PINE CREST SCHOOL

2026-27 Student Handbook



Lower, Middle and Upper School

Boca Raton and Fort Lauderdale Campuses

Published January 20, 2026

TABLE OF CONTENTS

TABLE OF CONTENTS
OVERVIEW
MISSION STATEMENT
NON-DISCRIMINATION STATEMENT
SCHOOL PHILOSOPHY
THE HONOR CODE
BEHAVIOR EXPECTATIONS AND GUIDELINES
DRUG AND ALCOHOL POLICY
OTHER POLICIES
SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES
DRESS CODE
CAMPUS FACILITIES, PROPERTY, AND EQUIPMENT GUIDELINES
FIELD TRIPS
TECHNOLOGY
TRANSPORTATION (BUS) RULES
SCHOOL COUNSELORS
THE LEARNING NETWORK SERVICES
STUDENTS WITH REQUESTS FOR ACCOMMODATION
LIBRARY SERVICES
HEALTH SERVICES
SAFETY AND SECURITY
WEATHER
ADDITIONAL STUDENT/PARENT INFORMATION
LOWER SCHOOL ADDENDUM
INTRODUCTION
ACADEMICS
PLEDGE OF RESPECT/LOWER SCHOOL SONG
PROCEDURES FOR ARRIVAL AND DISMISSAL
ABSENCES AND TARDIES
DISCIPLINARY POLICY AND ENFORCEMENT OF RULES
ELECTRONICS POLICIES
DRESS CODE
PARENT INFORMATION
MIDDLE SCHOOL ADDENDUM

INTRODUCTION
ACADEMICS
ADVISORY PROGRAM
ACTIVITIES AND ATHLETICS
ARRIVAL AND DISMISSAL PROCEDURES
ABSENCES AND TARDIES
DISCIPLINARY POLICY AND ENFORCEMENT OF RULES
DRESS CODE
PARENT INFORMATION
UPPER SCHOOL ADDENDUM
INTRODUCTION
ACADEMICS
ATHLETICS
ATTENDANCE
COLLEGE AND ACADEMIC ADVISING
STUDENT LEADERSHIP, ORGANIZATIONS AND OTHER STUDENT ACTIVITIES
DISCIPLINARY POLICY AND ENFORCEMENT OF RULES
DRESS CODE
PERSONAL VEHICLES
SCHOOL PHONE DIRECTORY

OVERVIEW

The purpose of this Handbook is to provide to students and parents guidelines for acceptable conduct and other important information. None of the rules or procedures described in this Handbook preclude the School from taking disciplinary action if students are involved in activities that the School considers detrimental to other students, the general School community or the School's reputation. The Division Head, in consultation with the Vice President of Academics and Strategic Initiatives, the Boca Raton Head of School and/or the President or the President's designee, has the right to make final decisions on all matters regarding students, student rules and student discipline in the Division. The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the contents of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be made available to students and parents.

All parents (on behalf of their children) must read this Handbook (including any Division-specific addenda thereto) and the Honor Code, and either e-sign or hand-sign the acknowledgement page and return it to the respective Division Office by the date requested.

Students who reach 18 years of age while enrolled in the school are bound by all student and parent obligations in this handbook. Such continued enrollment also evidences (1) student's agreement to permit student's parent(s)/guardians to sign and authorize any medical care, consents, or other authorizations as required by the school and (2) student's agreement for the school to continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the school. Should a student have a concern about particular information being shared with their parents/legal guardians, the student should consult with the Upper School Office.

MISSION STATEMENT

To develop the character, independence and leadership of each student; to prepare our students to meet the global challenges of our future by offering an exceptional academic

experience complemented by excellence in arts and athletics; and to build a collaborative, inclusive and open-minded learning community that respects, appreciates and encourages those with diverse cultures, backgrounds, talents, experiences and opinions.

NON-DISCRIMINATION STATEMENT

The School admits students regardless of race, religion, color, creed, ethnicity, national origin, gender, gender identity, sexual orientation or disability who possess the motivation, ability and character which would enable them to succeed in our School community. The School does not discriminate on the basis of race, religion, color, creed, ethnicity, national origin, gender, gender identity, sexual orientation or disability in the administration of its educational policies, admission policies, financial aid programs or athletic and other School-administered programs.

Pine Crest does not tolerate any display of bigotry on the basis of race, religion, color, creed, ethnicity, national origin, gender, gender identity, sexual orientation or disability. Any such display of bigotry will result in disciplinary action, up to and including expulsion.

SCHOOL PHILOSOPHY

Pine Crest School's philosophy centers on developing well-rounded, future ready individuals through a blend of academic excellence, character development and a commitment to global citizenship, fostering a collaborative and inclusive learning community. The Pine Crest educational program emphasizes adaptability, empathy, global understanding and a collaborative mindset. Pine Crest educators equip students with a strong academic foundation complemented by design thinking experiences and entrepreneurial perspectives to distinguish them as the sought-after leaders of tomorrow. We believe in the power of intellectual curiosity and in creating learning environments where various cultures, perspectives and experiences foster a deep understanding of our world's interconnectedness. Through learning rooted in collaboration, identification of problems and solutions, and meaningful action on important issues, we inspire our students to make a positive impact in all that they do.

THE HONOR CODE

The Honor Code at Pine Crest has a long history. It is founded on the principle of mutual trust and respect. Members of the School community (students and parents) are assumed

to be honorable and are expected to behave in a manner that displays respect for themselves, the School and all others in the community. There is an ethical obligation to act with honesty and integrity and to refrain from lying, cheating and stealing.

All submitted work must be original and/or properly cited no matter how small or seemingly insignificant the assignment, whether it is graded or ungraded, a draft or a final version. Students are expected to adhere to the guidelines as stated by their teachers regarding the use of generative artificial intelligence (AI) and the failure to do so may constitute a violation of the Honor Code. Unauthorized use of AI will be treated similarly to unauthorized assistance and/or plagiarism. When a student is suspected of receiving unauthorized assistance, plagiarizing or improperly using generative AI and/or fails to properly cite its use, they may be subject to academic consequences and/or disciplinary action, up to and including expulsion.

The Honor Code also applies to college and scholarship applications. Students' work must be their own (except when collaboration is permitted by the School), and their representations must be truthful.

The Honor Code is embodied in this simple statement:

I will not lie, cheat or steal;
I will respect myself and others.

Recognition of the Honor Code is reinforced with the following Honor Pledge, which is in effect at all times and which students in grades four through twelve may be asked to write on all submitted work, including tests and quizzes:

I have neither given nor received help on this work.

The Honor Code sets a standard of behavior expected of all students. Each student has a duty to accept individual responsibility for promoting the atmosphere of trust engendered by the Code. Those who choose to violate that trust jeopardize their ability to remain a part of the School community.

It is wholly appropriate that parents, faculty, college counselors, and administrators require that students do their own work, be trustworthy and claim only that work which is theirs.

BEHAVIOR EXPECTATIONS AND GUIDELINES

Appropriate conduct and support for School rules are essential for shaping and maintaining an environment dedicated to the advancement of learning and the development of character.

The School is a community in which each person has both individual rights and responsibilities. Every student has the responsibility to know and to obey the rules, on and off campus. All behavioral expectations must be followed during school hours, after school hours and during the summer. These rules apply during extracurricular activities, athletic events, fine arts events, field trips, and summer activities. The rules establish the behavior expected of all students and ensure student safety, welfare and rights.

All members of the community have an obligation to know and uphold the school's values and strive to embody them in word and deed. We therefore expect that all members of the community will:

- Respect other people and their privacy and property, both within and beyond the school.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and promptly report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the school.

Our school cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and promptly reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult

Interaction and Communication policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and immediately report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, school employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The school has conducted and will continue to conduct training for adults and students on these important issues and encourages all students and their parents to timely report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to their division head or the head of school.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when students can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our school values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the school as a whole and therefore strive to live in a way that is consistent with our values.

The following rules provide general guidelines for expected behavior. The policies and rules outlined below and throughout this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust and safety. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administrators any issues or infractions of School standards and rules in furtherance of the purpose of caring for one another in the spirit of kindness.

Students and parents should be considerate and show respect toward other students, employees, guests and visitors. Students and parents should respect School property and the personal property of other people.
Students should show good will, sportsmanship and courtesy at all School-sponsored events, both as participants and spectators, and on and off campus. Students must realize that they represent the School at all times whether on or off campus.

The School reserves the right to take action when it deems necessary, including but not limited to when a student's behavior violates one of the behavioral expectations set forth below; impacts the student's ability to continue at School; impacts other students', employees' or other individuals' ability to be comfortable at School; compromises the student's safety or welfare or that of any other student, employee or individual; threatens or harasses any other student, employee or individual; violates the law; may be deemed harmful to the body, self-esteem or health of the student or any other student, employee or individual; or otherwise raises the potential of damage to the reputation of the School. The School expects students to avoid all such types of behaviors. In addition, the School regards any behavior prejudicial to the best interests of the School, its students and/or its employees, whether at School or elsewhere, as sufficient grounds for disciplinary action.

Any violation of the following guidelines and expectations for behavior may result in disciplinary action.

Assembly Conduct

During assemblies, students will sit in their assigned seats and be courteous and respectful to participants and/or spectators. Students may not bring work or engage in activities that are considered rude. Backpacks must remain outside and no food or drink may be brought into the auditorium. Students making presentations at assemblies will follow generally accepted standards of good taste. Students entering or exiting the auditoriums while an assembly is in process must use the designated doors. Any cell phones permitted by the students' Division Office are to be silenced.

Behavior in School Walkways/Library

Students may not run, play games, throw objects including balls, or engage in any other disruptive or physical behaviors in the School's walkways, libraries, or common areas such as the main quad. Bicycles, skateboards, roller blades and roller skates are not to be used in the corridors of the School. Students are expected to be respectful and cooperative with instruction from the faculty, staff and proctors and follow the library

guidelines as set forth by School. While collaborating on academic matters, students should speak in a reasonable volume while in the library, and no food is permitted.

Changing for Physical Education

Students must use designated rooms when changing clothes for any athletic activity—either during or after the academic day.

Criminal Activities

A student engaging in conduct that is defined under law as a civil infraction, a misdemeanor or a felony (whether charged by law enforcement or not) is grounds for expulsion. It is the responsibility of the student and/or student's family to report the conduct to the student's respective division. Failure to report the conduct, even if a disposition has not been reached, may be grounds for additional disciplinary consequences. Violations of law that occur off-campus at any time will be subject to review under school rules. In the case of offenses that occur at the end of the school year or over the summer, the school may require punishments to be served during the summer or when school resumes. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the head of school and the division head.

Destructive Acts

Students should act according to the values of respect for self, person and property. Any destructive actions, including but not limited to causing damage to property, stealing property, harming oneself or others, setting fires, similar conduct is prohibited and may result in disciplinary action.

Dining Hall and Lunch Behavior

Student behavior is to be appropriate to an eating facility. Boisterous talk, running and throwing items are considered inappropriate and may result in disciplinary action. Before students leave the dining hall or other lunch areas, all tables should be clean, trash should be picked up and thrown away and chairs should be pushed in. Lower and Middle School students are permitted in the dining hall only during their lunch period.

Displays of Affection/Inappropriate Student Interaction

Displays of affection between students are considered inappropriate and unacceptable within the School environment at all times, including School events that are scheduled outside the academic day.

In addition, any type of sexual conduct on campus, on School buses or at School-related events, activities and/or during school sponsored trips, is prohibited.

Any unwanted or offensive sexual conduct occurring on School property or at a School event must be immediately reported to the President and/or the School's General Counsel in accordance with the Harassment and Bullying Policy and/or the Sexual Misconduct Policy.

Fighting/Inappropriate Physical Activity

Any inappropriate physical interaction including but not limited to fighting, pushing, hitting, tripping, physical horseplay or roughhousing of any kind is prohibited and may lead to disciplinary action for all of the students involved. Any intentional physical contact that may lead to the escalation of aggressive behaviors or repeated contact of an otherwise non-aggressive nature may lead to disciplinary action. Physical activity that becomes overly aggressive, even if initiated in a game, may rise to the level of behavior necessitating disciplinary consequences.

Gambling and Dishonesty

All forms of dishonesty, gambling, lying, cheating and acts of evasiveness are unacceptable. Students engaging in such behaviors on campus or while representing the School may be subject to disciplinary action.

Harassment/Bullying

The School is dedicated to fostering an environment that promotes kindness and acceptance, and embraces differences among individuals. The School does not tolerate any type of harassment or bullying. Any language reflecting or constituting harassment, slander or micro-aggressions (public or private) by any member of the Pine Crest community is not acceptable and violates this policy.

Harassment includes, but is not limited to, slurs, jokes and other verbal, graphic or offensive conduct relating to race, religion, color, creed, ethnicity, national origin, gender, gender identity, sex, sexual orientation, body image, socioeconomic status, disability or

any other language that targets individuals or groups. Examples of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to: offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.). Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Harassment also includes unwanted or offensive sexual conduct, which includes, but is not limited to, engaging in offensive touching; coercing sexual activity; taking, sending, or posting pictures without consent; spreading lies or information about another person's sexual activity; and making lewd, intimidating or suggestive remarks or gestures (even in jest) of a sexual nature or related to a person's body, sexual orientation or gender identity. Examples of sexual harassment include, but are not limited to: demanding sexual favors; requests for pictures of a sexual nature; taking, sending, or posting images of a sexual nature without consent; spreading lies or information about another individual's sexual activity; "flashing" or "mooning"; coercing sexual activity by threat of punishment or offer of reward; obscene or sexually suggestive graffiti; displaying or sending pornographic pictures or objects; offensive touching, pinching, grabbing, kissing or hugging; restraining someone's movement in a sexual way; sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body; intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out physically (including, but not limited to, hitting, kicking, pushing), verbally (including, but not limited to, calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically (sometimes called "cyberbullying," including, but not limited to, posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (including, but not limited to, harming or threatening to harm relationships or acceptance, friendship or group inclusion) or emotional aggression (including, but not limited to, teasing, threatening, intimidating others).

Any of this conduct, whether on or off campus, online, on a School bus or at a School-related or community event can create an undesirable and uncomfortable School environment and may result in an investigation and disciplinary action.

The School also prohibits cyberbullying (any activity that occurs online, including without limitation, posting on social media sites, chat rooms, message boards or websites, or creating websites, text messaging, emailing or using camera phones or other forms of technology to engage in harassment or bullying). Any social media content posted, approved, managed or "liked" by a Pine Crest student that characterizes another member of the School community in an offensive or threatening way or is perceived as a threat to a Pine Crest student, the School or a member of the School community may result in disciplinary action, up to or including expulsion.

In addition, the creation, distribution, or threat to distribute sexual or intimate images of any student without consent, including images that have been digitally altered or created (e.g., deepfakes, AI, other technologies), is strictly prohibited and will be treated as a serious offense equivalent to sexual harassment or abuse.

All students and other community members share responsibility for keeping the School environment and community free from harassment and bullying. Students must immediately report incidents of harassment or bullying to the Division Head or other administrator in the Division Office. To the extent any such incidents involve sexual or gender-based harassment or discrimination and/or any kind of unwanted or offensive sexual conduct, students should report them directly to the President or the General Counsel. Delays in reporting may compromise the School's ability to appropriately investigate.

When the School administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation or cause an investigation to occur. Any student found to have violated this policy on or off campus may be subject to disciplinary action, up to and including dismissal from School for serious violations, even in the case of a single expression, act or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable.

No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying. Retaliation for reporting harassment or bullying or for participating in an investigation for harassment or bullying may also result in disciplinary action and should be reported.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact the division office or school counselor and ask.

The School prohibits all forms of hazing. Hazing refers to any activity expected of a student in order to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment or ridicule to the student, regardless of the student's willingness to participate. If a student thinks a particular activity could possibly be hazing, the student should contact the Division Head or other administrator in the Division Office.

Students violate this policy whenever they engage, assist or attempt to engage or assist in the planning or committing of any hazing activity, whether on or off School property.

Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the Division Head or other administrator in the Division Office. The failure to make such a report is also a violation of this policy.

When the Administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will

be subject to disciplinary action, up to and including dismissal from School. No adverse action will be taken against any person who makes a good faith report of hazing activity.

iLabs

Working in the iLab is a privilege that comes with responsibility. This project-based environment engages students in using power tools, hand tools, machinery, and specialized equipment to design and build innovative projects. To support a safe and successful experience for all students, every participant must understand and follow all safety procedures at all times. Students may be asked to execute a safety pledge confirming an acknowledgement and understanding of these policies.

Illegal, Unlawful and Other Prohibited Items

The School prohibits the possession, use, display, sale, distribution or exchange of any illegal or unlawful item or other item that, in the School's sole discretion, is inappropriate for a school community and/or could threaten the safety of the community. Such prohibited items include but are not limited to, alcohol, illicit drugs, drug paraphernalia, prescription medications, e-cigarettes, vaping paraphernalia, weapons, items that look like weapons, explosives, fireworks and defensive sprays.

In addition, students may not use in classrooms items that are not normally used there, without express permission (including food, drinks, cell phones, cameras, audio and video recorders, sports equipment, any prohibited electronics or laser pointers).
Any violation of this policy may subject students to disciplinary action, up to and including expulsion. Moreover, any item prohibited by this policy may be confiscated and, if the School deems appropriate, turned over to law enforcement.

Language

Inappropriate language and gestures (including name-calling, foul language, language reflecting bigotry and obscene gestures) will not be tolerated on campus, online or at School-sponsored activities and may result in disciplinary action.

Liability

The School does not assume or accept responsibility for loss or damage to personal property.

Maintaining a Positive School Environment

Pine Crest is committed to maintaining a school environment dedicated to the development of character and the advancement of learning where every student can develop the skills and confidence necessary to participate effectively in a vibrant community of ideas, both in and out of the classroom.

To this end, we offer many age-appropriate opportunities for students to express themselves and exchange ideas with their teachers and peers. The ability to discuss and debate the merits of competing ideas does not, of course, mean that students may say whatever they wish, wherever or whenever they wish. For this reason, we have various programs that are designed to help students understand the impact of their words on others.

All student conduct (including verbal and nonverbal speech) should be consistent with the School's mission and core values, and must not disrupt the educational environment or violate any policy in the Student Handbook. In essence, students' speech and actions do not disrupt learning or infringe upon the rights and interests of other community members.

As members of the School community, students should:

- respect everyone's right to hold individual views;
- approach social, religious, and political conversations with a willingness to listen to ideas that differ from our own; and
- ground discussions in reason and respect for others.

The following is a non-exhaustive list of prohibited items, behaviors and activities:

- threats, violence or weapons of any kind;
- clothing, signs or items with political or other messages that may be disruptive to the environment or offensive to others;
- vandalism, including littering and damaging/defacing School or community property;
- inappropriate social media posts; and
- any other items, behaviors or activities deemed to disrupt the environment, violate our rules, pose safety concerns, or otherwise undermine the best interests of the School and/or its students, employees, families or guests.

We expect students to comply with School standards and rules at all times. Students should be considerate and show respect toward other members of the community,

School property and the property of others. Any conduct that the School deems to breach our values or policies may result in disciplinary action. We appreciate and expect our families' partnership and cooperation in promoting positive and appropriate student behavior.

Off-Campus Behavior

The school does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the school reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at school, impacts other students' or employees' ability to be comfortable at school, compromises the welfare of other students, or damages the reputation of the school.

The policies and standards apply at all times a student is enrolled in the school, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a school-sponsored event on or off campus; any time a student is officially representing the school; any time a student is traveling on behalf of the school; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the school regards any behavior prejudicial to the best interests of the school, its students, and its employees whether at school or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.
The school's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this handbook should not be read as an all-inclusive description of the school's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these school values may result in disciplinary action. Students are expected to comply with school standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of school standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the school community.

The School will take disciplinary action against any behavior that harms the School, its students, or its employees, whether at School or elsewhere, as sufficient grounds for disciplinary action.

Pornography

The possession, viewing or distribution of pornography on campus (or attempt to do any of the foregoing), in either electronic or hard copy form, is a violation of School rules. Students who violate this rule are subject to disciplinary action, up to and including expulsion. The School reserves the right to determine what material is pornographic.

School Work

All student work must be School-appropriate. For example, when making a video, recording or presentation, writing a report or working on any project-based assignments, students must meet the School's expectations. Our expectations include using technology and AI in ways that are consistent with the School's policies (e.g., no "deep fakes" or "cheap fakes") and refraining from making inappropriate references or innuendoes relating to sexual issues, drugs, alcohol, violence, cigarettes or similar inappropriate topics. Additionally, all such student work must comply with School rules on harassment, bullying, language usage and discrimination, including, but not limited to, ridiculing others for any reason including gender, disability, religion, ethnicity, national origin, race, gender identity or sexual orientation at any time.

Sexting

"Sexting" is the term used to describe the sharing of photos or videos of persons (themselves or other individuals regardless of age) engaging in sexually-related behavior or touching of private body parts under or over clothes, or of persons partially or wholly nude, typically with private body areas uncovered, through any form of electronic distribution, including, but not limited to, text messages, email, social media posts or similar methods of internet distribution. Students are prohibited from engaging in sexting, whether over the School's systems or using their own electronic devices (phones, iPads, laptops, etc.), regardless of where the student was when the sexting occurred. Any student receiving such a photo or video must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and may result in disciplinary action and/or reporting of the incident to law enforcement. The School will comply with all State and local laws regarding sexting.

Theft

A student who takes any item that does not belong to them without explicit permission is considered in violation of Pine Crest expectations and may face disciplinary action, up to and including expulsion. Students having possession or knowledge of missing items that do not belong to them should immediately report this information to the administration.

Threatening Behavior and Weapons

Whether made in person, verbally, written, or electronically, the School will not tolerate any threats or attempts by a student to harm themselves, another student, employee, individual or the School, whether made on or off School campus or online, and even when made in jest. Parents will be required to immediately pick up the student making the threat and the student will not be permitted to return to School until the School permits, if at all. The School may impose such disciplinary action that it deems appropriate under the circumstances, up to and including expulsion.

In addition, subject to the School's sole discretion, the School may require that the following conditions be met in order for the School to consider returning the student to School:

- A psychological assessment of the student is completed by a School-approved mental health professional who meets the School's articulated criteria and who is not a member of the student's family or household;
- Documentation is provided to School on professional letterhead stating that the student is no longer a substantial threat of harm to themselves or others, and signed by the professional; and
- The student and family have conferred with the Division Head to review the documentation, outline a transition plan, and determine whether the student may return to School. Students should refrain from attending classes and School related activities, on and off campus, until the School completes the review. The process of determining whether the student may return to School will take a minimum of one business day from receipt of the required documentation.

Students are prohibited from possessing at School (including, but not limited to, parking lots, athletic fields or anywhere on campus), on a School bus, or at any School-sponsored events, any type of ammunition, weapon (whether operable or not and whether licensed or not) or item that in the School's discretion resembles a weapon (including, but not limited to, toy weapons and martial arts training materials such as a balisong or nunchucks). This prohibition includes, but is not limited to, all types of knives (including

pocket knives), guns (all types), tasers, pepper spray, bows, arrows, fireworks/firecrackers, defensive sprays, matches/lighters, smoke bombs, stink bombs, any type of explosive devices and other similar items. Any such item may be confiscated and, if appropriate, reported and turned over to law enforcement.

The possession, use, or display of any weapon or item resembling a weapon or any other item used or displayed by a student in a threatening way may also result in disciplinary action, up to and including dismissal from the School. Any pictorial depictions of weapons, or verbal or written comments that the Administration determines in its discretion to appear to be threatening in nature or any behavior that is threatening, may also result in disciplinary action, up to and including, expulsion, as well as consequences imposed by state authorities. Students may also be subject to discipline for engaging in any off-campus behavior in violation of the above provisions.

All members of our community are required to immediately report any comment, posting, text or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee, or the School. If there is any communication or behavior of concern, report it to the Division Head or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may also be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs and other organizations in which the student participates. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the School (including, but not limited to, access to weapons, mental health information, family situation) and/or the outcome of any investigations. The student's transcript or report card may also note the threat or act.

Truancy

Students are truant if they are absent from School without the permission of a parent or guardian, or leave the School without authorization once they have reported for classes. If a student does not report to the correct location, class, activity or program at the

appropriate time without approval from the Office, even if they remain on campus, they may be also considered truant. In case of truancy, the parent or guardian will be notified immediately and disciplinary action may be imposed.

Unlawful Activities

A student engaging in conduct that is defined as unlawful, whether a misdemeanor, felony or non-criminal/civil offense (whether charged by law enforcement or not) is grounds for disciplinary action, up to and including expulsion. It is the responsibility of the student and/or student's family to report the conduct to the student's respective division. Failure to report the conduct, even if a disposition has not been reached, may be grounds for additional disciplinary consequences. In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

Violations of law that occur on campus or off campus during the School day will be subject to review under School rules. Violations of law that occur after the School day may also be subject to review under School rules.

In the case of offenses that occur at the end of the School year, the School may require disciplinary action to be carried out during the summer or in the next School year. Transcripts and other reports pertaining to the student's academic standing may be withheld until the completion of the assigned punishment.

Valuables and Money

Students should not bring valuables or large amounts of money to School. Students are also prohibited from selling items or services on campus.

DRUG AND ALCOHOL POLICY

General

Students are prohibited from using, consuming, delivering, exchanging, selling, purchasing, possessing or having in their system, any alcoholic beverages, drugs, mind-altering substances (including synthetic salts or other substances) or other intoxicants of any kind when on or near School property, in School vehicles or at School-sponsored activities, or in ways that negatively impact the School community. Students also may not possess drug or vaping paraphernalia when on or near School property, in School vehicles or at School-sponsored activities. "Mind-altering substances"

include but are not limited to any type of substance ingested, snorted, smoked or inserted into one's body that may affect the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription), products containing hemp or hemp extracts, CBD products, over-the-counter salts, spices, vapors, incense, oils or other similar items. Off-premises possession, use, sale or purchase of alcohol and other mind-altering substances is also prohibited.

Screening/Testing

Students may be required to submit to urinalysis or hair analysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations: (a) when a student is suspected of using, consuming, delivering, exchanging, selling, purchasing, possessing or having in their system, any alcoholic beverages, drugs, mind-altering substances or other intoxicants of any kind or of abusing prescribed medicine when on or near School property, in School vehicles or at School-related activities; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract; or (e) when in the company of others who the school believes to be in violation of this policy. Parents will be notified when students are required to undergo testing.

Students present on campus and/or involved in a School-related activity or event on or off campus who choose to remain in the company of another person who is using, consuming, delivering, exchanging, selling, purchasing, possessing or having in their system any alcoholic beverages, drugs, mild-altering substances or other intoxicants or abusing prescribed medicine may also be in violation of this policy and subject to drug testing and other consequences including disciplinary action unless it is clear to the administration that the student is intervening to prevent a problem, to assist the person in difficulty or to get adult assistance.

Students will be separated from each other and electronic devices (e.g., cell phones and computers) may not be used while the School is investigating such incidents.

