike traditional high schools, there are no grade levels at Dade Prep Academy. However, from time to time, we must designate a grade equivalent for a student for various administrative purposes. The equivalent grade level will be determined for each student by the following:

To be a **10th grader**, four credits (including one English* **or** one mathematics credit)

To be an **11th grader**, nine credits (including two English* credits, one mathematics credit, and one science credit **or** one English* credit, two mathematics credits, and one science credit)

To be a **12th grader**, 16 credits (including three English* credits, two mathematic credits, and two science credits **or** two English* credits, three mathematics credits, and two science credits)

*English Through ESOL as appropriate.

Transferring Credits

Student credits from former high schools do transfer to Dade Prep Academy.

Note: An official transcript has a raised seal. Dade Preparatory Academy **MUST** have an official transcript in order for a student to graduate.

Student Records Policy

Dade Preparatory Academy will allow access to records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to the release of records. In compliance with FERPA, parents have the right to inspect student records. Parents are required to submit their request to inspect student records in writing to the principal to allow him/her to schedule a reasonable and appropriate time and date for the parent to review the record. Records will be provided for parental inspection only under the direct supervision of the principal or his/her designee. Dade Preparatory Academy must comply with the parent's request for inspection within forty-five days. Copies of records only will be provided as required under FERPA.

Parents have the right to request corrections to student records. Requests for corrections must be submitted in writing to the Principal/Director in a letter that includes the basis for such correction. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Parents and students eighteen or older (or a former student eighteen or older) have the right to request a school to amend information contained in the student's records that is deemed inaccurate, misleading, or in violation of the student's privacy or other rights.

Medication Administration

No medication, including asthma inhalers, will be administered by the staff at Dade Preparatory Academy. However, pursuant to the FS 1002.20(3)(h), students are permitted to possess and use a metered dose or dry powder Asthma Inhaler to alleviate or prevent asthmatic symptoms. In addition, FS 1002.20(3)(i) permits a student to carry and use an epinephrine auto-injector to treat anaphylaxis (an intense allergic reaction), aka epi-pen. To carry either an inhaler or an auto-injector, written approval must be obtained from the student's physician and, if the student is a minor, from the student's parent or legal guardian.

The physician's written approval must include the following information:

- The name and address of the student;
- The school in which the student is enrolled;
- The name and dose of the medication contained in the inhaler or auto-injector.
- The name of the drug and the dosage to be administered;
- The times or intervals at which each dosage of the drug is to be administered;
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgment that the prescriber has determined that the student is capable of possessing and using the auto-injector appropriately and has provided the student with training in the proper use of the auto-injector.
- Any severe adverse reactions that should be reported to the prescriber and one or more

phone numbers at which the prescriber can be reached in an emergency;
 Special instructions for administration of the drug by the student;
 Instructions outlining procedures to follow if the medication does not provide adequate relief;

12. A list of adverse reactions that may occur to a child for whom the medication was not intended, who uses the medication, and

13. And any other special instructions.

Dade Preparatory Academy must have the above-stated documentation provided by the physician and parent or guardian if the student is a minor in order to allow a student to use an asthma inhaler, epinephrine auto-injector, or any other necessary self-administered medication.

A school employee will request assistance from an emergency medical service provider whenever a student is administered epinephrine at a public school or at an activity, event, or program sponsored by the school or in which the school is a participant. This request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

Drug-Free School

In accordance with Federal Law, Dade Preparatory Academy prohibits the use, possession, concealment, or distribution of drugs by a student on school grounds or in the school building. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by State statute, or any substance that could be considered a "look alike." Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Dade Prep Academy.

Weapon-Free School

Dade Preparatory Academy is also a Weapon-Free School. No student at any time, for any reason, shall knowingly possess, handle, transmit, or use any object which can be reasonably considered a weapon in or on the property of Dade Preparatory Academy or at any Dade Preparatory Academy-sponsored activity held away from school property. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Dade Prep Academy.

Bullying, Harassment, and Hazing Policy

It is the policy of Dade Preparatory Academy ("the school") that all of its students, administrator(s), educators, and staff have an educational setting that is safe, secure, and free from bullying, harassment, or hazing in any form. The school will not tolerate bullying, harassment, and/or hazing of any type. Conduct that constitutes bullying, harassment, and/or hazing is prohibited. Students who engage in bullying, harassment, and/or hazing are subject to disciplinary action, which may include counseling, suspension, or expulsion from school.

Bullying, harassment, and/or hazing are conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. It is important to change the social climate of schools and the social norms with regard to bullying, harassment, and/or hazing. This requires the efforts of everyone in the school environment - administrators, educators, staff, parents or legal guardians, and students. The purpose of the "Bullying, Harassment and Hazing Policy" ("the policy") is to assist in the prevention of and response to acts of bullying, harassment, and/or hazing.

This policy applies not only to students, administrator(s), educators, and staff who directly engage in the act of bullying, harassment, and/or hazing but also to students or school administrator(s), educators, and staff who, by their conduct, condone or support another student's act of bullying, harassment and/or hazing.

The misuse of technology to tease, intimidate, defame, threaten, or terrorize a student, administrator, educator, staff, volunteer, or visitor by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying and/or harassment regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.

This policy applies to any student or school administrator, educator, or staff whose conduct at any time or in any place constitutes bullying, harassment, and/or hazing that interferes with, or obstructs, the mission or operations of the school or the safety or welfare of the student, other students, or administrator(s), educators or staff subject of the conduct.

Internet Safety Policy

The use of technology is a privilege and an important part of the school's overall curriculum. The school will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the school but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error-free or uninterrupted. The school always reserves the right to monitor and log technology use, monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety, or security of the technology resources or the safety of the user. The school will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.