Events or Parties Off Campus: We expect parents to support the School's drug and alcohol policy by refraining from providing alcohol or drugs for our students at their homes or at other social functions. We also expect that parents will adequately supervise any such parties or events at their homes. When parents allow or encourage underage

children to drink or use drugs, they put those children and themselves at risk. Such behavior may also impact the student's or family's enrollment with the School.

Consequences

The presence of any alcohol or other intoxicants or mind-altering substances in the body is a violation of this policy regardless of when ingestion occurred. Students and parents acknowledge that because of the serious nature of the use of drugs, alcohol, mild-altering substances and/or other intoxicants, a positive test, indication of usage, refusal to test or other evidence of policy violation may result in the student's expulsion from School, or any other or different consequences the School deems appropriate. The refusal of a student (directly or through a parent or guardian) to undergo testing or to cooperate fully with any of these tests, or the submission of a sample which has been tampered with, fraudulently submitted or diluted, is considered a positive result and may result in automatic expulsion or other disciplinary action, including random re-testing at any time during the remainder of the School year and a part of the following School year if the Administration deems that necessary, or such other or different consequence as the School deems appropriate.

The School reserves the right to impose any one or combination of the following additional consequences, or such other consequences it sees fit under the circumstances:

- probation, suspension, or expulsion from School;
- imposition of another disciplinary consequence;
- referral of the matter to law enforcement;
- engagement of a professional counselor approved by the Administration;
- removal from all elected or appointed positions of leadership in the School;
- required consent to random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School Administration; and/or
- successful completion of a drug treatment program.

Prescription Medications

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs (including the sharing of prescription medication with others) is prohibited and may result in disciplinary action.

Students who are taking prescription drugs or any non-prescription drugs such as over-the-counter supplements, vitamins or aids that could affect their ability to function in a safe and efficient manner must notify an administrator in the Division Office or the School nurse of this fact when they report to School. Students may not carry medication or self-administer without the Health Office's explicit approval.

Any student who is aware of others who are taking prescription medications inappropriately must notify the Division Office.

Smoking/Tobacco Products/Vaping Devices

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on school property, buses or other school vehicles, adjacent properties, and school-sponsored activities, including, without limitation, field trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the school's Drugs and Alcohol Policy and reportable to law enforcement.

Requests for Assistance

If a student and/or family recognize an ongoing problem with alcohol, tobacco or drugs and initiate a meeting with the Division Head or other administrator in the Division Office prior to an observable or reported infraction, and the student volunteers to undergo professional evaluation approved by the Administration and to undergo treatment if recommended, the School will do all that is reasonable and appropriate to help such a student and family.

OTHER POLICIES

Campus Use Policy

Parents are advised that they are expected to leave students on the campus only for the School day, and for specific extracurricular and co-curricular activities. The School does not accept responsibility for supervision of its students outside the specific times of the

established School day including students who arrive early or remain on campus after the School day ends.

Any violation of the foregoing Other Policies may result in disciplinary action or other consequences.

Inspection and Investigation Policy

The School will investigate reports that are received as deemed necessary to remain in alignment with the expectations set forth in this Handbook.

The School will typically investigate issues and question students without a parent's presence. Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

Parents and students authorize the School to inspect and conduct a search of any place or item on campus, on a School bus or at a School-related event, including, but not limited to, a student's clothing, cubicle, book-bag, backpack, camera, computer, electronic device, locker, phone, purse, pockets, shoes and vehicle. Students may also be required to empty pockets and remove outer layers of clothing for inspection.
Inspections and searches may be conducted on a routine, periodic and/or random basis or as deemed necessary in the School's discretion without consultation with or permission for parents.

Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator or if on a field trip or other away from campus activity, the trip or activity leader. Inspection of all electronic devices includes laptops, phones, cameras and any other electronics, including the contents of same (e.g., texts, emails, photos, images, address books, applications, etc.), whether such message(s) or information was sent using the School's system or a personal account such as social media or communicative platforms,. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications.

Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, inappropriate and/or the possession of which is in violation of School's rules,

community standards, and/or local, state or federal law. If a student or parent interferes with, fails to cooperate with, or otherwise impedes an inspection by the School, the student will be subject to disciplinary consequences up to and including immediate dismissal.

Students are also expected to report known violations of a School policy or expectation. When making any report or participating in any investigation, students must provide truthful and accurate information. Providing false reports, failing to bring violations to the attention of the Division Head and/or otherwise failing to cooperate with an investigation may be cause for disciplinary action.

If a student or parent fails to cooperate with, refuses to participate in, tampers with information pertaining to (e.g., by deleting data from electronic devices), interferes with or otherwise impedes any stage of an investigation or is unable to participate or cooperate for whatever reason, including without limitation, pending criminal charges, the School reserves the right to act, including proceeding without a statement from the student. The student and/or family may also be subject to disciplinary consequences up to and including immediate dismissal of the student or separation of the family.

Students who impede a School investigation, including but not limited to, by being dishonest or misleading or omitting relevant information in the course of the investigation; refusing to cooperate with the School; refusing to turn over any items requested in the course of an investigation; and/or wiping content from their phones, computers or other electronic devices, may be subject to discipline.

Like students, parents are also expected to cooperate in investigations and adhere to the expectations outlined herein. Parents may not be notified of conversations with students, the commencement of an investigation or the on-going progress of an investigation. The School will move forward with seeking information it deems necessary to resolve concerns as it sees fit, including by accessing student computers, personal devices, lockers and bags on campus.

A withdrawal from the School during the pendency of the investigation does not preclude the School from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation, which may be shared with other schools, colleges and universities, as well as the NCAA, if applicable.

Bathroom and Locker Room Policy

The School must comply with the Safety in Private Spaces Act under Florida law. This means that students must use either a bathroom or changing facility designated for use by a single occupant of any gender, or alternatively, a gender-designated bathroom or locker room that corresponds with their biological sex at birth. Any student who willfully enters a School bathroom or locker room/changing facility specifically designated for the opposite sex (as defined under the law) and refuses to depart when asked to do so by School personnel will be subject to disciplinary consequences unless a statutory exception applies. This Handbook provision is required by law to be incorporated as part of the School's code of conduct.

Overnight Room Assignment Field Trip Policy

Students may not share a room on overnight trips with any individual who is of the opposite sex (as defined under the law). Students may only share a room with individuals sharing the same biological sex at birth.

Student Records Policy

All tuition and fees must be paid in full and a Pine Crest School Release Form signed prior to the release of School records. Library books, textbooks and School property such as technology devices owned by the School and athletic and fine arts equipment must be returned or paid in full, if lost. Records will not be released until all financial obligations to the School have been satisfied. The School will release basic records upon receipt of the signed Release of Records Request. Basic records include: transcript, report card, standardized test scores, health/immunization. Parents who wish to have supplemental records (i.e. official discipline or official attendance reports) shared will be asked to sign a Release of Records and Waiver. Unofficial or internal notes will not be shared, regardless of the presence of a signed waiver. Note that all records belong solely to the School and not to the Student and/or Family. It is in the School's sole discretion as to the release of records.

The School must rely upon the correctness and completeness of parental information when the student is enrolled. The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). It is the responsibility of the parent to ensure that the School has the most current documentation. In situations of divorced or

separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the Division Office with an effective court order specifically restricting the other parent from receiving such information. In these instances, parents are under an ongoing obligation to provide the School with new or subsequent orders, promptly upon issuance.

The Division Office should be notified immediately regarding any change in the family's street address or telephone numbers (e.g., home, work, cell). In addition, if there is a change in doctor or emergency contacts, this information should also be communicated to the Division Office.

Transcripts for students applying to colleges or transferring to other high schools are normally mailed within two weeks after the request is received or by the college/program deadline, whichever is later. Records will not be released until all financial obligations to the School are satisfied. Library books, textbooks and School property must be returned or paid in full if lost.

SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES

Social media encompasses a broad array of online activity including social networks such as Facebook, X, Instagram, Snapchat, TikTok, video and/or other blogs, and other similar online or internet communications. Violation of the following policies may result in disciplinary action and/or loss of computer or internet privileges. Students who impede a School investigation for any violation of this policy, including by wiping content from their phones, computers or other electronic devices, may also be subject to discipline/loss of privileges.

Use on School Property or a School-Related Event

We do not permit students to access social media and/or social networking sites while on school property or at a school-related event, unless such use is on a school social media platform or school sanctioned site and the use is for school related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on school property or at a school-related event, you should understand that your activities are in violation of school policy and may result in disciplinary action.

Use Away from School Property

It is not the School's intent to regulate a student's personal online activities when not on School property or at a School-related event. However, because certain activities may impact a student's relationships with the School, other students or School employees, the School reserves the right to regulate students' online activities away from School, as the School in its discretion deems appropriate, particularly when it impacts the School community and School environment. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate those policies, on or off campus.

For example, students should ensure that none of their online activities violate any School policies regarding bullying or harassment or other similar policies pertaining to how students are expected to interact with each other, faculty and other School personnel. If at any time students post or say something online that makes another individual feel uncomfortable, that activity may result in an investigation and disciplinary action, regardless of whether it occurred while the student was away from School.
Students should also be aware that the School may periodically monitor online activity and may determine that a student's online or off-campus behavior violates School rules, including by making disparaging or negative comments about the School, administration, other students, faculty members, or other individuals, in a manner that is disruptive to the School's educational mission or activities.

Students should not "friend" any individual faculty, staff, member of the Administration or other School employee on any social media platforms. Any violation of this prohibition must be reported to the Administration immediately and may result in disciplinary action.
In addition, postings on social networking or other internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, sexting, etc.) is prohibited and may result in disciplinary action. The posting or sharing of sexually suggestive or explicit photographs or videos is considered "sexting" and is likewise prohibited and may result in disciplinary action. Any student in possession of or with knowledge of inappropriate behaviors, language or pictures may be subject to disciplinary action. Students are expected to cooperate fully in all School investigations, including by providing access to any sites requested by the School.

Students are not permitted to use the School's name, logo, trademark or service mark, including, but not limited to, in online activities. Students also are not permitted to post

any inappropriate photographs of the School, its locations, activities, students, parents, faculty or activities related to any employee.

Students are likewise prohibited from creating websites, documents, social networking profiles or any medium that could be used to rate teachers, discuss aspects of the School or otherwise disclose information online that the School would find unsafe, offensive or inappropriate.

Students may not create or use online accounts, imposter accounts or fraudulent accounts, nor may they create names that impersonate other members of the School community or that violate the expectations for student conduct, including, but not limited to, through the use of AI. Students may not create “cheap fake,” “deep fake” or other inappropriate digitally altered images, videos, voice recordings or content. Students are not permitted to disclose any confidential information about the School, its employees, students, parents or activities.

Engaging in these activities constitutes a serious violation of our social media expectations and may result in disciplinary consequences, up to and including expulsion.

Online Identity

Students are responsible for any of their online activity conducted with a School email address, and/or which can be traced back to the School’s domain and/or which uses School assets.

Information that students publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

Social/Political Issues

As a school, Pine Crest remains politically neutral. Students and parents who identify themselves as members of the Pine Crest community on their personal social media account(s) should exercise appropriate discretion when engaging in political or social actions or commentary reflecting personal views. This applies to sharing social media posts, tagging the School’s social media accounts or when making any references to our School or programs. Political messages associated with or made on behalf of the School are not authorized, whether on a School-affiliated or personal account, and reports of speech, posts or actions disrupting the educational environment will be investigated.

Students and parents must be moderate and professional when sharing social media posts, tagging the School's social media accounts, or when making any references to our School or programs.

Creation of Social Media Accounts

Any School-affiliated groups, clubs, organizations, etc. are not permitted to create a social media account without written consent from the Vice President of Marketing Communications. Creation of an unauthorized social media account with the likeness and image of Pine Crest School or of the school community without prior consent may result in a disciplinary consequence.

School's Right to Inspect

Consistent with what is provided throughout, the School reserves the right to (and parents and students consent to have the School) inspect a student's computer, electronic devices and all electronic data and usage occurring over the School's network or on School property without prior notice as it deems necessary. The School may inspect student accounts and messages on all devices at School. Students should not assume that any messages or materials on their computer or other personal electronic devices brought to School, or on the School's systems, are private. The School also reserves the right to assess information in the public domain on the internet. Any violation of the foregoing social media and social networking policies may result in disciplinary action.

DRESS CODE

The School seeks to maintain the standards of dress and appearance during the academic day appropriate to serious academic pursuits. The School uniform encourages pride in self, concern for others and pride in School. Students may not wear clothing with any type of social or political message.

Lands' End School Uniforms currently serves as Pine Crest's preferred uniform vendor. All new items of clothing must be purchased from Lands' End School Uniforms here.

Students are also welcome to reuse any previously-purchased uniform items that remain in good condition and comply with current guidelines, or to purchase gently-used uniforms in the "Twice But Nice" store (Boca Raton), the "Cub Closet" (Fort Lauderdale/Lower School), or the "Panther Closet" (Fort Lauderdale/Middle and Upper School). In addition, spirit items may be purchased in one of the Pine Crest Campus

Stores located on campus, or may be supplied by a Pine Crest club, team or class board. Please contact the Division Office for questions about uniforms or when spirit items may be worn to School.

Each Division (Lower, Middle and Upper School) will publish other division-specific policies related to dress code.

CAMPUS FACILITIES, PROPERTY, AND EQUIPMENT GUIDELINES

The School facilities and properties exist to promote a positive environment that facilitates learning and a sense of community. Failure to adhere to these guidelines may result in disciplinary action.

Campus Area Restrictions

Lower and Middle School

All students must stay within the confines of the School campus during the day due to safety requirements. On the Fort Lauderdale Campus, Lower and Middle School students are not allowed on Friedt Campus (West Campus) unless they are involved in a scheduled class or scheduled athletic activity.

Middle School students are not allowed to be in any Lower School area, particularly the playgrounds, without specific permission.

Upper School

All students must stay within the confines of the Upper School campus during the day due to safety requirements. Upper School students are not allowed to be in any Lower or Middle School area, particularly the playgrounds, without specific permission. Upper School students are not allowed on Friedt Campus (West Campus) or the area surrounding the lake, unless they are involved in a scheduled class or athletic activity, or are accessing the campus from their parked vehicle. Use of School facilities and property during out-of-School hours requires special permission from the Upper School Head and must be under the direct supervision of a staff member. Failure to adhere to these guidelines may result in disciplinary action. Students are not permitted to climb structures or trees, nor are they permitted to hang hammocks or other devices to suspend above the ground. Students must maintain appropriate behavior in the outdoor areas, including the quad, and must refrain from engaging in behavior that is disruptive to the administrative offices and classrooms.

Presence of Students on Campus and at Events

Students may be on the campus only for the School day and for specific after-school activities. The School does not accept responsibility for supervision of its students outside the specific times of the established School day. All students must leave campus at the conclusion of the activity/function. In order to minimize interruptions to the School day, outside visitors (including students from other schools), other than admission candidates, are not permitted on campus without specific permission from the Division Office.

Clean Campus

Students observed littering or failing to clean up items may be subject to disciplinary action. Students are responsible for the inside and outside condition of their lockers. The cleanliness of bathrooms, locker rooms, Student Union, dining lounges and corridors is the responsibility of the users.

Students are expected to clean up after themselves before transitioning to their next class or going from one area to another. This may include but is not limited to picking up and throwing away all garbage, pushing chairs under tables, returning the furniture to its original location, putting away games and game equipment, throwing away lunch trash and returning dishes to the appropriate location.

Damage to Personal Property

The School will not assume or accept liability or responsibility for loss or damage to possessions. Students should not bring any unapproved devices to School; students or parents should check with the Division Office if they are unclear about whether a device is permitted. Students who damage the personal property of another may be held responsible for damages caused and may face disciplinary action.

Lockers (Boca Middle School)

Boca Middle School students may be assigned a locker with a School-supplied lock, which must be kept neat and locked. Students may not bring and use their own lock, and lockers may not be shared. Students must keep the area around their lockers neat and clean. No food or drink should be left in the lockers. It is the student's responsibility to keep the locker locked and to store all valuables (including laptops) inside the locker. Students are strongly encouraged to place their computers/books in their lockers and not to leave valuables anywhere on campus.

The School assumes no financial responsibility for items taken from lockers or left unattended on the campus. Lockers may be inspected by the School without prior notice or consent.

The lockers are capable of holding computers as well as books. When lockers are available, computers and valuables should not be left anywhere on campus unattended. It is strongly suggested that students put all valuable items in their lockers.

All lockers are to be emptied by the last day of School. Any items or books left after that time will be given away or discarded. Students are expected to leave their lock (unlocked) inside a clean, empty locker before leaving campus on their last day of school before summer vacation.

Sports and PE equipment should be stored in lockers provided in the athletic locker rooms and in other designated locations. PE and sports bags should not be left under or over students' lockers.

Animals Prohibited on Campus

Due to concerns about the health, safety and welfare of people in the School community, no animals, except service animals, are allowed on School property or at School-related events without the express, written permission of the President, Division Head or the President's designee.

This means that such animals may not be brought onto School property for any reason (even if the animal remains on a leash), including drop off, pick up, parties, games and activities, and may not be brought to School-related events on or off campus.

Food and Drink

No food is allowed in the auditoriums, classrooms, library, gym or fitness center unless pre-arranged with the teacher. Chewing gum is not allowed on campus at any time.

Luggage, Rolling Backpacks or Other Carriers with Wheels

Luggage, wheeled/rolling backpacks and other carriers with wheels are not permitted on campus except under special, pre-arranged and/or documented circumstances.

Phone/Fax Regulations

Office phones may be used only with permission. The School's fax machines are for business purposes only and cannot be used to send or receive personal communication.

Possession or Use of Keys and Codes

Unauthorized possession or use of School keys or codes is strictly prohibited.

Swimming Pool Conduct

Students are not permitted to use the swimming pools at any time without authorization and supervision. Throwing or pushing persons into the pool is prohibited and may result in disciplinary action.

Use of Facilities After Regular School Hours

Use of School facilities and property during out-of-School hours requires special permission from the appropriate Division Head and must be under the direct supervision of a staff member.

Vandalism

Students who intentionally disfigure or otherwise damage School property or equipment are subject to disciplinary action and may be charged for repairing or replacing the damaged property.

FIELD TRIPS

Participation in school-sponsored field trips—whether day trips or overnight excursions—requires the timely completion and submission of all required documentation by a parent or guardian. This includes, but is not limited to, permission slips, emergency contact forms, transportation forms (when applicable), and medical authorization forms. Parents are also responsible for ensuring that any necessary medications are properly documented, approved, and submitted to the Health Office in advance of the trip. Students may not attend a field trip unless all required forms and medical documentation are on file. Medical clearance from a Florida Physician may be required for Students with any known injury or condition. All School rules, behavioral expectations, and codes of conduct remain in full effect while off campus. Students are expected to represent Pine Crest School in a respectful and responsible manner at all times.

TECHNOLOGY

Computers and Technology

Lower School students may only use School-issued devices to access teacher-approved websites and online resources to fulfill School assignments. Each Upper and Middle School student is required to own and bring to classes each day a working, School-approved, laptop computer, properly configured by the Pine Crest Technology department for use on the School's network. Specific system information is available in the Pine Crest Laptop Guide, available at www.pinecrest.edu/laptops.

Students may not access or attempt to access inappropriate websites, chat rooms, message boards, social networking sites or generative AI that are not school approved. Any unacceptable use of the internet may be deemed a violation of the Honor Code as well as the School's Acceptable Use Policy and may result in disciplinary consequences. The School reserves the right to search the laptop at any time at its discretion.

Acceptable Use Policy (AUP)

All persons using the School's computers, the School's computer network and systems, personal computers, or other electronic devices (e.g. cell phones, smart phones, PDAs, tablets, smart watches or other wearable technology) on School property, at a School-related event, or over the School's network are required to abide by this AUP. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. Violation of the AUP may include, but not limited to the installation of any programs or applications with the intent to circumvent the school's testing software, firewalls and/or any other programs required by School.

Students may not use wearable devices, such as smart lenses, or any technology equipped with cameras, audio or scanning features to capture or analyze community members unknowingly. This includes facial recognition, biometric scanning, or any other tool that collects data, whether intentional or not without seeking approval and clear, informed consent from individuals. All users must act in a responsible, ethical, and legal manner in accordance with the Honor Code. Computer use and access to the internet is a privilege, not a right. Violation of the following guidelines may result in the revocation of access privileges and disciplinary action, up to and including expulsion. Any abuse of this AUP may also be considered a violation of the Honor Code. Students' screens must remain fully visible and unobstructed; this includes a prohibition on all after-market privacy filters or similar devices that limit the screen's viewing angle.

Responsibilities

Faculty will supervise and provide appropriate guidance and instruction to students in the use of the School's computer resources. School staff will make the final judgment as to what is appropriate. Students are expected to demonstrate ethical behavior when using computers and network resources. All material obtained on the internet must be properly documented, including the use of generative AI. Class policies will explicitly outline what is acceptable use of AI for class assignments in each course, and students are expected to adhere to those guidelines. Generative AI is becoming increasingly prevalent across tools, and students must verify sources and question AI-generated and online content, especially before sharing it. Families are encouraged to set similar standards for technology use in the home. The exact use of computers in the class setting is at the discretion of the teacher.

Students should be extremely cautious about their digital footprint and about posting pictures and personal information on the internet and/or sharing personal information with third parties online. They should be careful not to post anything that they would not want parents, teachers and prospective colleges/employers to see. Additionally, students should not create, share, or promote AI-generated deep fakes, altered images, or other media that misrepresents, violates privacy, or causes harm to others.

Restrictions

The following are not permitted:

- Using software, personal accounts or entering personal information to bypass school sanctioned tools.
- Accessing, uploading, downloading, transmitting, displaying, distributing, or printing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or otherwise inappropriate language, pictures or depictions at any time on any computer or electronic device
- Software, applications, or devices intended to circumvent the School's security and network restrictions protocol
- Using technology, applications, software, digital, or other physical resources to engage in cheating
- Damaging computers, computer systems, networks or spreading computer "malware"
- Attempting to gain unauthorized access to computers or network systems, the use of computer hacking software or the use of pirated software

- Peer to peer (P2P) file sharing software on student laptops or any School computer
- Setting up a network server or wireless access point, using personal hotspots, providing network services, allowing others to connect to your laptop or connecting to other personal computers while at School
- Capturing or posting pictures, audio, videos or information about others without their explicit consent
- Capturing or posting inappropriate pictures, audio, videos or information of/about yourself
- Using a laptop that has not been configured by the Pine Crest School Technology Department may not be used at school.
- Creating and/or sharing fake images, cloned voices, videos, recordings or content of any other kind that impersonates other individuals
- Creating and/or submitting assignments of any kind that utilize generative AI tools outside the boundaries and guidelines established by the teacher
- Accessing personal email accounts, auction sites, gambling, games or any other inappropriate websites during class time
- Using proxy servers or mobile broadband internet connections to bypass School controls and content filters
- Using the internet in class without permission and supervision of a Pine Crest faculty member
- Any form of text or instant messaging during the school day without permission
- Violating copyrights, committing plagiarism or trespassing in another person's accounts, folders, work or files on any computers
- Using another person's computer without their permission or accessing, uploading, downloading, transmitting, displaying or distributing any material under another's account log-in name without their consent
- Violating local, state or federal statutes.
- Utilizing software and/or applications not approved for an assignment or assessment

Consequences

Consequences for violating these rules will include, without limitation, the suspension of all technology/computer privileges (except for teacher/curriculum directed computer use, which will be closely monitored). Any violation of this AUP may also be considered a disciplinary violation and/or a violation of the Honor Code and may result in further disciplinary action, up to and including expulsion.

Disclaimer

The School is not responsible for any loss of data due to faulty connections or equipment failure.

Computer, Chromebook, and iPad Care

Members of the School community will not abuse, tamper with or willfully damage any computer or other electronic equipment, use the computer/equipment for anything other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in disciplinary action and students will be held responsible for replacement or repairs. In addition, the School reserves the right to hold families responsible for the cost of replacement or repairs to school-issued electronic devices that are unintentionally damaged while issued to a student.

COPPA Information

Pine Crest is committed to protecting the privacy of our students, particularly those under the age of 13. Pine Crest uses several digital software applications and web-based services operated by third parties for educational purposes, which may require limited personal information such as a student's name and School email address. These applications include, but may not be limited to, Google Workspace, Discovery Education, Canvas, Flintk12, Brisk, online books, Canva, See Saw, Scratch, MineCraft, Kodable, Code Monkey and other similar educational programs. All School approved applications are available through the School's rostering platform (ClassLink). Students should only use apps available to them from within the ClassLink environment, as ClassLink provides an added layer of security by employing various measures including, data encryption, access controls and regular security audits to protect personal information. For more information on these protections, please refer to ClassLink's Privacy Policy: click here.

To enable our students' use of these programs and services, certain personally identifiable information—generally the student's name and School email address—may be required to be provided to the educational application or website. Please note that any personal information provided by Pine Crest is for educational purposes only and is used by the School solely to communicate with the service provider.

Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please click here.

The law permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator.

Your signature on the enrollment agreement and/or this Handbook will reflect and constitute your consent for our School to provide personally identifying information for your child, including profile/participant information (e.g. first name, last name, an email address, username and other information students add to their profile or when registering for or joining meetings, recordings or webinars on their account); contacts and calendar information; preferences and settings (e.g., microphone, audio, video and screen sharing settings); meeting/webinar content that may contain students' voices, images, messages, Q&A and/or other content shared during the meeting/webinar; product usage information; and school-related information, such as school name, class and teacher name.

If you do not want your student to participate in these programs, please notify the Division Office.

Generative Artificial Intelligence (Generative AI)

When used responsibly and under adult supervision, AI tools can support learning and help prepare students for their future. The School supports instances where AI is used to enhance student learning and encourages thoughtful exploration. Consistent with the ways their teacher instructs and approves, students can use School-approved resources to explore and experiment with generative AI as part of their coursework.

Publicly available applications driven by generative AI ("Generative AI Programs"), such as chatbots (e.g. ChatGPT, Google's Gemini, CoPilot, and Meta), search engines (e.g. Microsoft Bing) or image generators (e.g. DALL-E, Midjourney), are impressive and widely popular. This policy applies to the use of any third-party or publicly available generative AI programs to generate, modify or analyze content, including but not limited to producing answers, creating work products or performing tasks.

Our courses and curriculum may explore AI programs so students are aware of and understand these important tools. However, while these content-generating tools are important for students to be aware of and understand, there are a number of concerns associated with this new technology:

- Generative AI programs do not always produce accurate or complete information and results can include fictional people, places, facts or events;
- Generative AI can create images or other media that may be inappropriate, misleading or easily misconstrued, even if created unintentionally. Students should use caution when generative visual content and ensure it aligns with School policy;
- The information entered into generative AI programs is not confidential, is used by the generative AI programs to continue to evolve and is a potential target for hacking or other cyberattacks; and
- The results produced by these generative AI programs may not cite sources or provide accurate results; students should always verify sources to avoid the serious risk of plagiarism and to ensure accuracy.

The purpose of school is to allow students to grow, be challenged intellectually and think critically about the material they are learning. Students should not use generative AI for any activities that are illegal, fraudulent, harmful or that infringe upon the privacy or intellectual property rights of others. Students are responsible for information provided by any AI tool and should take care to verify any information, images, audio, or video that they use, being mindful of the potential for AI to inadvertently produce biased or inaccurate information. Students are also responsible for any information they share with AI and should not input personal data, individual details or sensitive information into any AI tool.

In their assignments and other school activities (including, but not limited to, homework, projects, quizzes and assessments), students must follow the School's policies regarding the use of AI and the guidelines established by their teachers, including proper use, acknowledgment and citation.

Students found to have used generative AI programs without express permission from their teacher or in violation of any School policy may be subject to disciplinary action, up to and including expulsion.

Internet Access

The School community, including students, faculty, administrators and staff have the privilege of access to the internet for School-related purposes. The School encourages students and teachers to use the internet to expand their knowledge.

Although the School provides blocking of inappropriate websites, no filtering system is foolproof. Therefore, the School expects users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity if inappropriate material is inadvertently accessed. Files are not to be downloaded to the school's local or network hard drives. Students may not activate mobile hotspots/devices and/or enable these features on their personal devices while on campus because such features interfere with the school's wireless signals and communication network. The use of proxy servers on campus is prohibited.

Although the School cannot effectively restrict the content of information obtained by students via the internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature or otherwise inappropriate or harassing is unacceptable and will be subject to disciplinary action.

Internet Safety

Students should never give out personal information of themselves or others (address, telephone number, name of School, address of School, date of birth, Social Security number, credit card number, etc.) over the internet. Students also should not meet with someone that they have contacted online without prior parental approval. Students are not permitted to video chat during school hours using their own personal device or a school device. Internet safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student. Sharing information inappropriately may result in disciplinary consequences.

Network Access and Use

Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator or to create links to the School's web page is also prohibited.

Obtaining and/or sharing another's credentials or password to access the School's network is a violation of School rules as well as a form of theft. Students and families are also prohibited from using the School directories to send mass email or mail correspondence (e.g., class-wide or school-wide communications) without prior permission of the Division Head or Vice President of Marketing Communications. The

use of School directories for any non-School purposes—including, but not limited to, solicitations and activities to promote personal, non-School business—is also prohibited.

Taking advantage of a student who inadvertently leaves a computer without logging out is likewise inappropriate. Using someone else's password or posting a message using another student's credentials is another form of dishonesty, just like plagiarism or lying, and will be treated as a disciplinary issue and Honor Code violation. Inappropriate access, modification and/or use of another student's account or work constitutes a serious breach of School rules.

Students nonetheless are expected to guard their passwords and computers. Every student is responsible for any activity done on their accounts and/or the School system under their password.

Pirated Software

The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

Privilege

Use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the internet may result in loss of the privilege and disciplinary action.

Purpose

The purpose of providing access to the internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Reporting Requirements/Discipline

Any student who accesses or attempts to access inappropriate material on the internet or receives harassing, threatening or inappropriate materials via email, text or on the internet, must immediately report the concern to the teacher who is supervising the

activity or to their Division Head so that the situation can be investigated and addressed appropriately. Any student who becomes aware of disruptive or inappropriate use of technology must report the situation to the teacher supervising the activity or the Division Office. Students who violate any aspect of these computer and systems usage policies may be subject to appropriate disciplinary action and/or loss of computer or internet privileges.

School's Right to Inspect

The School reserves the right to inspect any personal electronic devices brought onto campus, a School bus/vehicle, to a School-related event or used at or away from School for schoolwork on a regular or intermittent basis as it deems necessary, including, but not limited to, a student's computer/laptop or electronic devices as it deems necessary. In such cases, the School reserves the right to inspect the device, including all contents. In addition, all accounts and files on the School's network are considered to be the property of the School. The School reserves the right to inspect user directories, profiles, clouds and browsing history. If inappropriate materials are found during any search, the School may remove those materials and take other appropriate action if deemed necessary, including notifying parents and appropriate authorities and/or imposing disciplinary consequences, and/or loss of computer or internet privileges.

Students must provide any passwords to inspect the device and its contents upon request by a School administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Students should not assume that any messages or materials on the School's systems, their computers, or other personal electronic devices brought to School are private.

The School reserves the right to hold any user accountable for any content on any personal device, regardless of whether the content originated on or off campus. The School further reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the School's computer network or a personal device brought to campus or School event. Evidence of illegal activity may be reported or turned over to appropriate authorities.

Text Messaging, Email and Other Electronic Messages

Email should be used for academic pursuits and other School related activities. It should be clear that electronic mail, instant messaging and texts cannot be used to harass or threaten others. Students should not engage in mass messaging, forwarding of chain mails, or other disruptive emails or texting behaviors. Disruptive and inappropriate content should not be created, distributed or collected via emails, electronic platforms or text messages. The School reserves the right to check email or text messages as it deems necessary.

Email, text and other electronic messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content that the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted email could be undeleted, and students should treat electronic communication as permanent.

Students must respect the image, voice and identities of community members by refraining from using software, such as AI tools, to manipulate or misrepresent them, whether on social media, in electronic communications or otherwise.

Any person who believes that they have been harassed or threatened by any communication (e.g., an email, text or other electronic communication) should immediately report the concern to the Division Office in accordance with the School's harassment/bullying policy. Individuals who become aware of any inappropriate or disruptive content should also report the concern to the Division Office immediately.

Malware

Every effort is made by the School to keep our systems malware-free. Even with the best techniques, however, malware can be transmitted to and from any computer, including those in the computer centers. Further, students use the School's computers and systems at their own risk. Such risks may include loss of data resulting from delays, "mis-deliveries" or service interruptions, whether caused by the School's negligence or by a student's errors or omissions. All users should have contingency plans if the system is offline, and all users are responsible for backing up their own files. The School bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. The School will not be responsible for any damages or expenses students

incur while using its computers or systems or for the transmission of any malware or for damage suffered from malware.

TRANSPORTATION (BUS) RULES

The Transportation Department is dedicated to transporting students in a safe and efficient manner. To accomplish this goal, students must obey the following guidelines:

Bus Conduct

Good bus behavior is part of good School citizenship. Therefore, the same standards of classroom behavior apply to students on the bus. Students must enter and leave the bus in an orderly fashion and adhere to the expectations set forth below. Bus drivers will report misconduct to the Division Head who will address the situation.

If there is serious misbehavior, one incident may result in suspension from the bus for such period as the School deems appropriate. When a student returns from suspension, any continued misbehavior will result in permanent denial of bus service. In the School's discretion, serious first offenses may also result in permanent denial of bus service.
In addition, students may be subject to other disciplinary action, up to and including dismissal from School, for misbehavior on the bus or other failure to adhere to the School's transportation rules.

Complaint Procedure

Riders who feel that they have been subjected to inappropriate behavior should contact the bus driver, the Director of Transportation, a teacher or the Division Office.

Driver

The bus driver is in command of the bus and must be obeyed at all times. Students must respect the authority of the driver regarding behavior on the bus. The driver will report inappropriate student behavior to the student's respective division, which may result in a disciplinary consequence.

Limited Space

Students may use seats for their belongings only when seats are not needed for other passengers. Students may not prevent a student from sitting in an available space and no guarantee shall be made regarding a student's ability to sit one student per seat.

Loud Conversations

All student conversations should be carried on in a normal tone of voice, without shouting, yelling or other boisterous activities. Students must remain quiet enough so as to not distract the driver's attention away from the road. Students must refrain from unnecessary conversation with the driver.

Open Windows

Students and all other passengers are prohibited from putting their arms or heads outside the bus windows.

Pickup

All students must be out and ready when the bus arrives at their point of pickup or they will not be picked up. Students should be at their assigned bus stop at least ten (10) minutes prior to the scheduled pick up time. Buses will not be held for students.

Prohibited Behaviors

None of the following will be allowed on the bus: balls, large stuffed animals or live animals; food, beverages, tobacco products or gum; glass containers/objects, helium balloons; large class projects; any type of weapon or dangerous object; throwing of articles within the bus or out of windows; fighting or hitting; foul language; loud talking; vaping; drug/alcohol possession, sale, or consumption; shouting or moving around the bus; harassment, bullying and displays of affection.

Electronic devices (e.g., cell phones, iPads, laptops, etc.) may be used only for school homework, only while wearing earbuds or headphones and with permission from the bus driver.

Respect of and Responsibility for Property

Students will be expected to respect School property by not defacing the bus in any manner. Students may not eat, drink or use illegal, unlawful and other prohibited items as outlined in the Handbook when on the school bus. Students must not leave waste paper or other trash in the bus, nor should they throw anything out the window of the bus. Students are responsible for taking all their possessions with them when departing the school bus, as Pine Crest School is not responsible for any items left on the school bus.

Rider Interference

Anyone who interferes with the driver's operation of the bus endangers the lives of all the passengers; such acts will result in disciplinary consequences.

School Departures

Students must board buses at the bus loading area only. All buses departing from the Boca Raton campus in the morning leave promptly at 7:15 a.m. All buses departing the Fort Lauderdale campus at the end of the School day will leave the loading area promptly at 4:00 p.m. Buses are not held for students.

Seat Assignments

The bus driver may make special seat assignments for the entire year as needed.

Seatbelt Safety Policy

Students are required to sit upright and face forward in their seats at all times. All passengers must wear seat belts while on school buses. Bus drivers are instructed to report to the school administration the names of students who do not comply with these seating and seat belt rules.

Student Riders Only

Only Pine Crest students may ride Pine Crest buses.

Written Requests to Change Assigned Location/Bus

Parents of students already enrolled in bus services may submit a request to have their child(ren) dropped off at a location other than the one to which they were originally assigned. To make such a request, written permission from a parent is required. This permission must be dated and should specify whether the request is being made for a single trip or the remainder of the school year.

Parents of students enrolled in bus services may also request that their child(ren) be permitted to ride home with other students or on a bus different from the one to which they were originally assigned. Written permission providing the information outlined above is also required.

Any such requests to change the bus or location assignment will be accommodated at the discretion of the Transportation Department and only when there is available space on the bus. Transportation may be reached at (954) 492-4150.

Electric Vehicles

The school does not provide on-site electric vehicle charging infrastructure for student, parent, or visitor use. Students, parents and visitors are not permitted to charge their electronic vehicle at school. This policy is intended to ensure efficient use of our parking facilities, and to avoid any potential safety concerns or complications related to charging infrastructure. Any student, parent, or other person associated with a student found charging an electric vehicle on school property or using school resources is in violation of this policy, which may result in disciplinary action, up to and including immediate dismissal of the student.

Transportation [Upper School Student Drivers]

Students are expected to follow local ordinances in the operation of their motor vehicles and obey on campus speed limits and driving rules. Students who are driving their own vehicle to campus must secure a parking spot by completing the online registration. Information will be emailed to parents and students in June and July prior to the academic year. Upon registration each student who secures a spot and has met all School financial obligations will be given a parking decal designating a parking space to park. Students are to park their cars in the parking area only. No student is to park their car in a manner that blocks another car or prevents a school bus or other vehicle from entering or exiting the parking lot. Students may not text or talk on their cell phones while driving on campus. Students may not return to their cars for any reason other than to leave the school grounds for dismissal at the end of the school day. Students may not drive other students on behalf of the school to or from any school-related event or activity. Students violating this policy or engaging in unsafe driving/parking practices will lose the privilege of driving to school and depending on the circumstances, may face disciplinary action.

Students are expected to report arrests and/or pending cases against them for any misdemeanor or felony moving vehicle violations to determine continued eligibility for parking on campus. Students must self-report within three business days.

Transportation [Private/Carpools]

When there is no bus service available, parent(s) are expected to provide transportation for their child(ren). The school will be glad to help identify neighboring families; however, school personnel cannot be responsible for the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the school has been notified. A note to the classroom teacher, a fax or email to the office or, in an emergency, a telephone call to the School Office will serve as notification.

Ride Sharing

The school will not allow students under the age of 18 to use any Uber, Lyft, or similar transportation services to obtain transportation to or from school or any school-related activity, unless accompanied by an Uber or Lyft account holder who is over the age of 18. Both Uber and Lyft prohibit persons under the age of 18 from utilizing their services without an adult present. Please be advised that the school will treat violations of this policy as it would treat other violations of school rules and policies. In addition, should the school become aware of a violation, it will contact the third-party car service and report it.

SCHOOL COUNSELORS

The School is staffed by professionally trained counselors. Counselors are available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct. The enrollment of your child constitutes consent to allow your child to receive services from our counselors. Students and parents should be aware that our School's philosophy is that conversations with certified or licensed School counselors will not be treated as confidential. The School counselor will remind the student of the non-confidential nature of the communication and, in appropriate circumstances, will encourage the student to communicate with the student's parents or other adults regarding the circumstances disclosed. The School counselor may also directly inform the parent and/or administration of sensitive communications to find ways to help the student and/or family. In addition, the School counselor may be required to report such communications to law enforcement, child abuse authorities or emergency services when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws. By seeking counseling services, the Student and parent(s) consent to disclosure of sensitive information to the parent(s) and appropriate persons within the administration, as deemed necessary in the School counselor's discretion.

THE LEARNING NETWORK SERVICES

The Pine Crest School Learning Network promotes a collaborative approach to teaching and learning. The student, teacher and learning specialists work as a team to promote academic advancement and to develop the critical thinking skills necessary for 21st century learning.

Learning specialists are certified teachers trained in varied methodologies to assist each student in achieving personal and academic goals. Learning specialists focus on specific needs in academic and executive function skills. Speech and language pathologists and occupational therapists are licensed and provide, through therapeutic process, the essential interventions to improve ability.

Tutors are specialists in specific content areas. Tutoring is designed to help students improve or maintain the expected level of achievement in a subject area. Tutoring takes place when a student requires more support than teacher extra help sessions can provide.

Parents, teachers or administrators can request occupational therapy and/or speech and language screenings. Parents, teachers and/or administrators can refer a student for academic advancement, study skills or subject area tutoring. Students in Middle and Upper School can self-refer with parental consent. Information on charges is available in the Learning Network brochure posted on the School's website.

Students enrolled in Learning Network services are expected to attend sessions as scheduled. A pattern of missed sessions may result in dismissal from the services.
For further information contact the Learning Network office at 954-492-4174 or email learning.network@pinecrest.edu.

Outside Tutoring

Occasionally a student may need extra help in a specific area. Usually, the classroom teacher can provide support for a range of learning differences among students, but when this attention is not sufficient to allow a particular student to master the material being presented, the classroom teacher and the head of school may ask parents to arrange for additional help, usually outside of school hours.

The school understands that some parents may engage tutors who are working or have worked at the school in some capacity, such as a teacher, substitute teacher, etc. Please

know that the school does not provide an authorized tutor list and private tutoring not arranged through the school on-site tutoring program may not take place on the school's campus. The school's decision on who to employ or retain to provide services to the school are independent decisions from the parent's decision on who will tutor their child off site. In addition, it could be that the individual the parent has retained to tutor their child off site is a person that the school has chosen to no longer employ or retain to provide services because of the quality of their work or because of behavioral issues. Parents have an independent obligation to interview candidates and to conduct a background check, screening, and investigation to ensure the individual is suitable as a tutor, that his or her judgment, background, safety practices, training, and other matters impacting the decision on who to choose as a tutor off site are acceptable to the parent, and to supervise the individual's interactions with their child.

To avoid potential conflicts of interest, teachers are not permitted to tutor their current students or students enrolled in a course they currently teach for pay at any time. We ask for your cooperation and support by refraining from asking any of our teachers to do so.

STUDENTS WITH REQUESTS FOR ACCOMMODATION

We are committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and services on an equal basis. It supports the integration of all qualified individuals into its programs and is committed to full compliance with all applicable laws regarding equal opportunity for all students with a disability.

General Policy: In general, it is the school's policy to reasonably accommodate a student's disability if the accommodation will not result in a fundamental change to our educational environment or mission, impose an undue burden on the school, or create a direct threat of harm to the disabled student or to others. To the extent the accommodation requested would impose a financial undue hardship on the school, we may agree to provide the accommodation if the family agrees to share the cost of the accommodation to eliminate the undue hardship.

An accommodation refers to an adjustment or modification in the academic environment that enables an individual to receive equal access to the school's programs, services or activities. An example of an accommodation would be one that allows a student to complete the same assignment or test as other students, but with a change in the timing,

formatting, setting, scheduling, response and/or presentation. The accommodation does not alter in any significant way what the test or assignment measures.

Students in need of accommodations during summer, should follow the same procedure.

Procedures, Requests, and Accommodations

Accommodations Unrelated to Testing and Academics: For any type of accommodation unrelated to testing (including administration of medication at school), e. g., auxiliary aids and services, the parent must communicate the need for accommodation to the Health Office. A nurse will then advise the parent of the medical information needed from the student's treatment provider, which generally will state whether the student has an impairment, how the impairment limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Testing, Academic and Learning Accommodations: A student with a diagnosed learning disability or a diagnosed mental disability may be entitled to reasonable accommodations (e.g. extended time on tests in the classroom) related to testing and academics. The following types of documents can support a request for an accommodation:

Recommendations of qualified professionals; Proof of past testing accommodation; Observations by educators; Results of psycho-educational or other professional evaluation; A student's history of diagnosis; and A parent or student's statement of student's history regarding testing accommodations.

Information regarding a student's disability must be provided in writing and provided by a qualified professional, most often a physician, educational diagnostician, learning disability specialist, or mental health professional who is not related to the student.

Accommodations will be based on documentation not more than three years old. Once the school has reviewed all information, which may include any or all of the above types of information, it will determine whether the accommodation(s) requested is reasonable. As stated above, suggested accommodations that require a fundamental alteration of our academic program or an elimination of an essential element of the course will not be granted. Further, the school will not grant an accommodation that interferes with the student's work in other classes.

Below are examples of academic and testing accommodations that are generally considered reasonable:

- Extended time on tests and quizzes.
- Arranging seating away from distractions (other students, the door, window, etc.)
- Breaking assignments into smaller parts.
- Making allowances for spelling and handwriting in cases where a disability has been diagnosed affecting these areas.
- Accepting assignments done on the computer.
- Signing the Daily Planner either daily or weekly

The following are examples of accommodations that will not be granted:

- Substantial modifications to academic standards,
- Personal aids/devices,
- Modification or adjustment of requirements essential to any program of instruction, program or activity, or essential to any directly related licensing requirement, or
- Modifications or adjustments that result in an undue burden considering the nature, cost and impact of the accommodation and other factors.

Parents who believe that their student needs an accommodation may initiate the accommodation process by contacting the School Counselor in their child's Division and/or requesting a copy of the Supports for Students With Disabilities (SSD) process guide from the ACCESS PC program office ACCESS PC Office by email at access@pinecrest.edu or by phone at 954-492-4174. Note: the eligibility process requires that all responsible parties affirm consent to both initiate the review and to implement any accommodations deemed reasonable and appropriate. Students shall be expected to follow all school policies and procedures, including following the learning plan and/care plan as outlined by ACCESS PC or Health Office.

Release for Communications with Qualified Professional Provider: Sometimes, the documentation received from the qualified professional may raise questions, leave out necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to communicate with the professional treatment provider when necessary to clarify documentation or seek necessary additional information.

Assessment of Request: Once the School has received a request for accommodation and the required medical documentation, appropriate persons within the administration will meet with the parents to clarify information and to discuss the accommodation requested. Once the School determines that the student is eligible for accommodation and the accommodations requested are reasonable and are not a fundamental alteration, undue burden, or direct threat of harm, the School will advise the parents in writing which requested accommodations have been granted. The ACCESS PC Office will notify the student's teachers and provide appropriate documentation outlining the accommodation granted.

Student/Parent Responsibility: Students and parents are required to cooperate with the School in the process of providing information, discussing the needed accommodations, and in implementing whatever processes are necessary at home and working with teachers cooperatively at school. The School may deny a request for accommodation if either the student or the parents are uncooperative.

LIBRARY SERVICES

When a student checks out library materials, the student takes on the responsibility of caring for the material and returning it by the due date. When a student checks out library materials, the student assumes the responsibility of caring for the material and returning it by the due date. A student with overdue library items will not be allowed to check out other materials. Library materials overdue for more than one month or due at the end of the school year will be billed through the Business Office. Charges are based on the replacement fee plus processing costs and are non-refundable.

HEALTH SERVICES

The Health Offices at Pine Crest School provide professional nursing care to support student health and safety. School Nurses assess, intervene, and respond to actual or potential health concerns, and administer first aid in the event of illness or injury.

To access Health Office services, a completed Pine Crest School Emergency Consent for Health Services form for the current year must be on file. This form must be signed by a Florida-licensed physician or other duly licensed health practitioner and include a notarized parent or guardian signature. The Emergency Consent form is required annually before the start of each academic year.

The form must be submitted even if a student does not require the medications listed on the Emergency Consent form. Parents and physicians may cross out any medications they do not wish to authorize for administration in the Health Office.

Failure to submit the required documentation may result in the student not being permitted to attend class until all mandatory forms are completed and received by the School.

Students who arrive at the Health Office during school hours must have a pass from their teacher to be seen by the School Nurse. The Health Office is reserved for students who are sick or injured and require nursing care.

Parents will be contacted for any significant injury or illness and are expected to arrive as soon as possible to pick up their student. An ill student cannot be returned to class, and the Health Office has very limited capacity for extended care.

Health conditions requiring a parent to pick up their child include, but are not limited to, a fever of 100°F or higher, a runny nose with colored discharge, vomiting or diarrhea, or a student who is unable to ambulate. All such students will be sent home from the Health Office.

All students going home sick must be signed out by a parent or guardian before leaving school. If the student drives, verbal or written consent from a parent or guardian is required before the student will be permitted to drive home.

In the event that a student leaves school due to a medical emergency, a medical condition, or a significant illness, the Health Office may require medical clearance to return to school from a Florida licensed healthcare provider (physician, nurse practitioner, or Physician Assistant).

Parents must arrange for pickup within two hours of the initial call. The Health Office is not a place for well students to rest; beds are reserved solely for sick or injured students awaiting pickup.

Physical Examinations and Health Immunizations

A physical examination must be completed or transferred for each student entering the School as a new, pre-kindergarten, kindergarten or seventh grade student. In addition, immunization or a certificate of waiver is required for all students. Immunizations must be kept current and signed by a physician, or an immunization waiver, valid and provided in accordance with Florida law, must be kept on file in the School Health Office. Students

may not attend school without an appropriate immunization record (which includes, but is not limited to, a current immunization record, in accordance with state requirements, at all times) or valid waiver.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information (including information relating to drug treatment, testing, and medical and mental health records) to parents, employees and/or agents of the School, as determined by the President, the President's designee or the Division Head to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical and physical safeguards to protect the security of all health-related information within its care or custody. While the School safeguards student medical information, it must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of students and the School community. Therefore, parents/guardians and students consent to allow employees and agents of the School with a need to know to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. If disclosure is required by law, effort will be made to notify the student and/or parents in advance.

Parents are responsible for informing the Health Office of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the Health Office or Division Counselor about behavior, comments or other concerns that potentially evidence that their child could harm himself or any other individual. The School reserves the right, in such cases, to require that the student be evaluated before returning to School.

Communicable Diseases

The school has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the school will take all reasonable measures that may be necessary to protect the safety and health of members of the school community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The school will apply guidance from the Center for Disease Control

(CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The school's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the school may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the school may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the school may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The school nurse is available to students daily. If a student is not feeling well, the student should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the school's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through

direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to school.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors or the public should immediately contact their health provider. For the health and safety of the School community, parents should report to the Health Office if their child has a confirmed communicable disease that poses a risk to others.

The Florida Department of Health shall be notified when a student is sent home because of a communicable disease. The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents and visitors in a manner consistent with applicable law.

Doctor or Dental Appointments

Every effort should be made to schedule these appointments during non-School hours. If this is unavoidable, the parent must provide a written note or email (or place a phone call to the Attendance Officer in the Upper School), which should be done in advance of the appointment.

Lower School parents must sign out students when leaving campus and sign students in upon returning to campus. Middle and Upper School students must sign themselves out when leaving campus and sign in upon returning to campus. A parent must give verbal or written permission to the Division Office in order for a Middle or Upper School student to sign in or out of School. If the student drives, a verbal or written consent must be obtained from the parent or guardian before a student is allowed to leave School. The School will not allow a student to leave early with another person unless authorized by the parent.

Elevator Passes

Any student who needs to use the elevator instead of the stairs due to injury must bring a medical note to the Division Office or Dean of Students. The Division Office may then

issue a pass for access to the elevator. Students may have someone accompany them in the elevator as needed to assist with carrying items. The elevator pass must be returned to the Division Office when it is no longer needed.

Fevers

A student with a fever of 100 degrees Fahrenheit or higher must leave campus. Students must be fever-free for 24 hours without fever-reducing medication before returning to School or a field trip after an illness. Students who have a fever the day before a field trip or School activity may not participate in the field trip or activity.

Head Lice

If a student has evidence of head lice or nits, the parents will be notified to pick up the student and to treat the student for this condition. If the student drives, they will be directed to leave School. The School Nurse will inspect the head of the student before they are readmitted to class. The student will be rechecked by the Health Office before returning to class. .

Health Records

The student emergency record should list all current telephone numbers or other related contact information where the parent, or a responsible adult, can be contacted.
Parents will be notified regarding each School Health Office visit by an auto-generated email from Magnus Health that is available to view through their online portal. The School Nurse's note, indicating the arrival and departure time, describes the reason for the visit and the treatment of the student.

Required School Health Forms

The following forms must be completed and turned in at the beginning of each academic School year:

- Pine Crest School Emergency Consent/Health Services form for the current year. This form must have a Notary Public signature and a Florida physician/practitioner's signature and must also include current health policy information.
- The State of Florida requires forms for all new students, pre-kindergarten and kindergarten and 7th grade students, which can be obtained from the pediatrician or health care provider office. A #3040 examination form and a #680 immunization records are needed to start school in Florida. To be valid under

Florida law, the exam for pre-kindergarten, kindergarten and seventh grade students must be within one year of the start of school.

- Parents of pre-kindergarten students must turn in a signed flu form in September. Also, for pre-kindergarten students, a Distracted Adult form must be signed by a parent on September 1st and then again on April 1st. The form cannot be signed prior to those dates. In addition, parents of pre-kindergarten students on the Boca Raton campus must turn in a Record of Child Accepted Form.

Any student who does not turn in these forms will not be permitted to attend School.

Medication and Self-Medication

Any prescription or over-the-counter medication will be administered by the School Nurse according to physician orders and parental consent, as indicated on the Pine Crest School Emergency/Consent Health Services form. School personnel cannot administer medication, including pain relievers and over-the-counter medication, without such parental consent and signed physician orders.

Parents are expected to turn in a prescription written by the doctor if there is any change in medication. Individual midday medications are to be sent to the nurse for administering.

A signed physician's order must accompany all medication, vitamins and supplements to be administered during the School day or on field trips, including, but not limited to, over-the-counter medications, vitamins and/or supplements.

When a student is on a daily medication that must be administered at School, the parent must bring the medication to the Health Office. The School Nurse must be aware and have an understanding of the student's needs. Any medication sent to the School Nurse in a plastic bag or not clearly labeled will not be accepted. All medications must be in a properly labeled container either from the pharmacy or the manufacturer. This includes the name of the child, name of medication, dosage, doctor's name and a valid expiration date on the prescription bottle. If the dosage or type of medication changes, the Health Office must be alerted immediately; the new prescription bottle meeting the above requirements must be provided. All medication should be picked up at the end of the School year or it will be properly discarded.

The State of Florida allows age-appropriate and mature students with asthma, diabetes and severe food allergies to carry and self-administer emergency medications only.

Permission to self-carry forms can be obtained from the Magnus portal or the School Nurse for these special conditions.

Parents of students with asthma, seizures, diabetes or severe allergies are expected to provide annually a signed care plan (available through the Magnus portal) from the physician office to the School Nurse. If appropriate, the doctor's orders should include permission to self-carry medication for emergency medications. Parents should provide a second inhaler, bottle of insulin or epi-pen to be kept in the Health Office in case the student misplaces the one they carry.

Parents with a student who has any special health concern must notify the School Nurse and set up a time to meet with the School Nurse to discuss health concerns. It is the parent's responsibility to provide care plans and extra medication, and to set up the meeting with the School Nurse. Moreover, within a reasonable timeframe before a trip, after-school program/practice and/or scheduled event on campus, parents with a student who has any special health concern or injury must contact the Health Office to discuss the student's medical needs.

Physician's Notes

A physician's note (from an appropriately credentialed non-family, non-household member physician) may be required under the following circumstances:

1. Students who require a physical education (PE) excuse may be excused for up to two days by the School Nurse. Students requesting to miss more than two days of physical education must bring a note validated by a physician, which should be turned in to the Health Office and/or Division Office.

2. If a student is injured, diagnosed with a significant illness, or requires scheduled medications, psychotropic medications or special treatment for a medical condition, the Nurse or School will require a physician's note indicating medical clearance for return to School and stating the limitations or medical accommodations needed during the School day. Medication orders must be executed by a Florida medical provider (e.g. Florida physician, Nurse Practitioner or Physician Assistant). If warranted, a temporary care plan may be developed reflecting the reasonable accommodations warranted in the school setting. Temporary care plans reflect recommendations from the physician in collaboration with the Health Office and Student Wellness Team.

3. If the student has a casted extremity, bandaged extremity or requires physical aides—including, but not limited to, crutches, a wheelchair, scooter or a sling—a physician's note will be needed for clarification as to what devices are needed during the day and a description of which activities the student may safely participate in at School. Students using physical aides (e.g. crutches, a wheelchair, or scooter) are not permitted to use the stairs. Parents must provide this information to the Health Office before the student will be permitted to return to School so that the Health Office and the Division Office may make the necessary arrangements in advance of their return.

   The student shall be expected to follow all school policies and procedures, including following the care plan as outlined by the Health Office. Parents must notify the Health Office and provide medical notes as requested. A second note of clearance from the physician will be needed to return to normal School day activities. If a student's cast presents a risk to other students during PE/recess/sport, the teacher/coach will decide if the student should participate in the activity.

4. If a student is out of School for a prolonged period of time, by the third day absent the School Nurse or the School will request medical documentation supporting the absence. In addition, students who return to school after an extended illness or surgery or who may not participate in sports or physical education classes following an extended illness or surgery may require a physician's statement confirming the student's ability to return to School and any necessary limitations or restrictions. If the student requires a special long-term medical accommodation, a physician's note will be required at intervals to be determined appropriate by the School to monitor the student progress and any changes in limitations.

5. Students who wish to participate in athletics must provide documentation from a qualified professional in accordance with policies established by the the Athletic Department, the Health Office, FHSAA, and other governing agencies (e.g. FPSHL).

Students Who Arrive Ill

The School Nurse cannot make a medical diagnosis. Students who arrive ill to School in the morning or who become unwell and/or unable or unable to engage in learning will be sent home.

SAFETY AND SECURITY

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. If the School reasonably suspects that conduct constitutes abuse, neglect or abandonment, the School is required to make a report to the Department of Children and Families. Depending on the circumstances, the School may not be able to communicate with parents about the report until authorized by authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children, sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Parents who are registered sex offenders must notify the School.

Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School. To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that they visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting the Florida Department of Law Enforcement (FDLE) Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit the FDLE Sexual Offenders and Predators Search. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website.

Security Protocols

All students, parents and visitors are expected to strictly comply with the policies and procedures established by the Security Department. This includes, but shall not be limited to, parents and visitors checking in with Security at the designated area, wearing an identification badge at all times, adhering to drop-off and pick-up protocols, following any directives regarding Security given by the Division Heads, complying with parking rules and treating our Security personnel in a professional and respectful manner.

Sexual Misconduct

We are committed to creating a learning environment characterized by safety, trust and respect for all. Sexual misconduct, whether between students or adults and students, is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes, but is not limited to, any of the following types of activities:

- any sexual activity between students and adults;
- any sexual activity between age-appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;
- any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping or otherwise incapacitated or impaired;
- any act of sexual harassment, intimate partner violence or stalking;
- any digital media stalking and/or the non-consensual recording of sexual behavior and the non-consensual sharing of any recording; or
- non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived by those involved as positive, healthy, and appropriate to their age and experience. However, any sexual conduct on campus, on School buses, or at School-related events is prohibited. Moreover, sexual conduct between or among students that is unwanted, offensive, makes a student uncomfortable, and/or affects the student's ability to be comfortable in the school environment, whether

it occurs on or off campus, is a violation of our School values and behavioral expectations and will be subject to disciplinary action, up to and including expulsion.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the Division Head, the General Counsel, or the President. In accordance with Florida law, the School reports suspected instances of sexual misconduct to the Department of Children and Families.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the School community, the School may take immediate action, including but not limited to, removing the student from School or restricting the student's movement on campus.

As stated elsewhere, the school expects that students will treat all persons with dignity both at school and beyond. The school reserves the right to act if it learns that a student's actions violate the school's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

Student/Adult Interaction and Communication

Our students and adults (teachers, coaches, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the school counselor or administrator of the division.

Further, students and their parents should promptly notify the school counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Texting a student without including the student's parent or a school administrator in the text;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters; Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames; Visiting students to "hang out" in their hotel rooms when on field trips or performing arts or sporting events;
- Visiting a student in their home or another location; Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking or allowing students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing or making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Please note that the above list of actions and behaviors is not exhaustive—if a family is in doubt as to whether the conduct is appropriate, the family should contact the student's school counselor or administrator of the student's division.

Parents must not take it upon themselves to address a situation with a student relating to a disagreement with another student or the student's parents. Loud, angry or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

Use of Surveillance Equipment

The School utilizes surveillance video cameras and drones in its non-private areas to assist with student and employee safety and security 24 hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Please be on notice that student and parent activities are being recorded and may be monitored. These video recordings are the property of the School, and the School generally does not make these recordings available to parents or students. The School may provide, in its sole discretion, or be required to provide the recordings to law enforcement or other governmental agencies.

Students are prohibited from tampering with, disabling or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including expulsion.

Visitors

During school hours and summer camp hours, Pine Crest is a closed campus. Outside visitors are not allowed to visit campus, including, without limitation, classrooms, libraries, cafeterias, gymnasiums and performance spaces without prior permission from the administration. Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

- Make an Appointment: If you are coming to see an administrator or a faculty member, please call or email to make an appointment in advance.
- Check In at the Security Booth: When you arrive on campus, please report to the Security booth for authorization where you will be issued a visitor badge.
- I.D. Check: All visitors are asked to show identification. This is a safety measure intended to protect our students.
- Please Note: For the safety and security of our School community, anyone seen on campus during School hours without a visitor badge will be reminded of the need to obtain and visibly wear one or be asked to leave campus.

Volunteers

All volunteers with unsupervised access to our students (including, without limitation, all volunteers participating in any field trip) are required to undergo the school's criminal background check process. This process is for the protection of all students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and will willingly cooperate in this process.

WEATHER

Inclement Weather

School closings or delays are determined by Pine Crest School. Local radio or TV stations will have additional information.

In addition, you will receive a message on your phone from the School using the emergency communications system. Please make sure you have submitted updated contact information to the School in order to receive emergency communications. Emergency information will be posted on My Pine Crest, www.pinecrest.edu/advisory and/or on the School's social media sites. During hurricanes and local emergencies, information may also appear in local media.

Severe Watches

The School takes the following immediate actions during severe weather warnings:
Buses will not leave the campus during severe weather, and dismissal may be suspended until Security announces it is safe to depart.

Buses that are in route will be notified by the Transportation Director or the Transportation Director's designee of the warning via two-way radio. Drivers will follow proper procedures to take cover under a bridge or overpass when possible.

Lightning Strike Warning System

The Lightning Strike Warning System is located in the Security Office. The lightning alarm can be easily heard from any area in close proximity to the garage. A red alert signals an approaching storm that contains lightning activity within a 12-mile range.

One long continuous blast of the Lightning Strike Warning System air horn signals a red alert. Three short blasts of the Lightning Strike Warning System air horn signal an all-clear.

All students and campus visitors must pay attention to and adhere to the signs, cones and sirens during a Lightning alarm. When movement across campus is required, students and campus visitors should walk under a covered walkway whenever possible.

A “shelter in place” may be issued via the all campus broadcast system by the Security Department. A “shelter in place” prohibits any movement outside of buildings until the “shelter in place” is lifted. Students and adults must abide by the order, which will be given via the all-campus broadcast system. After the “shelter in place” is lifted, the school may still be under a lightning alert and the above instructions shall apply.

EMERGENCY SITUATIONS

The School has extensive policies and plans in place in case an unforeseen emergency should arise. Faculty and staff are aware of their roles and responsibilities in various scenarios. In the unlikely event that a situation should arise, it is important for parents to be familiar with how they can best respond, and support the School’s efforts.
Parents should not call the School or their students’ teachers, but they should keep phone lines open to receive notifications. Students have limited access to personal devices throughout the day; therefore parents should not assume they will receive a response during such a situation. Under no circumstances should parents come to the School unless directed to do so. There may be times in which parents will be directed to meet their students at an offsite location. Parents should honor this request, keep the campus accessible to emergency vehicles and allow faculty and staff to attend to the students.

Campus Lockdown

The Campus will be locked down when it is determined that the students and staff would be safer remaining inside the classrooms, offices or other designated locations inside the building.

Examples for causes for a campus lockdown are:

- an intruder on campus causing a physical threat with or without a weapon;
- notification by police of a known suspect being actively pursued by police in the immediate area;

- notification or information addressing an outside threat to the campus; and
- a gas leak or chemical spill near or on campus where dangerous fumes were present but did not require evacuation.

The Campus Lockdown Warning signal is the repeating wail of the Campus Lockdown Warning Siren. Stay in place and listen for announcements regarding next steps and the all clear.

In the event of a lockdown:

- No student or employee will be allowed to leave campus until the all-clear announcement is made.
- Parents and other visitors on campus will be directed to the closest building of safety by any employee recognizing them as being visitors to the campus.
- Parents not already on campus are requested to stay away from School until notified.
- Parents should not attempt to contact their students via the students' cell phones nor request the students call them in this situation.
- Communication will be broadcast within a reasonable amount of time to parents and faculty via the School's emergency communication system.

Hazardous Materials Incident

If it is determined that there is potential exposure to gas from a leak or hazardous materials, the following actions will take place:

- For an "in-building" situation where evacuation is needed, students will be evacuated from the building on campus grounds to a safe location. Information will be forwarded to teachers, staff and parents as appropriate.

If it is determined that all or part of the campus should be evacuated, buses will move students and teachers to a location designated by law enforcement.

Parents should not attempt to enter the School grounds or the evacuation site until notified to do so by the School via its emergency communications system.

AHERA Notice

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires schools to be inspected regularly and to identify any asbestos containing building materials (ACBM). Pine Crest complies with this law and with all federal and state

regulations controlling asbestos. Pine Crest has taken all necessary steps to ensure students and employees have a healthy and safe environment in which to learn and work.

At or around the time the law was passed, Pine Crest's buildings were inspected and suspected materials tested and rated according to condition and potential hazard. Subsequently, over the years, all asbestos-containing materials have been abated and removed, and any remaining ACBM are encapsulated. Every three years, Pine Crest is required to be re-inspected to determine if any known or suspected asbestos-containing building materials have changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan be developed to monitor any known or suspected ACBM. The plan has several ongoing requirements: this notification letter announcing the availability of the management plan, training of the support staff about asbestos and how to deal with it and notifying short-term workers such as subcontractors of the locations of any known or suspected ACBM. Pine Crest complies with all of these requirements.
If you wish to review a copy of the asbestos management plan or have any questions regarding Pine Crest's ACBM management plan, you may contact the General Counsel.

ADDITIONAL STUDENT/PARENT INFORMATION

Car Line/Driving on Campus and in the Surrounding Areas

All members of the Pine Crest community (including students, parents and family members picking up or dropping off on campus) are expected to adhere to the policies and procedures the School has established to facilitate a safe and efficient car line process. This includes, but is not limited to, adhering to all drop-off and pick-up protocols (e.g., arrival times), following all directives given by Division Heads, Security officers and other individuals responsible for overseeing the car line process, and engaging with our team in a professional and respectful manner at all times. Engaging in moving violations (e.g. parking in the roadway with flashers, parking in the safety and turn lanes, and parking in neighborhood driveways) while attempting to drop off or pick up a student violates the behavioral expectations of the Student Handbook, specifically the Parent Cooperation clause, and could result in further action.

Students in the car line should enter and exit on the passenger side of the vehicle. Before getting out of the car, students should make sure they have all of their belongings with them in the car (as opposed to the trunk), as no one will be permitted to retrieve items from the trunk for safety reasons. The driver and any other passengers must remain in the vehicle at all times.

Only fully-licensed drivers are permitted to drive on campus. Individuals with restricted licenses or permits (e.g., student drivers with a learner's permit) are not permitted to drive anywhere on campus, including, but not limited to, in any car line, parking lot or garage. For safety reasons, parents and students may not enter campus and "switch" the roles of passenger and driver.

Taxis, ride-sharing vehicles (e.g., Uber or Lyft), "vans for hire" (e.g., vans, minibuses, Sprinters), shuttles, motorcycles, motorized scooters and golf carts or golf cars are prohibited in the car line, garage or elsewhere on the campus for picking up students. Only golf carts owned by Pine Crest School are permitted to be operated on campus. Students riding bicycles or using any non-motorized form of transportation must wear a helmet and may not ride through the car line. In addition, the School will not allow students under the age of 18 to use any Uber, Lyft, vans for hire or similar transportation services as transportation to or from School or any School-related activity, unless accompanied by an adult and with prior express permission from the School. The failure to adhere to this policy may result in disciplinary consequences.

Limousines and party buses are also prohibited from entering campus for any purpose, with the exception of the evening of the Upper School Prom. Any outsourced, professional drivers must be cleared by the Security Office before entering the campus.

We must underscore the importance of being respectful and courteous to our Boca Raton and Fort Lauderdale campus neighborhood residents at all times. This includes respecting the speed limit when entering and exiting the campus; arriving to campus only after the designated time as outlined by your child's division (not before) and not circling around the surrounding area or parking your vehicle in front of houses on the street or in our neighbors' driveways; watching for neighborhood residents attempting to exit their driveways and stopping to allow them to do so; and watching for pedestrians attempting to cross the street and giving them space to ensure their safe passage. Pine Crest administrators have worked hard to establish positive and constructive relations with our neighbors. The inappropriate conduct of even just a few drivers compromises the

reputation of our School and the rapport we have built over the years within the communities surrounding our campuses. It can also place the School in danger of sanctions being imposed by local authorities.

Division Offices

The Division Offices serve the needs of many students, in addition to their teachers and parents. Messages parents expect to be delivered to students should be kept to a minimum. These messages should be for necessary changes in plans, and not for reminders to students. This is important to avoid classroom interruptions and to help students to learn responsibility. If a reminder is necessary, please send the teacher or Division Office a note.

Student phone calls should also be kept to a minimum. Please help students by making and reviewing after School plans each morning. Parents who need to see their children or deliver items to them must check in at the Division Office and refrain from going directly to the classroom.

Educational Assistance

Pine Crest is committed to building a socioeconomically diverse student body through educational assistance. Our need-based financial and inclusion aid program helps make the full Pine Crest experience accessible to families. Financial aid assists with base tuition, and inclusion aid helps to ensure that students may participate in extracurricular activities.

A student's acceptance of funds from sources outside of Pine Crest may sometimes create obligations for the School. Therefore, before students accept any type of funding toward educational costs at Pine Crest, the School must assess the terms of the program to determine whether their acceptance would impact Pine Crest. Students wishing to apply for outside educational assistance should inform the Office of Financial and Inclusion Aid. The School reserves the right, in its sole discretion, to make determinations on the acceptance of outside educational funding (including but not limited to governmental, corporate and/or private sources of funding).

Financial Responsibilities

In addition to its right to suspend or terminate the attendance of any student for unsatisfactory academic performance, disciplinary reasons or difficulties outlined in the Parent Cooperation and Confidence section below, the School maintains the right to

suspend or terminate the attendance of any student and/or prohibit a student from attending class, exams or activities, if the parents fail to satisfy any part or all of their financial obligations to the School. All accounts (including, but not limited to, student charges, fees and fines) must be paid and current before the School will issue any final report cards, records, transcripts or diplomas. All library books and equipment must also be returned, and all disciplinary action must be completed prior to issuance of the same. Students will not be allowed to attend classes, take tests, attend graduation or receive a diploma unless tuition, fees and charges are paid by such deadlines (or until the parents make other written arrangements acceptable to the School).

Intellectual Property

Pine Crest School may use, reproduce, and share student-created work,creative or academic content, produced through school-related activities for educational, promotional, or institutional purposes. This may include use in print materials, digital platforms, presentations, or media coverage.

Permission to use such student work is granted without the need for additional notice or compensation, and this authorization applies to work created during a student's time at Pine Crest and may continue to apply after the student is no longer attending the School. Any parent or student who believes that they are eligible for a waiver to this policy should contact their Division Head to discuss the specific circumstances.

School Closure or Modifications Due to a Force Majeure Event

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the sole discretion to close the School and/or modify its operations, curriculum, schedules, length of school day, length of school year and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver of liability in order for their children to participate in on-campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect, and the School shall not be liable for any such failure or delay in its performance. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole discretion, may safely reopen. If the School

cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Parent Cooperation, Confidence and Other Expectations

A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. The School reserves the right to take action if any Family Member on or off campus engages in behavior, communication (verbal or written, including, without limitation, social media activity), or interaction that: (a) is abusive, disrespectful, harmful or potentially harmful to the School's standing or reputation, disruptive, intimidating or overly aggressive; (b) is disruptive, intimidating, overly aggressive, interferes with, or reflects a loss of confidence in or disagreement with the School's policies, processes, procedures, methods of instruction, delivery of its programs, and/or discipline; (c) otherwise interferes or voices strong disagreement with the School's responsibilities or accomplishment of its educational purpose or program; (d) engages in conduct that is not in keeping with the School's accepted standards or principles; or (e) the School deems inappropriate. The School also reserves the right to take action if any Family member files a lawsuit or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and affiliates). The term "threatens litigation" includes any communication, demand, claim, proceeding, dispute, or action, including without limitation filing for arbitration, that would lead a prudent person to conclude that a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future.

Additionally, it is essential to the School's ability to achieve its purpose and carry out its responsibilities for the parents (married, unmarried, divorced, or separated) to cooperate with one another in the best interests of Student's education at the School.

If a Family Member violates any of the expectations set forth in this policy, the School may take one or more of the following actions: (a) place restrictions on the Family Member's involvement or activity at School, on School property, and/or School related events; (b) not offer or withdraw an offer of enrollment or reenrollment already made in future academic years; or (c) dismiss Student and terminate an executed enrollment contract (including for all Students of the family attending the School). The School taking a particular action or actions does not preclude the School from taking additional action as it deems warranted.

Any determination of a violation will be in the School's sole and reasonable discretion. There will be no refund of tuition where such termination and dismissal of Student occurs, and any unpaid balance and/or outstanding balance payable hereunder will become immediately due and payable in full.

Photography, Video, and Audio Recordings

Students, parents, administrators, and teachers consent and agree to participate, from time to time, in photographs, video recordings, audio recordings, and other means of recording images or sound for use solely at the School's discretion, including for marketing purposes and in conjunction with third parties in partnership with the School. Parents and/or families must opt out of such use of their student's likeness and image.

Pine Crest parents and students are not permitted to post pictures of students, other than their own, without express permission. Parents and students are not permitted to record teachers, staff, administration or other students without their consent.

Residence Notification

In order for students to have the foundation necessary to excel in school and other endeavors, students must have appropriate living accommodations, support, and supervision. As a result, the School requires that all students, regardless of age, continuously live with a parent or Florida court-appointed legal guardian at least 25 years of age so long as the student is enrolled at the School. Living with friends, distant relatives, nannies, by themselves, etc. is not acceptable. Failure to comply with this policy will result in the student's dismissal from the School. There will be no refund of tuition in the event of dismissal. A parent must immediately notify the School should a student's living arrangements change during the school year. The School reserves the right to request at any time and from time to time, satisfactory proof (in the School's sole discretion) of a student's living arrangements, including, without limitation, verification of with whom the student lives and where the student is living.

The parent must notify the Division Office of the living arrangements, specifying the following:

- the reason that the student is residing with another person;
- the relationship of the student to the student's guardian;
- the address and phone number where the student is residing;
- emergency contact information for the guardian; and

- contact information for the parents.

In addition, the School will need to have on file emergency medical forms and authorization allowing the guardian to make decisions about the child in the parent's absence. Please contact the Division Office for specific details.

Termination of Enrollment

This Handbook and the Student Enrollment Agreement contain policies, guidelines and procedures by which the student and parent agree to abide. If the student and/or parent violate School rules, fail to meet attendance requirements or financial obligations or otherwise engage in behavior or actions that the School determines is detrimental to the student's placement, School community or educational process, the School may terminate the student's enrollment.

Use of School Name/Non-Sponsored Activities

To protect the goodwill and value of the School's name, logos, trademarks, service marks and other similar School property and ensure that any implied association with the School is accurate, parents and students are not authorized to use (or cause to be used by others) the School's name ("Pine Crest School"), any likeness or reference to the School's name and/or the School's crest, logos or mascot in any way ("School Property") without the prior express written permission of the President or Vice President of Marketing Communications.

Pine Crest student-athletes who are considering name, image, and likeness (NIL) opportunities should notify the Pine Crest Athletic Director and review the School's NIL policy. To make informed decisions, student-athletes and their parents are responsible for becoming thoroughly familiar with Florida High School Athletic Association (FHSAA) NIL bylaws, potential eligibility issues, and legal and financial implications of NIL activities. Without authorization from the President or Vice President of Marketing Communications, activities are not sponsored or endorsed by the School, even if the activity utilizes School Property, and even if organized or led by another member of the School community or other individual, including current and former employees. If a parent or student has any questions about whether an activity is School sponsored, please contact the Vice President of Marketing Communications.

Whom to Contact with Concerns

Pine Crest expects all members of the community to observe high standards of appropriate and professional behavior and to practice honesty and integrity in fulfilling

their responsibilities at the School. Student and parent concerns are important to Pine Crest.

Security Concerns

Everyone in our community plays a role in ensuring the safety and security of our School. If you see or hear anything of concern from a safety perspective, it is your responsibility to share details with your student's Division Head or Security personnel as quickly as possible.

Classroom Concerns

Parents seeking assistance in addressing an academic concern related to the classroom should always begin with the classroom teacher. If the classroom teacher is unable to resolve the issue, parents should contact the Division Office for further assistance. If one of these individuals is unable to resolve the issue, parents should contact the Division Head. If the issue is still unresolved, parents should contact the Head of School for the Boca Raton campus (Boca Raton) or the Vice President of Academics and Strategic Initiatives (Fort Lauderdale or Boca Raton), who may address the issue or refer it for final review to the President and/or a designated administrator who may include any other administrator deemed appropriate.

Other Concerns

The proper steps for students and parents to follow related to other concerns are as follows:

- Speak to the Division Head. If a student or parent believes that a policy, practice, or expectation has been violated by any member of the Pine Crest community, they should inform the Division Head in a timely fashion. The Division Head will coordinate with other members of the faculty and administration as needed. In most cases, the matter will be resolved at this stage.
- Submit the concern to the Senior Administration. If the interaction warrants additional consideration, you may decide to bring the matter to the attention of a member of the Senior Administration. When doing so, students and parents should be aware that the Division Head is responsible for resolving most concerns. The Senior Administration oversees divisional operations to help ensure the fair and consistent application of the School's policies, but its role is not to second-guess or unwind decisions made by the Division Head except in limited circumstances. After reviewing your concern, a member of the Senior Administrative team may, at their discretion, follow up with you to obtain additional information and/or schedule a further meeting or conversation, which may include the Division Head and any other individual deemed appropriate by the School.

- Contact the President. As a matter of last resort, you may bring a concern directly to the School's President. Students and parents are encouraged not to do so at the outset (except as described below), as the School has many experienced leaders within each Division with the authority and responsibility for addressing parent/student concerns.

Normally, we expect students and parents to use the processes outlined above to resolve a concern. However, if the concern relates to safety and security, if it is of a particularly personal or delicate nature, or if resolution of the concern would be hampered by using the steps above, students and parents may communicate with any member of the administration to discuss the situation. Moreover, if students or parents feel they have witnessed or been subjected to any form of discrimination or harassment, they should immediately notify their Division Head, the General Counsel, the Director of Belonging and/or the President.

The School will assess complaints submitted under this policy and determine the appropriate next steps, including possible investigation, monitoring, and corrective/disciplinary actions. The School will also follow up as it deems necessary to ensure that no individual is retaliated against for making a good-faith complaint or cooperating with an investigation.

Consistent with the need to conduct an adequate investigation and other practical considerations, confidentiality cannot be guaranteed to parents or students who report suspected violations of the School’s policies.

Students and parents are expected to act in good faith when raising concerns. Good faith means that the individual has reasonable grounds for believing the matter raised is a policy violation or legitimate concern. Reports made not in good faith will be viewed as a serious violation of the School’s expectations and may result in further action, including disciplinary action.

REPORTING OF INFRACTIONS TO COLLEGES/UNIVERSITIES AND SCHOOLS

Students and parents are responsible for understanding the obligation to report and update information in a student’s college application pursuant to the college’s or university’s reporting guidelines, and for athletes, obligations imposed by the NCAA. It is the responsibility of the student and//or student’s family to report the conduct to the student’s college counselor to determine any and all reporting obligations. Failure to report the conduct, even if a disposition has not been reached, may be grounds for

additional disciplinary consequences. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or decision: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and if applicable any NCAA obligations and must also provide Pine Crest with a copy of the letter or other information disclosed. It is important for the student and parent to realize that if requested by the college or university, Pine Crest and/or the student's college counselor will also inform the college or university, and NCAA as applicable of such an incident. Failure to accurately report disciplinary consequences may result in additional disciplinary actions being taken.

Interpretation, Modification, and Amendment

The School reserves the right to interpret, modify, or amend the content of this Handbook and any Division-specific addenda thereto at any time during the year, including the rules and regulations governing academic and non-academic conduct of students. If any written modification or amendment is made to this Handbook and/or an addendum, notice of such modification or amendment will be provided by the School.

LOWER SCHOOL ADDENDUM

INTRODUCTION

The purpose of this Lower School Addendum to the Student Handbook is to provide Lower School students and parents with additional guidelines for acceptable conduct and other important information pertaining more specifically to the Lower School.

As with the Handbook, none of the rules or procedures described in this Addendum preclude the School from taking disciplinary action if students are involved in activities that the School considers detrimental to other students, the general School community, or the School's reputation. The Lower School Head, in consultation with the Vice President of Academics and Strategic Initiatives, the Head of School (Boca Raton campus only), and/or the President or the President's designee, has the right to make final decisions on all matters regarding Lower School students, student rules, and student

discipline. This Handbook and Addendum shall remain in effect until new versions are released and may be amended at any time at the School's discretion.

SCHOOL OBJECTIVE

Our philosophy determines the objectives of the program that, in turn, are translated into specific skills, abilities, understandings, and attitudes to be developed by students. The objectives are divided into five main areas: academic, aesthetic, moral, social, and physical education.

Academic Program

In Lower School, programs in Pre-Kindergarten and Kindergarten are designed to foster a confident self-image through activities that encourage growth in motor development and reading, language arts, mathematics, science, and social science skills.

These areas of knowledge are further developed in grades 1-5, while emphasizing the development of critical thinking skills needed for continued success in academic fields and daily life. The scholastic program in the Middle School and Upper School continues to develop knowledge and competence in all the above-mentioned areas in preparation for successful achievement in college and life.

Fine Arts

We encourage participation in a variety of music, dance, drama, and art activities in order to develop self-expression and foster cultural appreciation.

Values

We have an active commitment to the cultivation of moral and ethical values. Through special programs, courses, and our social emotional educational focus, students are encouraged to reflect on the values inherent in a multicultural society. The School encourages students and parents to participate in activities that foster the positive values inherent in a moral and ethical life. Since the School was not founded by any particular religious group, we have the freedom to encourage all faiths and the general development of our students' moral and ethical values.

Physical Activities

Physical education, dance activities, athletic competition, and recreational programs are designed to develop physical skills, emotional health, and sportsmanship. A wide variety of activities enable students to enjoy and appreciate athletics as participants or as spectators.

In order to foster the development of civic involvement and commitment, students are expected to participate in the life of their School and community. Students throughout the School take part in service learning projects. Through such participation, students gain awareness and understanding, as well as an appreciation for the ideas of others.

ACADEMICS

Student Placement

Class placement for each student is based on academic and social needs. We do not accept parent requests for classroom teacher assignments or classmates.

Re-Enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment at Pine Crest. The Re-enrollment Committee meets after each semester to review the performance of each student.

Because the School believes so strongly in the importance of regular attendance, if a student misses more than ten (10) days of School during a semester, his or her current enrollment status will be reviewed, possibly leading to dismissal. In addition, excessive tardies or absences may negatively impact the decision to offer re-enrollment for the following year and/or provide a basis for revoking a re-enrollment contract previously issued.

Entrance into the next grade will be based on a number of factors, including, but not limited to, the classroom performance of the student, observations of the teacher, results of appropriate testing, disciplinary history, and good citizenship. If the School believes that a student would benefit from another year to grow or a change in placement, we will discuss it with the parents as soon as possible. In addition, if it is deemed that students have established a pattern of not performing up to the standards of the School, the School reserves the right to refuse to re-enroll students who exhibit such a pattern.

Report Cards

Pre-K: Report Cards are issued at the end of each semester.

K-5: Report cards are issued at the end of each quarter.

Grading Scales

Our focus is on creativity, critical thinking, communication, and collaboration, all of which are essential to prepare students for a more complex life and work environment. The performance levels represent the student's progress each quarter; a holistic assessment based upon learning demonstrated through participation in class, group projects, homework, and formal and informal assessments. A half point (.5) indicates growth towards meeting the next performance level.

Boca Raton Campus

Academic Scale & Behavior Promoting Learning and Respect (PK-1st grade):

Exceeding Pine Crest grade level benchmarks for the current quarter (Exceeding)

Meeting Pine Crest grade level benchmarks for the current quarter (Meeting)

Approaching Pine Crest grade level benchmarks for the current quarter (Approaching)

Developing towards Pine Crest grade level benchmarks for the current quarter (Developing)

Academic Scale & Behavior Promoting Learning and Respect (2nd-5th grade):

4 = Exceeding Pine Crest grade level benchmarks for the current quarter

3/3.5 = Meeting Pine Crest grade level benchmarks for the current quarter

2/2.5 = Approaching Pine Crest grade level benchmarks for the current quarter

1/1.5 = Developing towards Pine Crest grade level benchmarks for the current quarter

Academic Scale (4th and 5th grades, including Spanish):

A-, A, A+

Outstanding work of exceptional quality, showing personal initiative and a depth of study beyond class requirements.

B-, B, B+

Above average work that exceeds minimum course standards and demonstrates diligence and consistency.

C-, C, C+

Work that meets the course requirements with average participation.

D-, D, D+

Below average work indicative of inadequate preparation, inconsistent application of course skills, and an inability to master the course contents.

F

Work that fails to satisfy minimum course requirements and demonstrates a lack of mastery or effort.

Fort Lauderdale Campus

Academic Scale & Behavior Promoting Learning and Respect (PK-1st grade):

Exceeding Pine Crest grade level benchmarks for the current quarter (Exceeding)

Meeting Pine Crest grade level benchmarks for the current quarter (Meeting)

Approaching Pine Crest grade level benchmarks for the current quarter (Approaching)

Developing towards Pine Crest grade level benchmarks for the current quarter (Developing)

Academic Scale & Behavior Promoting Learning and Respect (2nd-5th grade):

4 = Exceeding Pine Crest grade level benchmarks for the current quarter

3/3.5 = Meeting Pine Crest grade level benchmarks for the current quarter

2/2.5 = Approaching Pine Crest grade level benchmarks for the current quarter

1/1.5 = Developing towards Pine Crest grade level benchmarks for the current quarter

Academic Scale (5th grade):

A-, A, A+

Outstanding work of exceptional quality, showing personal initiative and a depth of study beyond class requirements.

B-, B, B+

Above average work that exceeds minimum course standards and demonstrates diligence and consistency.

C-, C, C+

Work that meets the course requirements with average participation.

D-, D, D+

Below average work indicative of inadequate preparation, inconsistent application of course skills, and an inability to master the course contents.

F

Work that fails to satisfy minimum course requirements and demonstrates a lack of mastery or effort.

Academic Warning

Students earning an overall academic grade in the “D” range (D+, D, D-) and/or one grade of 1, 1.5 or developing in a behavioral or academic area may be placed on Academic Warning for the following quarter. Academic Warning reflects a formal concern about the quality of a student’s achievement. Families will be notified in writing if a student is placed on Academic Warning.

Academic Probation

Students earning two or more overall academic grades in the “D” range (D+, D, D-), one overall “F” grade, and/or multiple grades of 1, 1.5 or developing in a behavioral or academic area may be placed on Academic Probation. If a student has been issued a re-enrollment contract, families will be notified in writing that their student has been placed on Academic Probation, and the School reserves the right to hold or rescind the

contract. A fifth grade student on Academic Probation is not eligible for matriculation to the Middle School.

Extra Help

Teachers offer extra help sessions. These sessions are meant to help any student who is experiencing temporary difficulty in an academic area or who has missed class instruction due to a brief illness or other excused brief absence.

Arrangements for before- or after-School help should be made in advance with your student's teacher. Students may not be on campus without adult supervision. Students who are not picked up on time will be placed into our Extended Day Program, and a fee will be charged to the student's account.

Homework

The School promotes the value of homework that is most beneficial to elementary-aged students. The majority of homework in Lower School is reading with review or reinforcement in other subjects, as needed. Students may be asked to complete parts of projects at home and/or read, write, or watch material in preparation for the next day's class. Students in grades 3-5 will begin to reread and/or review material in preparation for an upcoming project or assessment.

The prompt completion of homework is a School requirement. Teachers may lower academic grades for non-completion and may notify parents of this problem with a phone call or email. If students are spending more time on homework than the parents believe they should, please contact the teacher and/or schedule a conference.

It is the student's responsibility to obtain or remember necessary items for School, including homework. Homework is not to be photographed or scanned and emailed to the teacher, unless the teacher has specified email as the mode of delivery for the entire class.

All student work must be School-appropriate. For example, when making a video, recording, or presentation, writing a report, or working on any project-based assignments, students must meet the School's expectations. Our expectations include using technology and AI in ways that are consistent with the School's policies (e.g., no "deep fakes" or "cheap fakes"), with the permission of the teacher, and refraining from making inappropriate references or innuendoes relating to, sexual issues, drugs, alcohol,

violence, cigarettes, or similar inappropriate topics. Additionally, all such student work must comply at all times with School rules on harassment and discrimination, including, but not limited to, ridiculing others for any reason including race, religion, color, creed, ethnicity, national origin, gender, gender identity, sexual orientation, or disability.

After School Programs and Extracurricular Activities

Students who have made a commitment to extracurricular activities are expected to attend those activities on scheduled days unless the student was absent from School. Lower School extra-curricular activities vary from year to year; the opportunities for participation are emailed and published on the School's website.

Students who join a club are expected to show strong commitment through regular attendance and exemplary conduct. Students may be asked to withdraw from a club for lack of full participation and/or poor conduct. Students must be picked up promptly at the supervised location designated by the club sponsor. Students may not be on campus without adult supervision. Students who are not picked up on time will be placed into our Extended Day program, and a fee will be charged to the student's account.

Service Learning

Service learning is an important part of the School's mission. Specific activities and requirements vary from division to division. There are no required community service hours for Lower School students, but there are Lower School service learning projects, and several grade level programs.

PLEDGE OF RESPECT/LOWER SCHOOL SONG

The Lower School also has a pledge of respect and a School song:

Pledge of Respect
As a student of Pine Crest School
I will always strive to do my best.
I will respect myself and others
And use my individual talents to bring honor
To my family, my school, and my community.

School Song
Pine Crest, Pine Crest, School so dear.
Pine Crest we give you a cheer!

Green and white our colors true
Fondly we remember you-
Like our tower so tall and white,
Our minds expand, ideas take flight.
Onward, upward, we will soar,
As years go by, we'll love you more.

PROCEDURES FOR ARRIVAL AND DISMISSAL

All Lower School students are expected to arrive on campus no earlier than the designated time and to leave campus immediately after the class day ends or at the conclusion of their participation in School-sponsored or School-supervised activities. Vehicles arriving and dropping off students must display the car tag with the student's name to assist in the ease of the process. Any Lower School student remaining after dismissal will be guided to the Extended Day Program. Any fee incurred will be billed to the student's account.

Parents are further advised that they are expected to leave students on the campus only for the School day and for specific extra-curricular and co-curricular activities. The School does not accept responsibility for the supervision of students outside the specific times of the established School day. Lower School students may not accompany siblings to practices or athletic events after School unless an adult authorized to supervise the Lower School student's activities is present. Students must be with a parent or authorized adult at all times, including during school-sponsored events such as Fine Arts and athletic events. Playgrounds are only open to school supervised activities.

The Lower School Office must have the names of persons who are authorized to pick up each student. Any changes to the usual dismissal plan must be communicated to the classroom teacher as early in the School day as possible, and absent an emergency, no later than 2:00 p.m. A parent or other authorized person must sign students in or out of School through the Lower School Office. The School will not allow a student to leave School early with another person unless the School receives written authorization (or where there are extenuating circumstances, verbal authorization) from the parent to do so.

In the event of severe weather or lightning alert, all students will be held in their classrooms until it is safe to dismiss students, or until a parent comes to the classroom. Bus students will be supervised in a designated area.

Boca Raton Campus

The Lower School day begins at 8:00 a.m. The earliest time students may arrive at School is 7:35 a.m. Exceptions to the rule must be approved by the Lower School Head.
Important: Pick-up times are staggered to alleviate heavy congestion at the end of the day as follows:
Pre-Kindergarten and Kindergarten dismissal is at 2:50 p.m.
Grades 1 and 2 dismissal is at 3:05 p.m.
Grades 3-5 dismissal is at 3:20 p.m.
The latest a student may leave early is 2:20 p.m. to avoid the car line during dismissal.

Schedule Changes

On early release days, the schedule for dismissal is as follows:
Pre-Kindergarten and Kindergarten dismissal is at 11:15 a.m.
Grades 1 and 2 dismissal is at 11:30 a.m.
Grades 3-5 dismissal is at 11:45 a.m.
If a PK or K student has a sibling in grades 1-5 or is part of a carpool with students in those grades, the younger students will be supervised until the later pick up time(s).

Sign-in and Sign-out Procedures

> ***Sign-in:*** A parent or guardian must sign-in any student arriving after 8:00 a.m. by following the procedures communicated by the Lower School Office.
>
> ***Sign-out:*** Students leaving campus during the School day must notify their classroom teacher and the Lower School Office in writing. A parent or guardian signs out and picks up the student by following the procedures communicated by the Lower School Office.

Lower School students may not accompany older siblings in another Division to practices or athletic events after School unless an adult authorized to supervise the Lower School student's activities is present. Students must be with a parent or authorized adult at all times. All of the playgrounds are closed to students and families at the end of the School day. A parent or other authorized person must sign students in or out of School through the Lower School Office.

Fort Lauderdale Campus

The class day is scheduled as follows:

PK and Kindergarten	8:10 a.m. – 2:45 p.m.
Grades 1-2	8:10 a.m. – 3:15 p.m.
Grades 3-5	8:10 a.m. – 3:35 p.m.

Arrival

Classes begin at 8:10 a.m. Students may arrive on campus as early as 7:15 a.m. Students who ride the bus will be supervised until 7:50 a.m. If dropped off before 7:50 a.m., students in Pre-Kindergarten through grade 1 will be supervised on the Pre-Kindergarten/Kindergarten playground, and students in grades 2-5 will be supervised on the carline bleachers, unless they sign out for a scheduled extra help or before school activity. The car line gate closes promptly at 8:10 a.m. After the gates close, students must go to the Security desk in the parking garage.

Students may only be dropped off in the Lower School car line. Students are not to be dropped off or walked in from the parking garage.

Dismissal

There are three dismissal options:
- Students may be picked up in the car line.
- Students (Kindergarten – Grade 5 only) may take the bus.
- Students may go to Extended Day or Enrichment programs on full school days.

Students in PK or K may be picked up at 2:45 p.m. and older children at 3:15 p.m. (grades 1-2) or 3:38 p.m. (grades 3-5). On half-days, students in PK or K are dismissed at 11:30 a.m. and older children (grades 1-5) at noon.

If a PK or K student has a sibling in grades 1-5, or is part of a carpool with students in those grades, the younger students will be supervised until the later pick up time(s).
The Lower School Office must have the names of persons who are authorized to pick up each student. All dismissal changes should be called in to the Lower School office by 2:00 p.m. Students who are not picked up on time will be placed into our Extended Day Program, and a fee will be charged to the parents' account.

If your child will not be taking the bus home on a particular day, you must either give your child's teacher a note, email the teacher, or contact the Lower School office on that morning outlining the alternative arrangements.

Lower School students may not accompany older siblings in another Division to practices or athletic events after School unless an adult authorized to supervise the Lower School student's activities is present. Students must be with a parent or authorized adult at all times. All of the playgrounds are closed to students and families at the end of the School day. A parent or other authorized person must sign students in or out of School through the Lower School Office.

ABSENCES AND TARDIES

It is important for students to be in School; regular attendance is essential for learning. Teacher instruction, demonstrations, cooperative learning, hands-on activities, group discussions, and lab work are a part of lessons that cannot be prepared in advance or re-created upon a student's return.

The School recognizes that some family events and trips are necessary and provide valuable and worthwhile experiences, but the School is charged with the education of our students and must handle absences and tardies as it deems appropriate.

At Pine Crest School, education is both a privilege and a responsibility. Prompt and regular attendance at every scheduled class and other academic activities is required. Attendance is taken in each class throughout the day. Absences are divided into two categories: the first is a School-sponsored absence, which is an absence from class while representing Pine Crest (e.g., class field trip, participating in a School athletic event, School-sponsored extracurricular commitment). All other reasons for missing School are considered as an absence (e.g., illness, sleeping in, extending a vacation, family events).
Any time that a student is absent from class ten (10) times, an Attendance Committee composed of the School Counselor, the teacher, and/or the Lower School Head will review the attendance record. School-sponsored absences are not counted toward this total.

Because we feel so strongly about the importance of regular attendance in School, excessive tardy arrivals or absences (which affect the School's ability to educate a student) will be considered when making re-enrollment decisions for the following School year and may, in the School's discretion, negatively impact the decision to offer re-enrollment for the following year and/or provide a basis for revoking a re-enrollment contract previously issued.

The School may also, in its discretion, impose disciplinary consequences and/or withhold the student's report card where the absenteeism or tardiness is deemed excessive. The School reserves the right to review each student's situation on a case-by-case basis and make determinations as it deems appropriate.

Long-term illnesses require special arrangements with individual teachers and the School Counselor. It is the student's responsibility to maintain contact with teachers and to make up work as quickly as possible. Long-term illnesses or absences may result in required summer school make-up courses, repeating of the grade, and/or dismissal from school, depending on the length of the absence, the work performed during the absence, and the student's ability to meet the essential functions of attending and participating in school.

Absence Designation/Call-In Procedures

When a student is unable to attend School because of health reasons or other emergencies, parents should call the Lower School Office by 9:00 a.m. to explain the nature of the absence.

If an absence is planned, notice should be submitted, in writing, to the Lower School Head at least three academic days in advance, so that plans can be arranged to make-up the work. Make-up work is not given in advance. The Lower School Office must be informed of any anticipated absence or lateness.

Make-Up Work

All work that can be made up, such as tests, quizzes, and papers, must be completed and submitted within the number of days the student was absent, plus one, at the School's discretion. Parents and/or students should contact their classroom teachers regarding missed work A student who was present for the class review, but absent for the test will be required to take the test the day of return. So as not to take away additional academic time, it is suggested that tests and quizzes be made up either before or after School or during a period designated for this purpose, as arranged and agreed upon by the Lower School Office. The School reserves the right to review and address patterns of absences that fall on assessment dates and take the steps it deems necessary to address any such patterns.

Limitation on Student Activities when Absent

Students excused from classes for field trips or other special reasons are required to obtain assignments and otherwise be prepared for class, including tests, the next day. Any student not well enough to attend School may not participate in any co-curricular, extra-curricular, or sporting activity that afternoon or evening. Students also may not participate in assemblies, parties, or other after-School activities on days they were absent from School.

Participation in Extracurricular Activities

A condition of participating in the extracurricular life of the School (e.g., games, plays, concerts, practices) is consistently attending every class and/or School obligation. Students who are absent for any part of, or the entire School day, will not be eligible to participate in the extracurricular activities on the day of the absence without a doctor's note or unless otherwise authorized by the Dean of Students.

Students who are suspended from School or who have been given a suspension are prohibited from participating in after-School activities (sports, fine arts, etc.) during the day(s) of their suspension.

It is the responsibility of the student to inform the coach or director of their absences.

Physical Education Excuses

The School Nurse may excuse a student from Physical Education for one or two days. Requests for extended absences from Physical Education as a result of a serious injury or illness may be considered an accommodation as part of a temporary care plan and require a doctor's note.

Arriving Tardy

Students who arrive after 8:00 a.m. (Boca Raton) or 8:10 a.m. (Fort Lauderdale) are considered tardy and must sign in with the Lower School office before reporting to class. Tardy arrivals include arriving after the start of School for any reason, including because of doctors' appointments, illness, or traffic. Tardies are also defined as being late to class at any point during the academic day. Excessive tardies may negatively impact the decision to offer re-enrollment for the following year and/or provide a basis for revoking a re-enrollment contract previously issued.

DISCIPLINARY POLICY AND ENFORCEMENT OF RULES:

The entire community is responsible for the enforcement of rules. If any student, teacher, or administrator observes a student violating a School rule or policy, such information should be reported to the Lower School Office.

The Lower School Office is responsible for providing whatever sanctions are deemed appropriate. Sanctions for any type of misconduct may take a variety of forms, ranging from the elimination of privileges for minor violations of the rules to social warning, probation, suspension, loss of privileges, and/or expulsion for more serious or repeated infractions. Any decision involving suspension or expulsion is subject to the final decision by the Lower School Head, in consultation with the President or the President's designee.

Levels of Misconduct

Level One

Examples of Level One misconduct include but are not limited to:

- Not following School or classroom rules
- Leaving assigned areas without permission
- Inappropriate verbal language or name-calling
- Acts that impede orderly classroom procedures
- Technology violations
- Bus infractions

Parents are not generally notified of Level One misconduct unless the behavior persists. The teacher will contact the parents if the behavior persists. Two or more instances of Level One misconduct warrant more serious disciplinary action.

Level Two

Examples of Level Two misconduct include but are not limited to:

- Repeated Level One misconduct
- Bullying (threatening or taunting physically, verbally, or through social media or the use of electronics)
- Repeated use of cell phones without permission
- Honor Code violations (cheating, stealing, copying, signing some else's name)
- Unacceptable physical contact

- Property damage
- Inappropriate, discriminatory, or profane language

For more serious infractions, teachers may immediately refer students to the Lower School Office. In certain incidents involving physical aggression and/or bullying, parents will be asked to immediately pick up the student from School. Parents are generally notified of Level Two misconduct.

Levels of Disciplinary Action

Infractions of School rules may result in the following levels of disciplinary action. There is no guarantee that discipline will be issued in any particular sequence before more serious disciplinary action is taken, up to and including expulsion. Rather, students may be placed on any level of disciplinary action that the School deems appropriate under the circumstances, even when the offense is a “first time” violation. Any level of misconduct may be considered before a re-enrollment contract is issued. If a re-enrollment contract has already been issued, the School reserves the right to hold or revoke the contract.

Social Warning

A student may be placed on Social Warning after two or more instances of misconduct, two or more referrals to the Lower School Office, or a single infraction that, in the discretion of the Lower School Head, warrants this consequence. The term of the Social Warning is generally for one full semester (but may be longer at the School’s discretion), and may carry from one School year to the next. In addition, a student may not be permitted to participate in extracurricular activities during the time on Social Warning. Student misconduct while on Social Warning may result in further disciplinary consequences, including Social Probation, suspension, or expulsion.

Social Probation

Social Probation is generally the consequence for repeated violations of School rules, or an additional referral(s) to the Lower School office or other misconduct while on Social Warning. A student may also be placed on Social Probation for any violation of School rule (including first-time offenses) that, in the discretion of the Lower School Administration, is sufficiently serious to warrant such disciplinary consequences. Social Probation may last up to one calendar year (and, thus, may carry over from one School year to another). In the School's discretion, students on Social Probation may not receive a re-enrollment contract, and re-enrollment decisions for such students may, in the School's discretion, be deferred until the end of the applicable School year. The School reserves the right to hold, decline to issue, or revoke a re-enrollment contract when it sees fit.

A student on Social Probation will give up any elected office or positions of privilege or leadership, and may not be allowed to attend field trips.

Suspension

Suspension is a disciplinary option for Level Two infractions or other serious violations of School rules. Suspension may become part of the student's permanent record.
There are two types of suspension:
a) Out–of–School Suspension: Students are banned from all School activities, including classes, and are to remain at home. All work is to be made up immediately upon return.
b) In-School Suspension: Students are to be on campus but are not allowed to attend classes or events: however, they will complete their work during the suspension.

Students who are suspended may also be placed on Social Warning or Social Probation. Students who are suspended will automatically have their files reviewed as they are considered for enrollment in the next grade level. The School reserves the right to hold, decline to issue, or revoke a re-enrollment contract when it sees fit.

Expulsion

Students may be expelled for repeat infractions (even if not related) and serious first offenses, including, but not limited to, threats or possession of weapons; violation of the drug/alcohol policy; serious sexual misconduct; conduct resulting in harm, damage, or disruption to the educational environment; conduct that compromises the student's safety or welfare or that of any of any other student, employee, or individual; parent or family member causing disruption to the School or the School's educational mission;

non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Also, conduct that is defined as unlawful, whether a misdemeanor, felony, or non-criminal/civil offense, whether occurring on or off campus, may be grounds for expulsion.

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

A student who is expelled, asked to withdraw, or who is withdrawn during an investigation into the student's conduct, must leave campus immediately and may not return to campus without special permission from the President or the Lower School Head.

Honor Code Violations

Honor Code violations by students in grades 4-5 will be referred to the Lower School Head for disciplinary action. Repeated violations may result in immediate dismissal from the School.

Situations involving cheating on tests, quizzes, homework, and projects will result in a zero, and may warrant further disciplinary action. Cheating includes, but is not limited to, any action where a student gains an unfair advantage. Sharing homework with a fellow student to copy is considered cheating by both participants. Discussing the content of a test before all students have taken the test is also considered cheating by all participants.

ELECTRONICS POLICIES

Cell Phones and Other Electronics

Lower School students may not use or wear any personal electronic devices during regular school hours or during before- and after-school activities, including car line. This restriction applies, but is not limited, to cell phones, iPads, smart watches, headphones (e.g., AirPods), and other technology that can access the internet, make phone calls, or send messages. For this reason, we strongly recommend that students not bring any personal electronic devices to School. If personal electronic devices are brought to School, they must remain in a backpack or other bag that stores personal items. For school-issued electronic devices that are permitted for an academic purpose, the visible/audible content stored on the device (such as images, wallpaper, and ringtones)

must be School-appropriate. The School is not responsible for the theft, damage, or loss of any devices.

Students may not use any device in any way that is inappropriate, harassing, disruptive, or threatening to the educational environment. Students are not permitted to use camera phones, iPads, Chromebooks, or other devices to take any inappropriate pictures; take pictures of others without their consent; record or videotape classes, conversations, or activities without permission; send text messages to other students in class; or act in ways that would otherwise violate a School rule. This includes, but is not limited to, meeting all of the following expectations:

- Students are not permitted to send or forward pornography or inappropriate or harassing texts, or malware to any member of the School community at any time
- Students are not permitted to create “deep fakes,” “cheap fakes,” or any other inappropriate digitally-altered images, videos, voice recordings, or content.
- The School also prohibits sexting—the exchange of sexually explicit material—using a cell phone or electronic device.
- Students may not use any electronic device (including cell phones) or any camera/video/recording functions in any restroom or locker room—whether on or off campus or during or after the school day. For the avoidance of doubt, this restriction applies to students participating in after-school events such as sports, Fine Arts, and/or Community Engagement programming.

The School will comply with all State and local laws regarding improper uses of electronic devices.

Any student using an unapproved electronic device, including but not limited to cell phones, smart watches, and other wearable technology, during an assessment will be presumed to have used the device to commit an Honor Code violation and will be subject to disciplinary action.

Students who violate any aspect of this policy will have their cell phone or electronic device confiscated. In such cases, the device, including all contents, may be inspected, and parents may be required to come to the School office to pick up confiscated items. Students may also be subject to disciplinary action for any violation of this policy, up to and including expulsion.

Other Prohibited Items

Students may not use items in classrooms that are not normally used there, without express permission (some examples are food, drinks, cell phones or cameras, audio and video recorders, sports equipment, laser pointers, or other electronic devices). These items may be confiscated and possession of such items may result in disciplinary action.

DRESS CODE

Lower School students are expected to be in full uniform each School day, most field trips, and for certain School programs, with strict adherence to the Dress Code. The uniforms must be of appropriate length, fit, and overall condition. Students are required to maintain a neat appearance, therefore over-sized, baggy sweatshirts, and pants are not permitted.

Shoes

Students may not wear light-up shoes or footwear with charms, wheels, wedges, or other high heels. Pre-Kindergarten and Kindergarten students may wear only Velcro or pull-on sneakers.

Marking of Clothing

A name-tag, or the full name marked in indelible ink or white laundry marker, will better assure the recovery of lost or misplaced items. This includes jackets, sweaters, uniforms, sweatshirts and PE items. Sneakers and shoes should also be marked in permanent marker. The School is not responsible for lost or stolen property.

All marked apparel will be returned to the student's homeroom teacher. Unmarked items turned in to the Lower School Office will be turned over to the Boca Parent's Association or the Lower School Family Association for future resale in the "Twice But Nice" store (Boca Raton) or the "Cub Closet" (Fort Lauderdale).

PE Uniforms (Fort Lauderdale Campus only)

Students in grades 1-5 are expected to have a PE bag with the following items clearly labeled:

- Swim trunks or one-piece swimsuit
- Goggles

Pep Shirts/Spirit Shirts

Boca Raton Campus

On Community Building Assemblies days, all Lower School Students (Pre-K through grade 5) must wear their Five For Pride shirt with uniform bottoms. On Fridays, students may wear any Pine Crest T-shirt or Spirit Store shirt with uniform bottoms and regular School shoes.

Fort Lauderdale Campus

On most field trips and days of Community Building Assemblies, all Lower School Students (Pre-K through grade 5) must wear the Lower School Panther Pride shirt. On Fridays, students may wear any Pine Crest T-shirt or Spirit Store shirt with uniform bottoms and regular School shoes.

No Uniform Days

There will be special events, such as field trips and "No Uniform" Days, when students may wear clothes other than their uniforms. The appropriate clothing for these days will be made clear to students in the morning announcements, by their teachers, and in communication from the Lower School Office. Students must adhere to these requirements. Students may not obscure their faces in any way. Students may not wear clothing with any type of social or political message.

Sweatshirts/Sweatpants/Sweaters

No sweatshirts, sweatpants, or sweaters may be worn other than approved articles purchased from Lands' End or the Campus Store.

Cold Weather Days

When School administration determines that the temperature is cold enough for the entire school to wear "Cold Weather" attire, students may wear white tights or black leggings under their uniform bottoms from the Spirit Store during the cold weather days. In weather below 50 degrees, a heavier, non-uniform jacket may be worn to and from School and for outdoor activities, with jeans and a uniform shirt. An email will be sent home designating cold weather days.

Hats, Make-Up, Nails, Tattoos, and Jewelry

Students may not wear hats, make-up, fake nails, nail polish (other than clear or light-colored polish), visible temporary tattoos, or conspicuous items of jewelry (such as dangling earrings). Students in Pre-K and Kindergarten should not wear jewelry other than post or small hoop earrings. The School reserves the right to determine the appropriateness of any Lower School student's appearance and grooming as a reflection of School standards.

Hair

Hair should be clean, shaped, well groomed, away from the eyes, and not an unnatural color or worn in a style that is in any way extreme. The School reserves the right to determine the appropriateness of any Lower School student's appearance and grooming as a reflection of School standards. Hair accessories, such as headbands, should be small and modest so as not to be a distraction to the learning and playing environment of others.

PARENT INFORMATION

Parties and School-Sponsored Social Events

Students' birthdays are honored at all Lower School grade levels. Birthday treats are only permitted in grades Pre-Kindergarten through second grade. Please consult with your child's classroom teacher regarding the manner in which your child's birthday will be celebrated and, if applicable, the appropriate time and type of snack to be sent in.

No invitations to parties and/or thank you notes can be handed out at School unless all the students in a homeroom are invited or included. Anything to be brought for a party (sleeping bag, gift, etc.) is not to be brought to School. No gifts should be brought to School for teachers to distribute to children. Parents should not have balloons or flowers delivered to the classrooms as these items may become disruptive to the instructional setting.

Class parties should follow grade-level guidelines as explained by teachers. Favors and/or "goodie bags" are prohibited.

Campus Use

Parents are advised that they are expected to leave students on the campus only for the School day, and for specific extra-curricular and co-curricular activities. The School does not accept responsibility for supervision of its students outside the specific times of the established School day including supervision of students who arrive early or remain on campus after the School day ends.

Classroom Participation

Teachers will communicate with parents regarding guidelines for classroom parties, activities, celebrations, and field trips. Parents should follow all teacher recommendations in order to provide a comfortable celebration during designated times of the year. If parents are invited to provide food, remember that some students have food allergies that can be life threatening. For this reason, only store-bought snacks are permitted. Please work directly with the teacher to ensure that there are safe choices available for all students, and please consider healthy alternatives. Siblings are not permitted in the classroom during these activities, celebrations, or field trips.

Communications

The Lower School communicates with parents in a variety of ways. The Office may use email to communicate activities for parents and students, and to explain decisions or clarify directions. My Pine Crest is used to maintain calendars, forms, standardized test scores, and report cards. Individual teachers post weekly updates in the Canvas portal, as well. Teachers will endeavor to respond to emails within 24 hours or on the following School day after weekends and holidays.

Conferences

Teachers or parents may request conferences at any time, with a note, email, or phone call. Formal parent/teacher conferences are scheduled in the Fall.

Dining Hall

An extensive selection of food choices for lunch are available daily in the dining halls on both campuses. Daily lunch is included in tuition. Students are expected to choose from the daily offerings and not bring food for lunch from outside. The food services director on either campus can work with families and students with special dietary needs.

Field Trips

Day and overnight field trips are part of the educational process. It is expected that all involved students will attend field trips and if a student cannot attend, parents should write a note or call the Lower School Office prior to the trip. Students who have not demonstrated good conduct during their classes will not be permitted to attend. Proper behavior during the trip continues to be of utmost importance. Parents of any student who fails to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

For overnight, extra-curricular field trips, parents must complete the School's Participation Waiver and Release Form. No modifications to the Participation Waiver and Release Form will be permitted. Parents who choose not to complete these forms have the option of keeping their child home for the period of the trip. Guidelines (including costs, if any), for the trip will be provided by the School.

All emergency and routine medications that are on file with the School's Medication protocol will be sent on a field trip, and nurses will instruct the teachers on administering those medications. If a child needs to take a medication not on file in the Health Office for a specific trip, parents should contact the School Nurse at 954-492-4070 (Fort Lauderdale) or 561-852-2828 (Boca Raton) so arrangements can be made.

School Counselors

The Lower School Counselor implements a comprehensive program focusing on the development of the whole child. The School Counselor helps identify and facilitate growth and development relating to a positive educational experience and is available to address both students' and parents' concerns.

MIDDLE SCHOOL ADDENDUM

INTRODUCTION

The purpose of this Middle School Addendum to the Student Handbook is to provide Middle School students and parents with additional guidelines for acceptable conduct and other important information pertaining more specifically to the Middle School on both campuses.

As with the Handbook, none of the rules or procedures described in this Addendum preclude the School from taking disciplinary action if students are involved in activities that the School considers detrimental to other students, the general School community, or the School's reputation. The Middle School Head, in consultation with the Vice President of Academics and Strategic Initiatives, the Boca Raton Head of School, and/or the President or the President's designee, has the right to make final decisions on all matters regarding Middle School students, student rules, and student discipline. This Handbook and Addendum shall remain in effect until new versions are released and may be amended at any time at the School's discretion.

SCHOOL OBJECTIVES

Our philosophy determines the objectives of the program that, in turn, are translated into specific skills, abilities, understandings, and attitudes to be developed by students. The objectives are divided into five main areas: academic, aesthetic, moral, social, and physical education.

Academic

The scholastic program in the Middle School builds on the foundation begun in Lower School, and is designed to foster a confident self-image and critical thinking skills through activities that encourage growth in reading, language arts, mathematics, science, social science skills, and world language. The skills needed for continued success in academic fields and daily life are developed in the Middle School (and further developed in the Upper School) to prepare students for successful achievement in college and life.

Aesthetic

We encourage participation in a variety of music, dance, drama, and art activities in order to develop self-expression and foster cultural appreciation.

Moral

We have an active commitment to the cultivation of moral and ethical values. Through special programs, courses, and our social emotional educational focus, students are encouraged to reflect on the values inherent in a multi-cultural society. The School encourages students and parents to participate in activities that foster the positive values inherent in a moral and ethical life. Since the School was not founded by any particular

religious group, we have the freedom to encourage all faiths and the general development of our students' moral and ethical values.

Physical

Physical education, dance activities, athletic competition, and recreational programs are designed to develop physical skills, emotional health, and sportsmanship. A wide variety of activities enable students to enjoy and appreciate athletics, as participants or as spectators.

In order to foster the development of civic involvement and commitment, students are expected to participate in the life of their School and community. Students throughout the School take part in service learning projects. Through such participation, students gain awareness and understanding, as well as an appreciation for the ideas of others.

ACADEMICS

Courses

All academic offerings stress the importance of study skills, as well as the content of the discipline. Throughout Middle School, students are enrolled in each of the following core academic courses each year: English, math, social studies, science, a world language (French, Spanish, or Mandarin Chinese), and Wheel Courses. Accelerated courses are offered in math, physics, and Spanish. In addition to the core courses, students also complete wheel courses, which are academic courses designed to enrich their understanding of themselves and their world. Further, along with physical education, each year students have the opportunity to take a wide variety of Fine Arts electives such as chorus, band, orchestra, and dance.

Advanced and Honors Placement (All Subjects)

Placement in advanced or honors courses is based on a student's performance, readiness, and demonstrated ability to handle the rigor and pacing required for success in our programs. While assessment results are a significant factor, the placement committee also considers other important and essential indicators and demonstrated mastery of prerequisite content. It is our goal that students are placed in courses in which they will grow and thrive.

Grade Calculations

In determining Honor Roll, and other grade point calculations, a weighted grade point average is used for accelerated courses, including Pre-Algebra for 6th Graders, Algebra I Honors 7, Geometry Honors, and Spanish A Honors, Spanish B Honors, Spanish I Honors, and Spanish Heritage. The grade received is multiplied by a factor of 1.03. Since Advanced Pre-Algebra and Algebra I Honors 8 are advanced but not the highest level, the grade received is multiplied by only a factor of 1.01.

Homework

Homework is an important part of the student's day, as it is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short-term and longer-term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely.

All student work must be school-appropriate. For example, when making a video, recording, or presentation, writing a report, or working on any project-based assignments, students must meet the School's expectations. Our expectations include using technology and AI in ways that are consistent with the School's policies (e.g., no "deep fakes" or "cheap fakes") and refraining from making inappropriate references or innuendoes relating to sexual issues, drugs, alcohol, violence, cigarettes, or similar inappropriate topics. Additionally, all such student work must comply with School rules on harassment, bullying, language usage, and discrimination, including, but not limited to, ridiculing others for any reason including gender, disability, religion, ethnicity, national origin, race, gender identity, or sexual orientation at any time.

Extra Help

Faculty members are available for at least two one-half hour extra help sessions a week, which may be scheduled before or after School. Dates and times of an individual teacher's availability are posted in the classroom and on the teacher's Canvas page. It is important to recognize that extra help is a time to clarify concepts, review notes, ask questions about a homework assignment, or perform absentee make-up work. It is not a time to receive sustained formal private tutoring. Students are encouraged to ask for extra help and may be required by a teacher to attend an extra-help session.

Grading

Below is our grading scale:

90-100 (A): Outstanding work of exceptional quality, showing personal initiative and a depth of study beyond class requirements

80-89 (B): Above average work that exceeds minimum course standards and demonstrates diligence and consistency

70-79 (C): Working toward meeting the minimum course standards with consistency

60-69 (D): Below average work indicative of inadequate preparation, inconsistent application of course skills, and an inability to master the course contents

Below 60 (F): Work that fails to satisfy minimum course requirements and clearly demonstrates a lack of mastery and effort

Grade of Incomplete (I)

Passing (P)

A student has five academic days (or a determined amount as approved by the Division Head) to complete any missing work that resulted in a report card grade of Incomplete. After the designated time has passed, the report card grade will be recalculated incorporating zeros for any remaining missing assignments. Arrangements to complete missing work should be discussed with the Division Counselor.

Honor Roll

The Honor Roll is calculated after the end of each semester and recognizes those students whose average of core academic subjects (including Wheel) is 92.0 percent or better. Wheel classes do not have the same weight as full year courses but are included in Honor Roll calculations. No rounding will be done in determining the Honor Roll average.

To be included on the Honor Roll, students must pass all courses, including athletic courses and electives.

Academic Warning

Placing a student on Academic Warning indicates to the parent that the child's status as a Pine Crest Student may be in jeopardy. Students with a single semester grade in a class

below 70 percent (including wheel classes) or an overall average below 78 in their required core classes (world languages, math, English, science, and social studies) are placed on Academic Warning. A student on Academic Warning may not be permitted to participate in extracurricular activities.

Academic Probation

Students who have two or more semester grades below 70 percent (including wheel classes), one or more semester grades below 60 percent (including wheel classes), or an overall cumulative semester average of less than 75 percent in their required core classes (world languages, math, English, science, and social studies) will be placed on Academic Probation. While on Academic Probation, a student is not eligible for re-enrollment for the following academic year, and if a re-enrollment contract has already been issued, that contract may be revoked. In addition, a student may not be permitted to participate in extracurricular activities during the time on Academic Probation.

Required Averages for Re-Enrollment

A student on Academic Warning or Probation will be reviewed by the Re-enrollment Committee to assess their ability to return to School the following year. The factors reviewed by the Re-Enrollment Committee include, but are not limited to, academic performance, disciplinary record, good citizenship, and/or attendance. Re-enrollment eligibility from an academic standpoint is based on the rounded and weighted grades and averages in the student's core academic subjects. These subjects include world languages, math, English, science, social studies, and wheel. They do not include physical education or electives.

A cumulative, end-of-year average in required courses of 75 percent or above is expected to continue from one grade to the next. Students with an academic average of less than 75 percent for a semester will be placed on Academic Probation. Students who have an overall year-long academic average below 75 percent may have their contract held or rescinded until reviewed by the re-enrollment committee to determine if the student will be permitted to advance to the next grade level.

Students whose 3rd quarter grades do not meet the academic expectations of Pine Crest School will be placed on an academic status reflective of their performance.
Individual grades below 70 percent, as well as a consistent pattern or comments indicating a lack of effort or inappropriate conduct in the classroom, and records of

excessive absenteeism or tardiness are also considered in evaluating whether a student will be issued an enrollment contract for the following year.

Students who have established a pattern of not performing up to the standards of the School will be placed on Academic Warning or Academic Probation. Students who are on or have accrued multiple Warning statuses (academic or disciplinary) during Middle School may be placed on Probation and/or jeopardize their eligibility for re-enrollment. The School reserves the right to decline to re-enroll students who exhibit such a pattern and as outlined herein. The School may require students to complete additional course work to maintain enrollment.

Parents' failure to meet financial obligations can also jeopardize a student's continued enrollment. In that event, a letter will be sent home indicating that the student's standing in the School is in jeopardy, or the parents will otherwise be notified.

All students in eighth grade that are on an academic or disciplinary status during their eighth-grade year will not be issued a contract, pending review by the re-enrollment committee. Eighth graders who have re-enrolled for Pine Crest Upper School must complete their eighth-grade year with an overall average of 75 percent, with no individual year-end course average lower than a 70 percent, including wheel courses, or they may not be permitted to proceed to Upper School. Students who do not meet these requirements, but who maintain a minimum year-end average of at least 65 percent, will not advance to the Upper School but will qualify for the Eighth Grade Certificate of Attendance.

Report Cards and Progress Reports

We believe that School and parent communication is an important element in a student's success. Teachers may send home Progress Reports at any time during the School year when deemed appropriate. Progress Reports will reflect the quality of success that a student is having at that point in time. At the midpoint in each semester (approximately nine weeks), quarter reports are issued. Grades are continuously available for viewing on My Pine Crest, which allows parents to monitor their child's progress. Term grades are issued at the end of each quarter and semester.

Schedule Changes

Schedule changes are initiated by the Middle School Office and will be made when the School recognizes in its discretion that a change would be in the best interest of the

student. Students or parents desiring a change must contact the Assistant Middle School Head to discuss the request. As a general rule, requests will not be granted after the drop-add period.

ADVISORY PROGRAM

The Pine Crest Middle School Advisory Program aligns with the School's mission and vision for "Learning Beyond the Classroom." The intent of this program is to build effective teacher-student relationships, in a non-academic setting, that will lead to the development of strong character, independence, and leadership skills for each student. Each student will be assigned a faculty advisor who serves as the student's advocate and mentor regarding academic and social issues.

Advisor groups meet multiple times a week during the School year to cultivate community within their advisory group. Approximately once a month, extended advisory sessions are scheduled to include discussion topics pertaining to adolescent development. Some of the topics addressed include study success, friendships, leadership skills, respect for self and others, stress management, goal setting and media literacy.

Middle School advisors strive to be aware of all aspects of the advisee's involvement at School—academic, social, and extracurricular. In the academic area, advisors seek to identify advisees' strengths and growth areas and to offer helpful suggestions, as needed. With regard to personal matters, advisors seek to create a climate in which the advisees feel welcome to share personal successes, struggles and/or concerns. Advisors also encourage advisees to be meaningfully involved in the Middle School community according to advisees' unique interests and abilities.

ACTIVITIES AND ATHLETICS

Students are encouraged to participate in Middle School activities and athletic programs. Registration for activities and tryouts for sports will be announced in advance.

Athletic Teams

Basketball, baseball, cheerleading (co-ed), crew (FTL), cross-country, football (co-ed), golf (co-ed), lacrosse, sailing (FTL), soccer, softball (FTL only), swimming/diving, tennis, track (FTL only), and volleyball.

Athletics and Extracurricular Activity Eligibility

The School is a member of the Florida High School Athletic Association (FHSAA) and follows all eligibility rules and requirements as directed by that organization. Any student-athlete who tries out for a sport and makes the team and then decides to leave the team may not be eligible to try out for another sport until the completion of the original team's season.

All students participating in athletics or extracurricular activities will be periodically evaluated. Students who are on Academic or Disciplinary Warning or Probation and/or who have failed to complete and submit all of the eligibility and clearance forms required by the School may not be eligible to participate in these programs.

Students not well enough to attend classes during the School day may not participate in any sports or extracurricular activity that afternoon or evening, except with the specific approval of the Middle School Head or the Assistant Middle School Head.

PE Waiver Guidelines

A student may be approved to be exempted from PE requirements if the student is involved in an intensive year-round athletic program outside of the School. Additional information is available in the Middle School Office.

Service Learning

All Middle School students are expected to contribute to the life of their School and community. Throughout the year, all Middle School students participate in service learning projects that encourage them to engage with the community and learn beyond the classroom.

Student Council

Student Council membership is contingent upon being elected by the Student Body. Student Council members must be in good standing academically and behaviorally, and they may be removed from office if they are not meeting the expectations of a Pine Crest student. Students on any status may not be eligible to run for office.

ARRIVAL AND DISMISSAL PROCEDURES

To ensure the safety of our students, please note the following School policies regarding arrival and dismissal. Students may not be left unsupervised either before or after School.

Cell phones may not be used when dropping off or picking up students or driving on campus. Parents and guardians are expected to maintain a cooperative, supportive, and positive relationship with the security team, faculty, and staff and comply with all directives given while on campus. The safety of all students is our first concern, and we therefore ask that all drivers focus only on students and their movement.

Arrival

The earliest time students may arrive at School is 7:15 A.M. Students who arrive late to School must report to the Middle School Office to sign in.

If students are home ill, then they must remain at home. Students should not come to school to take a test or complete an assessment. All missed work should be completed upon return to school according to the school make-up policy.

Dismissal

Students who find it necessary to leave campus during the School day must notify the Middle School Administrative Assistant at the beginning of the School day. All students must sign out when leaving and sign in upon returning to the School campus.

Students who are signing out early must remain in the Middle School Office until they are released to their parents or guardian. The School will not allow a student to leave School early with another person unless authorized by the parent or guardian to do so.
The School does not accept responsibility for supervision of its students outside the specific times of the established School day.

After School

Students who remain after school past 4:15 p.m. must report to the supervised Extended Day or other approved designated areas. For more information about the afterschool program, please contact the Community Engagement Office. Students that remain on campus after dismissal are expected to report to Extended Day unless they are in extra help, clubs/enrolled activities, or are accompanied and supervised by a parent or guardian.

ABSENCES AND TARDIES

Regular attendance is essential for learning. Teacher instruction, demonstrations, cooperative learning, hands-on activities, group discussions, and lab work are parts of lessons that cannot be prepared in advance or re-created upon a student's return. A Pine Crest School education is both a privilege and a responsibility. Prompt and regular attendance at every scheduled class and other academic activities is required.

Attendance is taken in each class throughout the day. Absences are divided into two categories: the first is a School-sponsored absence, which is an absence from class while representing Pine Crest (e.g., class field trip, participating in a School athletic event, School-sponsored extracurricular commitment, etc.). All other reasons for missing School are considered as an absence (e.g., illness, sleeping in, extending a vacation, family events, etc.). If a student misses 60% or more of the school day, it will count as a full day's absence.

Because the School believes so strongly in the importance of regular attendance, if a student misses ten or more (10) days of School during a semester, their current enrollment status will be reviewed, and may possibly lead to dismissal. Any time that a student is absent from class ten (10) times, an Attendance Committee will meet to review the attendance record and situation at hand. The Attendance Committee may also request a meeting with the student and the parents. The School may, in its discretion, impose disciplinary consequences on the student for excessive tardies or absences. In addition, excessive tardies or absences may negatively impact the School's decision on whether to offer re-enrollment for the following year. School-sponsored absences are not counted toward this total.

Long-term illnesses or absences may result in required summer school make-up courses, repeating of the grade, and/or dismissal from school, depending on the length of the

absence, the work performed during the absence, and the student's ability to meet the essential functions of attending and participating in school.

The School reserves the right to review each student's situation on a case-by-case basis and make determinations as appropriate.

Absence Call-in Procedures

When a student is unable to attend School because of health reasons or other emergencies, parents should call the Middle School Office by 9:00 a.m. to explain the nature of the absence. If a call or email has not been received by this time, the student will be considered to be skipping School and subject to the consequences thereof.
A student who "skips" a class will receive a zero for all work missed on that day, and may be subject to further disciplinary action.

Make-Up Work

In the case of any absence, it is the responsibility of the students to make arrangements with each of their teachers concerning making up the work missed during the absence. Assessments, quizzes, papers, and any other work must be completed and submitted within the number of days absent plus one at the School's discretion. The School reserves the right to review and address patterns of absences that fall on assessment dates and take the steps it deems necessary to address any such patterns.

So as not to take away additional academic time, it is suggested that tests and quizzes be made up either before or after School or during a period designated for this purpose. At the teacher's discretion, make-up work may be in a different format than the original assessment.

If an absence is planned, notice should be submitted, in writing, to the Division Office at least three academic days in advance. Once the Middle School Office has been informed of any anticipated absence or lateness, students must notify all teachers and schedule all make-up work and assessments. At the teacher's discretion, make-up work and/or assessments may be in a different format from the original assignment or assessment.
Long-term illnesses require special arrangements with individual teachers and the School Counselor and Division Head. In the case of a long-term illness, it is the student's responsibility to maintain contact with teachers and to make up work as quickly as possible, in accordance with the schedule set by the School.

Limitation on Student Activities when Absent

Recognizing our students' desire not to fall behind when sick, students should check their Canvas class pages for information about missed work. Students excused from classes for School-sponsored events are required to obtain assignments and to be prepared for class, including any assessments, upon their return. Students not well enough to attend all of their classes during the School day may not participate in any co-curricular, extracurricular, or athletic activity that afternoon or evening, except with the specific approval of the Division Head. Without prior approval of the Division Head, students also may not participate in other School activities when they are absent from School on that day.

Participation in Extracurricular Activities

A condition of participating in the extracurricular life of the School (e.g., games, plays, concerts, practices) is consistently attending every class and/or School obligation. Students who are absent for any part of, or the entire School day, will not be eligible to participate in the extracurricular activities on the day of the absence without a doctor's note or unless otherwise authorized by the Dean of Students.

Students who are suspended from School or who have been given a suspension are prohibited from participating in after-School activities (sports, fine arts, etc.) during the day(s) of their suspension.

It is the responsibility of the student to inform the coach or director of their absences.

Physical Education Excuses

Requests for absences from Physical Education are subject to the approval of the Assistant Middle School Head and the School Nurse and require a doctor's note.

Tardies

Students who arrive after the school day begins are considered tardy and must sign in with the Middle School Office, get a pass, and then report to class. Tardies include arriving at school late for any reason, including because of doctors' appointments, illness, or traffic problems. Tardies are also defined as being late to class at any point during the academic day. Excessive tardies may result in disciplinary action, including but not limited to, a Conduct Report and/or a detention being assigned by the Assistant Middle School Head.

Canvas

Canvas is a secure virtual learning environment for students, teachers, and parents. This means that only those users who have a username and password may access the system.

Canvas offers students the opportunity to be more organized, check homework, and communicate with teachers. Teachers post syllabi, course content, and homework; conduct discussions; and use tools for curriculum management, assessment, and grade books.

Canvas offers parents the opportunity to keep track of their student's assignments and events occurring at School, and to see student performances, calendars, and important communications.

Canvas may be accessed on the Pine Crest School website at www.pinecrest.edu.

DISCIPLINARY POLICY AND ENFORCEMENT OF RULES

The entire community is responsible for the enforcement of rules. If any student, teacher, or administrator observes a student violating a School rule or policy, such information should be reported to the Division Office.

The Middle School Office is responsible for providing whatever sanctions are deemed appropriate. Sanctions may take a variety of forms, ranging from detentions, elimination of privileges, Handbook violations, Conduct Reports, and/or referrals to the Middle School Office for minor violations of the rules, to disciplinary warning, probation, suspension, loss of privileges, and/or expulsion for more serious or repeated infractions. Any decision involving suspension or expulsion is subject to the final decision of the Middle School Head in consultation with the President and/or the President's designee.

Honor Code Violations

At the discretion of the Middle School Head, Middle School Honor Code violations may be referred and reviewed by the Administration and faculty. After meeting with the student, a determination will be made for appropriate counseling or discipline, which may range from a Conduct Report to not having a contract issued for the following year. Severe violations may also result in immediate dismissal from the School.
Cheating on tests, quizzes, homework, and projects will result in a zero, and may warrant further disciplinary action. Cheating includes, but is not limited to, any action where a

student gains an unfair advantage. Sharing homework with a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants. Plagiarism is also considered cheating.

The concept of plagiarism is explained and discussed in all Middle School classes, and thus, students should be well equipped to avoid erroneously using or passing off someone else's work as their own. Plagiarism may result in a zero.

Handbook Violations and Conduct Report

When a student violates a School rule, a faculty or staff member may write a Handbook Violation or a Conduct Report explaining the offense. The faculty or staff member submits the Conduct Report to the Assistant Head of Middle School who investigates and addresses the situation, as needed.

An accumulation of Handbook Violations/Conduct Reports may result in a student being placed on the next level of Disciplinary Action, either Warning or Probation depending on the student's current disciplinary status.

A disciplinary infraction may also result in the student receiving a detention.

Levels of Disciplinary Action/Statuses

Infractions of School rules and policies may result in the student's placement in one of the following disciplinary categories. Students who intentionally and/or repeatedly violate a school rule or expectation may be subject to increasing disciplinary consequences. This may include, but is not limited to, electronic, gum, or uniform violations. Multiple violations may result in disciplinary action, including disciplinary statuses.

Students who are defiant, disrespectful, or inappropriate in response to redirection also may be subject to disciplinary action. Students who engage in retaliatory behaviors following an inquiry may face additional disciplinary action.

Disciplinary Warning

A Middle School student may be placed on Disciplinary Warning after multiple Conduct Reports, a single infraction that, in the discretion of the Middle School Administration, warrants this consequence, or as a result of disciplinary consequences imposed as a result of an Honor Code violation. A student placed on Disciplinary Warning should be

aware that further infractions of the rules may result in further disciplinary consequences, including probation, suspension, and/or expulsion.

Students on this status may lose privileges for School-sponsored activities, such as field trips, field days, or other special activities, and may also be removed from leadership offices. While on Disciplinary Warning, any student who accumulates an additional Conduct Report or continues a pattern of inappropriate conduct or behavior may be placed on Disciplinary Probation.

The term of the Disciplinary Warning will be up to five academic months, or longer if determined appropriate by the Middle School Head. The term may carry from one School year to the next.

In addition, a student may not be permitted to participate in extracurricular activities during the time on Disciplinary Warning.

In the School's discretion, students on disciplinary status may not receive a re-enrollment contract, and re-enrollment decisions for such students may, in the School's discretion, be deferred until the end of the applicable School year. The School reserves the right to hold, decline to issue, or revoke a re-enrollment contract when it sees fit.

Disciplinary Probation

A student on Disciplinary Warning who continues a pattern of inappropriate conduct will be placed on Disciplinary Probation. A student may also be placed on Disciplinary Probation for any violation of School rule (including first-time offenses) that, in the discretion of the Middle School Administration, is sufficiently serious to warrant such disciplinary consequences. Students who are on multiple Disciplinary Warning statuses during Middle School may also be placed on Disciplinary Probation.

A student who is on Disciplinary Probation is in jeopardy of further disciplinary action, including suspension or expulsion, if they continue to conduct themselves in an inappropriate manner, or if they are found to have committed a serious offense by an administrative review during the remainder of the student's School career.

The term of Disciplinary Probation will be at least five academic months or to the end of the School year, whichever is longer, or for such other longer time that the Middle School Head deems appropriate under the circumstances. Disciplinary Probation may carry from one School year to the next. Students placed on Probation may lose any and all offices

they may hold in a class, in student government, in clubs, on athletic teams, or in any other student organization at the School. They may not be elected to a new office for the duration of their Probation.

In addition, a student may not be permitted to participate in extracurricular activities during the time on Disciplinary Probation. Attendance on field trips may also be denied during the probationary period.

In the School's discretion, students on Disciplinary Probation status may not receive a re-enrollment contract, and re-enrollment decisions for such students may, in the School's discretion, be deferred until the end of the applicable School year. The School reserves the right to hold, decline to issue, or revoke a re-enrollment contract when it sees fit.

Disciplinary Probation may become part of the student's permanent record.

Suspension

There are two types of suspension:

- Out–of–School Suspension: Student is banned from all School activities, including classes, and is to remain at home. All work is to be made up immediately upon return.
- In-School Suspension: Students are to be on campus but are not allowed to attend classes or events: however, they will complete their work during the suspension.

Students who are suspended may also be placed on Probation. Middle School students placed on Probation or Suspension will automatically have their files reviewed as they are considered for enrollment. Suspension may become part of the student's permanent record. The School reserves the right to hold, decline to issue, or revoke a re-enrollment contract when it sees fit.

Expulsion

Students may be expelled for repeat infractions (even if not related) and serious first offenses, including but not limited to, threats or possession of weapons; violation of the drug/alcohol policy; sexual misconduct; conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements.

Any matter taken under consideration by the Administration directly, or considered serious enough by the Middle School Head to require the action of an administrative review may also be grounds for expulsion. In addition, any unlawful act, whether a misdemeanor, felony, or non-criminal/civil offense, whether occurring on or off campus, may be grounds for expulsion. The School may also be required to report to the appropriate governmental authorities any actions that appear to violate law. The official transcript may indicate the date of expulsion or withdrawal, as well as the grade earned in each course as of that date. If a student withdraws before disciplinary action is taken, the transcript may also note the grade earned in each course as of that date.

Any decision involving an expulsion is subject to the final decision of the Middle School Head in consultation with the President and/or the President's designee. A student who is expelled or allowed to withdraw pending disciplinary action is no longer allowed to attend School or School related activities, and must leave campus immediately and may not return to campus without special permission from the President or the Middle School Head.

DRESS CODE

The School seeks to maintain the standards of dress and appearance during the academic day appropriate to serious academic pursuits. The School uniform encourages pride in self and School, and concern for others.

Students are expected to follow all Dress Code guidelines established by the Middle School. Students are also expected to be clean and neat in their personal appearance with appropriately groomed hair. Students are encouraged to tuck shirts fully into School-approved shorts, pants, or skorts.

Students must wear official School bottoms from Lands' End or the Panther Closet (e.g. school-approved khaki or black shorts, khaki or black pants, and khaki or black skorts. Official school bottoms from Lands' End must have a maximum rise of 4" above the knee. Students may also wear Pine Crest school sweatpants throughout the week in lieu of black or khaki bottoms.

Students must wear a Lands End, collared shirt that is black, white, or green or similar items from the Panther Closet.

Students must dress appropriately for PE in accordance to the guidelines set by the Athletic Department. Appropriate footwear (athletic shoes with laces or velcro) must also be worn. For swimming classes, students are required to wear School-appropriate bathing suits. During PE students may not be permitted to wear jewelry due to safety concerns.

All clothing must fit correctly, be worn properly, and be in good overall condition and repair. Uniform pieces are not to be altered in any way. Students who are wearing shorts or skorts with an altered length not created by the manufacturer will be provided with a uniform bottom of appropriate length. Shirts and outerwear must not be so large that they completely cover the School bottoms; a discernible School bottom with the School logo must be visible. Shirts that have had the collar band cut out or neckline altered are also not part of the uniform and a replacement garment will be provided. Students not in compliance with the Dress Code will be charged for any garments provided by the School. Students may not obscure their faces in any way.

Friday School Uniform

Any Pine Crest team T-shirt or Pine Crest club or class T-shirt, in addition to the School knit shirt, with the daily uniform described above.

Cold Classrooms/Outer Garments

If needed for personal comfort, a Pine Crest outer garment may be worn over the collared knit shirt Monday through Thursday and over any Pine Crest shirt on Fridays. Appropriate outer garments include only Pine Crest sweatshirts, Pine Crest jackets, and Pine Crest sweaters purchased from the Spirit Store, Panther Closet or Lands' End, or part of an approved athletic team uniform. Outer garments must be worn over the appropriate shirt for the day and may not completely cover the official school bottoms. Sweatshirts cannot be worn as a dress.

Cold Weather

When School administration determines that the temperature is cold enough for the entire school to wear "Cold Weather" attire, students will be permitted to wear uniform khaki or black slacks (purchased at Lands' End), Pine Crest sweatpants (purchased at the Spirit Store or Pine Crest athletic team issued), or blue jeans with pockets and rivets. Absolutely no jeggings, leggings, no tears, holes or fraying, and no low rises (undergarments must be completely covered at all times) are permitted. Students may wear Pine Crest outer wear over the appropriate uniform collared shirt (M-TH) or Pine

Crest tee-shirt (Fri) including a uniform jacket, fleece or sweatshirt (purchased at Lands' End). Appropriate outerwear includes a Pine Crest jacket, fleece or sweatshirt or Pine Crest jacket, fleece or sweatshirt purchased at the Campus Store.

Additionally, long-sleeve shirts and turtlenecks, purchased from Lands' End, may be worn under uniform long-sleeve shirts and sweatshirts. Students may wear black leggings, tights, or yoga pants (some items for sale at the ~~Spirit~~ Campus Store) under their skorts or shorts. Plain, white, or dark-colored knee socks may also be worn with skorts and shorts.

The School will email students when the Cold Weather Dress Code is in effect.

Hats and Shoes

Shoes must be closed-toe, closed heel (worn properly with the heel enclosed), and a heel height of no higher than ½". Loafers, boat shoes, and sneakers are good choices. No boots, sandals, or bed slippers are permitted. Hats are not permitted in the Middle School during the academic day.

Grooming

Hair should be well groomed. Body art and/or tattoos should not be extreme. Any hair coloring, highlights or extensions must mimic natural hair tones (blondes, brunettes, blacks and natural reds). Solid blocks of unnatural colors, sharp contrasting neon streaks or full-head vibrant dyes (such as green, blue or purple) are prohibited.

While these guidelines are designed to provide a general set of expectations for appearance, the dress code may be altered, and certain criteria for dress not specifically noted in these statements may be added to ensure that a proper school climate is maintained.

Extremes in appearance are to be avoided.

Jewelry

Extremes of fashion jewelry, including large necklaces; earrings; bracelets; and nose, lip, eyebrow, and tongue studs are not permitted.

Student Identification Badges ("IDs")

Students are expected to wear their student ID on a lanyard around their neck from the time they arrive on campus until the time they leave, with the only exception being during physical activity such as PE. Students arriving at school without their student ID must go to the Office to purchase a new ID before attending class. If either the lanyard or the ID breaks during the day, the student is expected to go to the Office to get a replacement. While these guidelines are designed to provide a general set of expectations for appearance, the dress code may be altered, and certain criteria for dress not specifically noted in these statements may be added to ensure that a proper school climate is maintained. Extremes in appearance are to be avoided.

PARENT INFORMATION

Campus Use

Parents are advised that they are expected to leave students on the campus only for the School day, and for specific extracurricular and co-curricular activities. Beyond the school day, students must be either a participant (or accompanied by a parent) in an organized activity. Middle School students must be supervised by an adult at all times when on campus. If the student is attending an event as an audience member or spectator, a parent or guardian must supervise the child on campus. The School does not accept responsibility for supervision of its students outside the specific times of the established School day, including the supervision of students who arrive early or remain on campus after the School day ends.

While on campus, parents must respectfully adhere to the directions of the Security Team and other School representatives; failure to do so may result in consequences to the family as outlined herein and/or in the enrollment agreement.

Cell Phones and Other Electronics

Except with the permission of the Division Head, Middle School students may not use or wear any personal electronic devices during regular school hours, at off campus events, or during before- and after-school activities, including car line. This restriction applies, but is not limited, to cell phones, iPads, smart watches, headphones (e.g., AirPods), and other technology that can access the internet, make phone calls, or send messages. Gaming consoles should not be brought to school at any time.

If any personal electronic devices are brought to School, they must be turned off, secured, and stored in a backpack or locker throughout the school day. Students who

choose to bring personal electronic devices to School do so at their own risk. For electronic devices that are permitted for an academic purpose (e.g., computers), the visible/audible content stored on the device (such as images, wallpaper, and ringtones) must be School-appropriate. The School is not responsible for the theft, damage, or loss of such devices.

Students may not use any device in any way that is inappropriate, harassing, disruptive, or threatening to the educational environment. Students are not permitted to use camera phones, smart glasses, iPads, Chromebooks, or other devices to take any inappropriate pictures; take pictures of others without their consent; record or videotape classes, conversations, or activities without permission; send text messages to other students in class; or act in ways that would otherwise violate a School rule. This includes, but is not limited to, meeting all of the following expectations:

- Students are not permitted to send or forward pornography or inappropriate or harassing texts, or malware to any member of the School community at any time
- Students are not permitted to create “deep fakes,” “cheap fakes,” or any other inappropriate digitally-altered images, videos, voice recordings, or content.
- The School also prohibits sexting—the exchange of sexually explicit material—using a cell phone or electronic device.
- Students may not use any electronic device (including cell phones) or any camera/video/recording functions in any restroom or locker room—whether on or off campus or during or after the school day. For the avoidance of doubt, this restriction applies to students participating in after-school events such as sports, Fine Arts, and/or Community Engagement programming.

The School will comply with all State and local laws regarding improper uses of electronic devices.

Any student using an unapproved electronic device, including but not limited to cell phones, smart watches, and other wearable technology, during an assessment will be presumed to have used the device to commit an Honor Code violation and will be subject to disciplinary action, including receiving a zero on the assessment.

Students who violate any aspect of this policy will have their cell phone or electronic device confiscated. In such cases, the device, including all contents, may be inspected, and parents may be required to come to the School office to pick up confiscated items. Students may also be subject to disciplinary action for any violation of this policy, up to and including expulsion.

Communications

The Middle School communicates with parents in a variety of ways. The office uses e-mail to communicate important activities for parents and students. It also uses email to explain decisions or clarify directions. The School's website to maintain calendars, forms, and descriptions of students' achievement, as well as updates and explanations of School activities.

Grades in core subjects are available for viewing at all times, and when an average falls below 75 percent, a Progress Report will be issued. It is expected that parents will check the grades on My Pine Crest and look for comments on a fairly regular basis.
We send Progress Reports via email to update parents on their student's academic progress and send Conduct Reports via email to alert parents to behavioral concerns.

Conferences

The Middle School has Parent-Teacher Conferences in the fall. Teachers and parents may request additional conferences throughout the year as needed.

Field Trips

Day and overnight field trips are part of the educational process. It is expected that all involved students will attend field trips and if a student cannot attend, parents should write a note or call the Middle School Office prior to the trip. Students who have not demonstrated good conduct during their classes will not be permitted to attend.
Proper behavior during the trip continues to be of utmost importance. Parents of any student who fails to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student. Students who engage in inappropriate behavior while on a field trip will be subject to discipline upon returning to School in accordance with School policies.

For overnight, extracurricular field trips, parents must complete the School's Participation Waiver and Release Form. No modifications to the Participation Waiver and Release Form will be permitted. Guidelines (including costs, if any) for the trip will be provided by the School. Students and parents may be required to complete a student contract form regarding behavior expectations prior to leaving Pine Crest for all School-sponsored trips, provided however, that a failure to complete such a contract for any reason will not excuse students from the behavioral expectations set forth herein.

While parents are not permitted to chaperone Middle School class trips, parents who are interested in chaperoning special trips must complete the School's background clearance process well in advance of the trip.

All emergency and routine medications that are on file with the School's medication protocol will be sent on the field trips, and nurses will instruct the teachers on administering those medications. If a child needs to take medication not on file in the Health Office for a specific trip, parents should contact the School Nurse so distribution arrangements can be made.

Students who do not wish to take School transportation to a School-sponsored event, including a sports event, must have prior parental permission to do so.

Invitations

It is best if invitations given among students are mailed from home. People of any age are upset when friends do not include them at parties, and during the Middle School years these feelings are particularly strong.

If you choose to distribute invitations at School, you must include all of the students in the entire grade. If you intend to invite less than the entire grade, you may not distribute those invitations at School. Students' feelings must always be a priority in these circumstances.

Standardized Testing

At its discretion, the School may administer standardized testing. These comprehensive tests give the School an indication of the student's mastery of academic material in comparison to other independent school students. More significantly, the results are used as part of the regular reassessment of the curriculum.

UPPER SCHOOL ADDENDUM

INTRODUCTION

The purpose of this Upper School Addendum to the Student Handbook is to provide Upper School students and parents with additional guidelines for acceptable conduct and other important information pertaining more specifically to the Upper School.

As with the Handbook, none of the rules or procedures described in this Addendum preclude the School from taking disciplinary action if students are involved in activities that the School considers detrimental to other students, the general School community, or the School's reputation. The Upper School Head, in consultation with the Vice President of Academics and Strategic Initiatives and/or the President or the President's designee, has the right to make final decisions on all matters regarding Upper School students, student rules, and student discipline. This Handbook and Addendum shall remain in effect until new versions are released and may be amended at any time at the School's discretion.

ACADEMICS

Students on an academic status may require additional approval for courses and/or may have schedules amended subsequent to the status.

Academic Warning

Placing a student on Academic Warning indicates that the student is having academic difficulty and the student's continued enrollment at Pine Crest is in jeopardy. At the end of any six-week check period or semester, students with a single grade below 75 percent are placed on Academic Warning. In addition, the Upper School Administration may place a student on Academic Warning at any point during a semester if the student has an average of 75 or below in a class or a core average less than 80 percent. The length of the Academic Warning will be set at the discretion of the Upper School Head and may run up to one full year, which may carry from one school year to the next. Students may not be permitted to participate in extracurricular activities during the time that they are on Academic Warning. During this period of Warning, a student may not be eligible for re-enrollment for the following academic School year, and if a re-enrollment contract has already been issued, that contract may be held or revoked.

Academic Probation

Students who have two or more grades below 75 percent, one grade below 70 percent in a semester, or an overall average below 75 percent in the core classes (world languages, math, English, science, and social studies, and all AP classes) will be placed on Academic Probation for a period of one (1) year (which may run from one school year to another). The length of the Academic Probation will be set at the discretion of the Upper School Head and may run up to one full year, which may carry from one school year to the next. During this period of Probation, a student may not be eligible for

re-enrollment for the following academic School year, and if a re-enrollment contract has already been issued, that contract may be held or revoked.

Students may not be permitted to participate in extracurricular activities during the time that they are on Academic Probation, or at any time during the semester if the student's grades or core average would result in Academic Probation.

Re-Enrollment

Students on Academic Warning or Probation will be reviewed by the Re-enrollment Committee regarding their ability to return to School the following year. The factors reviewed by the Re-enrollment Committee include but are not limited to academic performance, disciplinary record, good citizenship, and attendance.

Individual grades below 75 percent, as well as a consistent pattern or comments indicating a lack of effort or inappropriate conduct in the classroom, and records of excessive absenteeism or tardiness are also considered. In addition, if it is deemed that students have established a pattern of not performing up to the standards of the School, they will be placed on Academic Warning or Academic Probation. The School reserves the right to refuse to re-enroll students who exhibit such a pattern. In certain instances, when a student needs additional work in a particular subject or in study skills, summer work may be required. A letter will be sent home indicating that the student’s standing in the School is in jeopardy.

Academic Eligibility

Students may not be eligible to participate in any non-academic School-sponsored off-campus activity if they have a core average below 75 percent or one or more grades below 70 percent as indicated on the semester grade report. This status will be reviewed at the next grading period for those lacking the necessary average; it applies for the whole semester for those failing a course. Seniors must pass all classes in the second semester and have a passing average for the senior year in order to graduate.

Advanced Placement Examinations

In May, Upper School students are required to take the AP Examination using their best efforts in order to graduate with the AP designation on their final transcript and receive the appropriate GPA weighting. In addition, students who do not take the AP Examination or do not use their best efforts in doing so, will be required to take a semester exam that will count toward their semester average and will not receive the AP designation or GPA

weighting for the class. Students may face additional disciplinary consequences if they are dismissed from an AP or College Board exam.

Advanced and Honors Placement (All Subjects)

Placement in advanced or honors courses is based on a student's performance, readiness, and demonstrated ability to handle the rigor and pacing required for success in our programs. While assessment results are a significant factor, the placement committee also considers other important and essential indicators and demonstrated mastery of prerequisite content. It is our goal that students are placed in courses in which they will grow and thrive.

Drop-Add Deadlines

Students may enroll in courses only with the approval of an Academic Dean, College Counselor, or the Head of Upper School. The Academic Deans, in consultation with individual teachers and the Upper School Office, will consider, and must approve of, any drop-add requests. The drop-add form can be accessed online using the link posted by the Upper School Office. Students are required to carry a six-course load at Pine Crest, five of which must be in the core academic subjects (approximately 30 academic class periods per week) unless otherwise approved by an Academic Dean, College Counselor, or the Head of Upper School. Students may request to drop or add a course anytime during the Drop/Add period, which will be determined by the Upper School Office each school year.

GPA Calculations

90-100 (A): Outstanding work of exceptional quality, showing personal initiative and a depth of study beyond class requirements.
90-92 = 3.67
93-96 = 4.00
97-100 = 4.33

80-89 (B): Above average work that exceeds minimum course standards and demonstrates diligence and consistency
80-82 = 2.67
83-86 = 3.00
87-89 = 3.33

70-79 (C): Work that meets the course requirements with average participation.
70-72 = 1.67
73-76 = 2.00
77-79 = 2.33

60-69 (D): Below average work indicative of inadequate preparation, inconsistent application of course skills, and an inability to master the course contents.
60-62 = 0.67
63-66 = 1.00

Below 60(F): Work that fails to satisfy minimum course requirements and clearly demonstrates a lack of mastery and effort. Students will not receive credit for semester(s) in which they earned a grade below 60.

50-59 = 0.00

The points awarded toward the GPA in a course are increased by 0.50 for an Honors course and 1.00 for Advanced Placement and post-Advanced Placement courses.

Honor Roll

The Honor Roll is published after the end of each semester. Students in grades 9-12 must earn a 4.40 or better weighted core semester grade point average to be on the Honor Roll for the respective semester. No student may earn a place on the Honor Roll as long as they carry an incomplete grade in any subject, including Physical Education. No rounding will be done in determining the Honor Roll average.

Cum Laude Graduation Honors

Cum Laude is determined after the first semester of Senior Year. Cum Laude graduation honors are reserved for those Upper School students who are determined to be in the top 20% of the class qualify based on the cumulative core GPA for Grades 9-12. Students must have been at Pine Crest for Grades 9, 10, 11, and 12.

Beta Club

Beta Club graduation honors are reserved for those Upper School students who have exhibited outstanding qualities of academic achievement, character, and leadership through service during their years in the Upper School at Pine Crest.

In order to graduate with Beta Club Honors, students must:

- Be a member of the Beta Club in the first semester of their graduating year;
- Be on Honor Roll for the first semester of their graduating year;
- Have earned Honor Roll in both semesters of their junior year at Pine Crest and at least two semesters of the four semesters over their freshman and sophomore years at Pine Crest; and
- Complete the community service hours requirements plus fifteen additional hours required for their senior year by April of their graduation year.

Open Study Period ("OSP")

At the start of the academic year, students qualify for OSP by meeting the criteria from the previous semester. All students with OSP first period must sign into the Upper School Office by 8:10 a.m., unless a Late to Campus Authorization is in place.

To be eligible for OSP, students must achieve a minimum core average as follows: 85 for 9th grade, and 80 for 10th through 12th grade. There may be no incomplete grades or grades below 75 in any subject. If the incomplete grade is the result of an approved schedule change, the Upper School Office will review the OSP status.

A review of grades at the six-week check period will determine the eligibility for OSP. Students whose grades do not meet the above criteria will return to study hall. Students may not change their study hall or OSP status until official notification is received from the Upper School Office.

Students who violate attendance or behavior guidelines and expectations may be removed from OSP and returned to study hall by the Upper School Office. The Honor Court and Conduct Review Committee also have the authority to remove students from OSP for a specific period of time.

Graduation Requirements

Upper School students may receive a diploma by successfully completing four years of secondary education, of which at least the last full year must be at Pine Crest. All academic courses taken during the second semester of grade twelve must be successfully completed with a passing grade. At least 24 credits must be earned during the four years, grades nine through twelve, and the following minimum requirements met:

English: Four Years/Four Credits.

Mathematics: Four Years/Four Credits. Algebra I, Algebra II, Geometry, and Pre-Calculus.
World Languages*: Three Years/Three Credits in the same language in the Upper School (four years recommended).

Science*: Three Years/Three Credits. Biology, Chemistry, and an additional course; (four years recommended).

Social Sciences*: Three Years/Three Credits. A Global History course, U.S. History, and one elective, plus the Social Impact Through Entrepreneurship (SITE) course for .5 credits which is required for all students in the 9th grade; (four years recommended).

Fine Arts: One Credit.

Physical Education: One credit of Physical Education. Students must take at least 0.5 credits in a Personal Fitness/Health course. The additional half credit may also be earned by participating on a Pine Crest athletic team.

Electives: Five Credits.
* Four Credits in the Upper School is strongly recommended. Students are required to take six classes at Pine Crest in the Upper School unless otherwise directed by their Academic Dean, College Counselor, or the Head of Upper School. Students who wish to take more than 6 classes may be required to obtain approval from their grade level dean. To be eligible for graduation, seniors (12th grade students) must receive a passing grade in all of their senior classes both semesters and must have a passing overall average during their senior year. A passing grade in a single class is a 60.

Upper School Community Service

Students must complete one hundred (100) hours of community service in order to graduate. Students in grades 9-12 must complete a minimum of twenty-five (25) hours per year. All of students' volunteer work must either: be in affiliation with a non-profit organization (501c3) in the Campus or Community categories, or otherwise meet the community service requirement, as determined at the discretion of the Head of the Upper School. Paid positions, internships, research, observing or assisting in a private business (e.g., realty, medical, dental, retail, etc.) would not be acceptable venues to be included in the school service record. Students may begin accumulating hours in June prior to the start of the school year, with all service completed by April of the school year.

For more details, please see the Community Service Guidelines, a hard copy of which may be found in the ICI Library and in Canvas.

Any student not fulfilling the minimum requirement in any given year will not be permitted to register for class until that year's requirement is satisfied or participate in end of the year activities/celebrations. Report cards, schedules, transcripts, and diplomas will also be withheld until all hours are completed. Records and other information are maintained by the Community Service Coordinator.

Additional community service hours may be required to qualify for the Florida Bright Futures Scholarship. For more information, please visit the Bright Futures website.

Honor Code

All students must sign the Honor Code form and return it to the Upper School Office as directed.

Assignments and Assessments

Students are expected to arrive at school each day prepared to engage in classroom activities, assessments and assignments. In the event that a student is not prepared for the classroom assessment or activity as scheduled, the student may be subject to a 10% per day deduction from the overall score. Students who fail to make up an assignment/assessment within 10 days of the agreed-upon make-up date will not receive any credit (e.g., a grade of zero).

ATHLETICS

Students are encouraged to participate in varsity and junior varsity level sports. Registration and tryouts for sports are announced in advance. The School is a member of the Florida High School Athletic Association (FHSAA) and follows all eligibility rules and requirements directed by that organization for all sports. Students may not be permitted to participate in extracurricular activities during the time that they are on Academic/Disciplinary Warning/Probation and/or if they have not completed and submitted all of the eligibility and clearance forms required by the School. Any student attending an away competition is required to complete the transportation form provided by the Athletic Department.

ATTENDANCE

The Upper School is committed to providing students with the highest quality learning environment. Paramount to maintaining this standard is the importance placed on the classroom experience, for which there is no substitute. An active, engaged student must be present at School in order to receive the benefits of a Pine Crest education.
Students are expected to be present and on time at all School commitments each academic day except in situations of poor health or extenuating circumstances.

Students who are in attendance are expected to complete all in-class assignments and assessments as scheduled. Failure to complete major assessments on the scheduled assessment date when a student is in attendance may result in a grade deduction of 10% per day until the assessment is completed, unless prior arrangements have been approved by the teacher and/or appropriate administrator.

It is the student's responsibility to communicate with their teachers regarding make-up work following an absence. While teachers will endeavor to work with students to help them fulfill their expectations and complete assignments and/or assessments, parents may need to provide tutors to assist students following an absence.

Students may not "skip" classes or leave campus without proper authorization from School. Attendance is taken in each class throughout the day.

To participate in extracurricular activities, a student must attend all classes and meet all academic obligations each day, unless excused by a Dean or the Head of Upper School.
A pattern of absences may result in loss of OSP and other consequences. A student with five (5) or more non-school related absences in any class during a semester will meet with members of the Upper School Administration to discuss the circumstances leading to the student's absenteeism and determine the appropriate next steps. Possible consequences include, but are not limited to loss of OSP and/or the loss of additional privileges, including the ability to participate in extracurricular activities and/or the loss of early dismissal or late arrival privileges for multiple school days.

In the event of excessive absenteeism, more severe consequences may be imposed, including but not limited to disciplinary action; loss of course credit; or withdrawal from School. As set forth above, excessive absences may also be considered when making re-enrollment decisions for the following year.

Any student who is absent for three assessments (total for all classes) during a semester (including tests, quizzes, presentations, or due dates for major assignments) will meet with members of the Upper School Administration to discuss the circumstances leading to the student's absenteeism and determine the appropriate next steps. Possible consequences include, but are not limited to, loss of OSP and/or the loss of additional privileges, including the ability to participate in extracurricular activities and/or the loss of early dismissal or late arrival privileges for multiple school days. Additionally, a student with a missed assessment will not be permitted to participate in after-school activities for the same day (including practice, rehearsal, club meetings, and competitions).

At the School's discretion, the consequences for violations of these policies, including but not limited to the amount of time students lose these privileges, may continue to increase with additional subsequent violations.

Absences

A parent or guardian must call or email the Attendance Office before 9:00 a.m. to report an illness or absence. If a call or email has not been received by this time, the student will be considered to be "skipping" School, and subject to disciplinary action. A student who "skips" a class may also receive a zero for all work missed on that day. The School may require a doctor's note after an absence or for any classes missed due to medical appointments.

The School reserves the right to review each student's situation on a case-by-case basis and make determinations as appropriate.

In the case of any absence, it is the responsibility of the students to make arrangements with each of their teachers concerning making up the work missed during the absence. Assessments, quizzes, papers, and any other work must be completed and submitted within the number of days absent plus one at the School's discretion.

Students arriving late to school after an assessment are expected to communicate with their teacher and set a plan to make up the assessment before leaving that same day. Students leaving school before an assessment are expected to communicate with their teacher and set a plan to take the assessment before leaving that same day.

A student who was present for the days leading up to an assessment or specific assignment's due date, but absent only for the period of the assessment or assignment's due date, may be required to take the assessment or turn in the assignment upon

returning to school. If a student misses an assessment or a due date as a result of School-sponsored travel or any reason besides a health-related absence, the student should arrange to take the assessment or turn in the assignment prior to missing class, or alternatively, to make it up or turn it in on the day the student returns to School.

Any missed assignment/assessment that is not made up according to the established schedule for makeup work may yield the same response as when a student is absent (e.g., the student may not be permitted to engage in after school activities, including games, practices, performances, and club meetings). The School reserves the right to review and address patterns of absences and take the steps it deems necessary to address any such patterns, including but not limited to, imposing loss of OSP and/or other disciplinary consequences. If a student fails to adhere to an established schedule for make-up assignment/assessments, 10% per day will be deducted from the overall score. Students who fail to make up an assignment/assessment within 10 days of the agreed-upon make-up date will not receive any credit (e.g., a grade of zero).

At the teacher's discretion, make-up work and/or assessments may be in a different format from the original assignment or assessment.

Classes missed for non-health related reasons may also yield a detention, which may result in the student missing an athletic or extracurricular activity, or another consequence determined by the Dean of Students. Repeated or excessive absences may also result in the loss of OSP, the privilege to participate in extracurricular activities, disciplinary action, lowered grades, and/or loss of course credit.

Long-term illnesses require special arrangements with individual teachers. It is the student's responsibility to work in conjunction with the Upper School Administration to maintain contact with teachers and to make up work as quickly as possible. Long-term illnesses or absences may result in required summer school make-up courses, repeating of the grade, and/or dismissal from school, depending on the length of the absence, the work performed during the absence, and the student's ability to meet the essential functions of attending and participating in school.

Planned Absences

The Attendance Officer must be informed of any planned absence of two days or more, even if the absence results from a School activity. The "Planned Absence" yellow form must be completed and returned to the Attendance Officer for all planned absences at least three days prior to the anticipated absence(s). The student and his/her teacher(s)

will work out a plan for the student to complete some of the work prior to departure, leaving the remainder of the work to be completed upon the student's return. Work done prior to departure may include taking an assessment prior to the trip rather than after returning to school. The "Planned Absence" form is an important agreement between the teacher and the student and must be honored by the student and parents. The completed/signed "Planned Absence" form must be returned to the Attendance Officer prior to the student's departure.

If the planned absence is for a college visit, the Notification of Student Absence for College Visit and Orange Form must be obtained from and signed by a college counselor prior to the college visit. Juniors and Seniors are permitted a total of nine (9) days between their grade 11 and grade 12 years.

Arrival at School

Students should report to their first period class by 8:10 a.m. Students without a first period class must sign in with the Upper School Office by 8:10 a.m., unless a Late to Campus Authorization is in place, in which case the student must sign in by 8:45 a.m. See the Upper School Office for more information regarding this Authorization.

Tardy/Arriving Late to School or Class

- Students who arrive after 8:10 a.m. must sign in with the Upper School Office and then report to class.

- Students who are tardy to any class must have a pass from a teacher, counselor, or from the Upper School Office.

- Students arriving after 8:30 a.m. will be marked absent for the first period.

- A Tardy Report is sent following five (5) tardies. At that time, the Upper School Office will assign the student an after-school detention and require a written reflection.

- The accumulation of multiple tardy reports in an academic year will result in the imposition of increasing consequences, including but not limited to, the loss of OSP in increasing durations and multiple hours of after-school detentions.

- The accumulation of five (5) tardy reports in a School year will result in a student being placed on disciplinary warning for the remainder of that School year in addition to the other consequences described above.

Early Dismissals/Appointments

Under no circumstances are students allowed to leave campus without permission. Leaving campus without permission will result in disciplinary action that may include suspension from School. In addition, students who leave campus without permission are subject to drug testing at the discretion of the Upper School Administration.

Students without a ninth period class may leave campus at the end of eighth period if an Early Campus Departure Authorization is in place. Students without an eighth period and ninth period class will have to wait until after eighth period to leave School unless special accommodations have been arranged with the Dean of Students. See the Upper School Office for more information regarding the Authorization and permission forms. All approved students will sign out with the Upper School Office or the Parking Garage Proctor. All other students may leave campus before the conclusion of the academic day if the Upper School Office has direct communication with the parent or guardian. That communication must include the following information: student's name, date, reason for early dismissal, time leaving, and time returning, if applicable.

Students must sign in and out with the Upper School secretary upon leaving and returning to campus. No student may sign in or out for another student.

Students may be penalized for missing a test or quiz and may not be able to participate in after-School activities including sports, fine arts, etc.

Students who lose OSP (Open Study Period) due to excessive absenteeism will lose early dismissal/arrival privileges as well.

Participation in Extracurricular Activities

A condition of participating in the extracurricular life of the School (e.g., games, plays, concerts, practices) is consistently attending every class and/or School obligation. Students who are absent for any part of, or the entire School day, will not be eligible to participate in the extracurricular activities on the day of the absence without a doctor's note or unless otherwise authorized by the Dean of Students. If a student is ill for any part of the day, the student may not participate unless approved by the Dean of Students.

Students who are suspended from School or who have been given a suspension are prohibited from participating in after-School activities (sports, fine arts, etc.) during the day(s) of their suspension.

It is the responsibility of the student to inform the coach or director of their absences.

COLLEGE AND ACADEMIC ADVISING

All students in Grades 9-11 are assigned a grade-level Dean for College and Academic Advising. The Deans support our students throughout their upper school years for academic advising and college counseling. The Deans and College Counselors work as a team for all Upper School students, building relationships with students, parents, and faculty.

To complement the individual advising, the Deans will continue to introduce and use MaiaLearning, a college planning web-based platform that offers a variety of resources for students and families.

Assignment of a college counselor takes place during the Junior year.

Recommendations

Requests for written recommendations must originate in the College and Academic Advising Office for scholarships, summer programs, or as part of the college application process. Students will request college recommendations during the second semester of Junior year. Instructions and deadlines will be posted with the deadline for requests in early May. For summer programs, a Summer Program Request form must be completed and returned to the College & Academic Advising Office at least two weeks prior to the program deadline in order for a recommendation to be sent. All recommendations written on behalf of students are confidential and will not be shared with either the student or the student's family at any time.

Parent Meetings

Parents are required to attend a number of College and Academic Advising functions to support their children through the college process. Such functions include, but are not limited to, the Sophomore Fall Case Studies Program, Junior Parent Seminar, the January Dean's Symposium for Junior Parents and an individual family meeting with the child's college counselor during the second semester of the eleventh grade.

Student Responsibilities

Students are expected to attend all required College and Academic Advising events. Students are also expected to stay up-to-date with email, Canvas, and respond to their teachers and counselors in a timely fashion.

If a student applies to a college or university under an Early Decision, Single-Choice Early Action, or Restrictive Early Action plan, the student is bound to the terms of the plan outlined by the college. Pine Crest School policy requires that students abide by the parameters of the application plans under which they apply. This includes promptly withdrawing applications to other institutions and not submitting any new applications to other colleges, after being admitted under an Early Decision plan. The college counselors will notify the colleges to which a student has applied if they are admitted under an Early Decision plan at other institutions. Furthermore, the college counselors will notify colleges in the event that the student does not abide by the parameters of a specific application plan.

School policy dictates that students may place an enrollment deposit at only one post-secondary institution at a time. Pine Crest will only send final documents to the single college where a student has submitted an enrollment deposit. Students who place deposits at two or more schools, who fail to withdraw applications after being admitted to a college under a binding decision plan, or who engage in any dishonesty or misrepresentation of their credentials during the college admission process, are subject to disciplinary sanctions, which may be reportable to colleges.

Disciplinary Reporting to Colleges and Universities

Students and families are responsible for understanding and complying with the disclosure requirements of all colleges, universities, scholarship programs, educational programs, and the NCAA (if applicable). Many institutions require students to disclose disciplinary actions such as probation, suspension, expulsion, or any arrests or convictions. In addition, students may be required to update applications with any new incidents that occur after submission and/or acceptance. It is the responsibility of the student and//or student's family to report the conduct to the student's respective division. Failure to report the conduct, even if a disposition has not been reached, may be grounds for additional disciplinary consequences.

If a college, university, scholarship, or educational program requests information about disciplinary or legal infractions—either in the application itself or in follow-up

communication—the student is required to report the incident in writing, whether it occurred at Pine Crest or a previous high school, and must provide a copy of that written disclosure to the College and Academic Advising Office.

If a college, university, scholarship program, educational program, and/or the NCAA (if applicable) requests this information from Pine Crest, the college counselor will notify these institutions:

- Prior to the college application process
- During the application process
- After applications are submitted, including post-acceptance

If a disciplinary action occurs after application materials have been submitted, the student must notify the relevant institutions in writing within three days of the final ruling. The School reserves the right to report any violation of behavioral expectations that, in its sole discretion, it believes warrants disclosure, if such a report is requested by a college, university, or other program.

If a student withdraws from Pine Crest after a disciplinary infraction but before disciplinary proceedings take place, the student and their college counselor will notify all colleges to which the student has applied of the withdrawal and its circumstances. This notification must be made in writing within five days of withdrawal.

Failure to accurately report disciplinary consequences may result in additional disciplinary actions being taken.

STUDENT LEADERSHIP, ORGANIZATIONS AND OTHER STUDENT ACTIVITIES

The Upper School provides a wide range of leadership opportunities, which include membership in county, state, regional, and national programs, as well as opportunities for students to participate in Student Council and hold class or organization offices. There are many additional opportunities for students to participate in clubs, organizations, and other school activities. Faculty advisors supervise student organizations.

Clubs

Clubs are governed by the Judiciary Committee, a branch of the Student Council. The purpose of clubs is to enrich the lives of students as part of the Pine Crest Upper School.

All clubs must meet the requirements as established by the Judiciary Committee and the Upper School in order to remain active. Clubs that do not meet all requirements risk losing their active status and/or may be disbanded.

Club Probation

The Upper School Office in consultation with the Student Council may place clubs on probation for violation of rules and procedures, or inactivity.

New Clubs

To propose a new club, students must follow the procedures outlined by the Judiciary Committee and Student Council Sponsors. The Judiciary Committee will review applications that meet all requirements and approve those clubs that meaningfully enrich student life.

Student Council

The Upper School Student Council promotes the development of School spirit, coordinates student activities, provides a forum for student expression, and promotes understanding among students, faculty, and administration. Membership is by student election.

Campus Visits

Students may remain on campus in the evening only when attending an official School function, and they must depart promptly at its conclusion

Cell Phones and Other Electronics

Pine Crest School maintains a “cell phone–free” policy during the school day. Students will not be permitted to use or access their cell phones during the school day, including lunch and free periods. Cell phone use will only be permitted before and after school, as students arrive or depart campus via the carline, parking garage or bus. After school is defined as after the last bell of the day, rather than a student’s last period of the day.

This policy has been established with the best interests of our students’ academic success, personal growth and overall well-being in mind. During the school day, alerts and notifications create frequent distractions that interfere with students’ ability to stay engaged, focus on coursework and connect meaningfully with peers and teachers. The “cell phone–free” environment is designed to foster deeper learning, improve

concentration and promote a more respectful, intentional and connected school culture. Additionally, access to cell phones during exams and coursework has increased the potential for cheating and other forms of academic dishonesty. By removing this source of temptation, we reinforce our shared commitment to a culture of academic integrity.

Designated landlines will be available in the Division Offices for students to contact parents when necessary. In an emergency, school personnel will ensure that timely and appropriate communication occurs between students, faculty and families.

Failure to abide by this policy may result in disciplinary consequences.

Students who choose to bring any electronic device to School (smart/cell phone, smart watch, headphones (e.g., AirPods), or other wearable technology, iPod, iPad, etc.) do so at their own risk. The School is not responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to School must comply with all rules and regulations regarding those devices.

All electronic devices must be turned off and put away during the entirety of the academic day. Failure to turn off and/or turn in electronic devices during classes may result in disciplinary action, including but not limited to, the loss of the device for the day and/or other disciplinary consequences.

For the safety of all community members, students are not permitted to wear or listen to headphones while driving on or walking around campus.

Students may not use any device in any way that is inappropriate, harassing, disruptive, or threatening to the educational environment. Students are not permitted to use camera phones, iPads, Chromebooks, or other devices to take any inappropriate pictures; take pictures of others without their consent; record or videotape classes, conversations, or activities without permission; send text messages to other students in class; or act in ways that would otherwise violate a School rule. This includes, but is not limited to, meeting all of the following expectations:

- Students are not permitted to send or forward pornography or inappropriate or harassing texts, or malware to any member of the School community at any time
- Students are not permitted to create “deep fakes,” “cheap fakes,” or any other inappropriate digitally-altered images, videos, voice recordings, or content.
- The School also prohibits sexting—the exchange of sexually explicit material—using a cell phone or electronic device.

- Students may not use any electronic device (including cell phones) or any camera/video/recording functions in any restroom or locker room—whether on or off campus or during or after the school day. For the avoidance of doubt, this restriction applies to students participating in after-school events such as sports, Fine Arts, and/or Community Engagement programming.

The School will comply with all State and local laws regarding improper uses of electronic devices.

Any student using an unapproved electronic device, including but not limited to cell phones, smart watches, and other wearable technology or if any device or prohibited software makes noise or is observed to be in use, during an assessment, you may be presumed to be in violation of the Honor Code and your device will be subject to disciplinary action by the Honor Court or Upper School Office. If your prohibited electronic device makes noise or you are seen accessing it at any time, including during breaks, you may be dismissed immediately and the device may be confiscated and its contents inspected.

Students who violate this policy may also have their cell phones, smart watches, or electronics confiscated and its contents inspected. In such cases, the School reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a School administrator. Parents will be required to come to the School office to pick up confiscated items, and the student may be subject to additional disciplinary action. The School is not responsible for the loss of or damage to personal property while inspected an electronic device

Field Trips

The School provides opportunities for day and overnight field trips. Only those students who, in the Administration's sole discretion, have demonstrated good conduct at School and School-sponsored events will be permitted to attend. Students may not be permitted to attend day or overnight field trips during the time that they are on Academic/Disciplinary Warning/Probation.

Proper behavior during the trip continues to be of utmost importance. Parents of any student who fails to follow the given guidelines will be notified. In severe cases, the parent will be requested to pick up their child and/or provide transportation home for them.

Parents must complete all required paperwork and provide all necessary orders to the Health Office if medication of any kind is required. No modifications to the Participation Waiver and Release Form will be permitted. Students not attending a field trip are expected to attend School unless special permission from the administration has been granted. Students and parents will be required to complete a student contract form regarding behavior expectations prior to leaving Pine Crest for all School-sponsored trips, provided however, that a failure to complete such a contract for any reason will not excuse students from the behavioral expectations set forth herein.

Students who engage in inappropriate behavior while on a field trip will be subject to discipline upon returning to School in accordance with School policies.
Guidelines, including costs, if any, for the trip will be provided by the School. Parents who are interested in chaperoning a trip must complete the School's background clearance process well in advance of the trip. Information is available through the Upper School Office.

All emergency and routine medications that are on file with the School's Medication Protocol will be sent on the field trips, and nurses will instruct the teachers on administering those medications. If a child needs to take medication not on file in the Health Office for a specific trip, parents should contact the School Nurse at
954-492-4170 so distribution arrangements can be made.

Junior/Senior Prom

A Pine Crest student may bring one guest outside of Pine Crest to the Junior-Senior Prom. The guest may not be over twenty (20) years of age. The Pine Crest student must complete and submit the Prom Guest Form three days prior to the Prom. The form is available in the Upper School Office.

Signs and Posters

Signs and posters must be no larger than 24"x30" and school appropriate. Painter's tape is the only tape that may be used to hang posters. Additional policies regarding signs and posters may be established by the Director of Facilities and/or the Upper School Office. Students may not hang any sign or poster without prior approval by the appropriate administrator.

DISCIPLINARY POLICY AND ENFORCEMENT OF RULES

The entire community is responsible for the enforcement of rules. If any student, teacher, or administrator observes a student violating a School rule or policy, such information should be reported to the Upper School Office.

The Upper School Office is responsible for determining the appropriate disciplinary action. Referrals to the Honor Court or the Conduct Review Committee ("CRC") are made by the Upper School Office. The Administration, in its sole discretion, may determine that certain matters will be addressed directly by the Upper School Administration without referral to the Honor Court or the CRC, including but not limited to sensitive matters, matters upon which there is well settled precedent, and/or matters that, in the sole discretion of the School, should be resolved by the Upper School Head outside of the Honor Court or the CRC.

Sanctions may take a variety of forms, ranging, by way of example, from detentions, elimination of privileges and/or Conduct Reports for minor violations of the rules, to probation, suspension, and/or expulsion, for more serious or repeated infractions.

Students on a disciplinary status may require additional approval for courses and/or review of their schedule subsequent to the status.

Honor Court

The Honor Court, whose primary role is to promote honor and good citizenship in the School community, is advised by the Dean of Students. Should the Dean of Students be unable to attend the Honor Court, the Dean of Students may assign an Administrator to serve as the Administrator during the proceedings. The Honor Court consists of a combination of faculty members and students and hears disciplinary matters involving lying, stealing, or cheating. Cheating includes, but is not limited to, any action where a student gains an unfair advantage. Sharing homework with a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants. Plagiarism is also considered cheating. The concept of plagiarism is explained and discussed in Upper School classes, and thus, students should be well equipped to avoid erroneously using or passing off someone else's work as their own. This extends to work submitted for the college application process as well (for example, personal essays, inaccurate grade reporting, etc.)

All students sign a statement confirming their knowledge and support of the Honor Code. For violations of the Honor Code, the Honor Court may recommend disciplinary consequences including, but not limited to, a disciplinary status (e.g., warning, probation, suspension), expulsion, and/or a grade penalty. Any decision of the Honor Court will be subject to final review, approval, and/or modification by the Upper School Head.

Conduct Review Committee ("CRC"):

The CRC is overseen by the Dean of Students/Assistant Upper School Head and consists of a combination of faculty members and students selected by the Upper School Administration.

The CRC hears most cases that involve violations of major School rules. These cases include, but are not limited to, incidents involving disrespect, bullying, harassment, doing harm to a member of the School community, and any conduct that contributes to the disruption of the academic day. Any decision by the CRC will be subject to final review approval, and/or modification by the Upper School Head.

Honor Court and CRC Sanctions

The Honor Court and the CRC are empowered to recommend to the Upper School Head sanctions (or no sanctions). The sanctions include, but are not limited to, a warning, probation, suspension, and expulsion. The final decision will be reported to the student's parents by telephone as soon as possible, and will be followed by written or electronic notice to the parents.

In the case of offenses that occur at the end of the School year, the Honor Court or CRC may recommend to the Upper School Head that disciplinary action be imposed during the summer (if enrolled in summer school) or the following School year. Under some circumstances, the School may in its discretion withhold transcripts and other reports pertaining to the student's academic standing until completion of the assigned consequence.

Students appearing before the Honor Court or the CRC may have a member of the faculty accompany them to serve as an advocate. Students may not have any outside representatives, including attorneys.

Warning:

An Upper School student may be placed on Disciplinary Warning after five disciplinary/conduct reports, five tardy reports, or a disciplinary infraction or violation of School rules that, in the sole discretion of the School, warrants such a disciplinary consequence. While on Disciplinary Warning, any student who accumulates an additional five disciplinary/conduct reports or continues to violate the School's rules and/or to engage in inappropriate conduct or behavior will be placed on Disciplinary Probation.
The term of Disciplinary Warning is either for the remainder of the academic year or a period of time as decided by the Dean of Students in consultation with the Head of Upper School. Students who are placed on Disciplinary Warning may be removed from leadership offices. In addition, students may not be permitted to participate in extracurricular activities during the time that they are on Disciplinary Warning.

A student placed on Disciplinary Warning should be aware that further infractions of School rules may result in additional, reportable disciplinary consequences, including but not limited to, probation, suspension, and/or expulsion.

Students who violate the Honor Code or a major School rule may lose any leadership positions in a class, student government, club, athletic team, honor society, or any other student organization.

Probation

Disciplinary Probation is generally the consequence for repeated violations of School rules or other misconduct while on Disciplinary Warning. A student may also be placed on probation for any violation of School rule (including first-time offenses) that, in the discretion of the Upper School Administration, is sufficiently serious to warrant such disciplinary consequences.

In the School's discretion, students on Disciplinary Probation may not receive a re-enrollment contract, and re-enrollment decisions for such students will not be made until the end of the applicable School year. If a re-enrollment contract has already been issued, the School reserves the right to hold or revoke the contract.

Students who are placed on Disciplinary Probation are in jeopardy of further disciplinary action, including suspension and/or expulsion, if they continue to conduct themselves in an inappropriate manner, or are found guilty of another offense by the Honor Court, CRC,

or the Administration during the remainder of the student's School career. The term of Disciplinary Probation is either for the remainder of the academic year or a period of time as decided by the Head of Upper School and may carry over to the next academic year. More severe offenses may result in longer periods of probation.

Students placed on probation will lose any and all leadership positions in a class, student government, club, athletic team, honor society, or in any other student organization at the School. They may not be elected to any office while on probation. The loss of office or ineligibility to hold a new office will be effective for the duration of the probation. Students on probation must obtain special permission to attend School field trips. In addition, students may not be permitted to participate in extracurricular activities during the time that they are on Disciplinary Probation.

A student placed on Disciplinary Probation should be aware that further infractions of School rules may result in additional disciplinary consequences, including but not limited to, suspension and/or expulsion.

Disciplinary Probations shall be reported to a college, university, scholarship program, or educational program as outlined below in detail. The School reserves the right to report any violation of a behavioral expectation that the School, in its sole discretion, believes warrants such reporting.

Suspension

Students who are suspended are automatically placed on probation. While suspended, they are suspended from class and all School activities that day. The Upper School Office will provide homework assignments. Tests and quizzes will be made up after the suspension.

A student who has been suspended should be aware that further infractions of School rules may result in additional disciplinary consequences, including but not limited to, expulsion.

Suspensions shall be reported to a college, university, scholarship program, or educational program as outlined below in detail. The School reserves the right to report any violation of a behavioral expectation that the School, in its sole discretion, believes warrants such reporting.

Expulsion

Students may be expelled for repeat infractions (even if not related) and serious first offenses including, but not limited to, threats or possession of weapons; violation of the drug/alcohol policy; serious sexual misconduct; conduct resulting in harm, damage, or disruption of the educational environment; parent or family member causing disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements.

Any matter taken under consideration by the Administration directly, or considered serious enough by the Upper School Head to require the action of the Honor Court or the CRC, may be grounds for expulsion. In addition, any misdemeanor or felony, whether occurring on or off campus, may be grounds for expulsion. The School may also be required to report to the appropriate governmental authorities any actions that appear to violate law.

Any decision involving an expulsion is subject to the final decision of the President and Upper School Head. Any student who is expelled or allowed to withdraw pending disciplinary action is no longer allowed to attend School and must leave the campus at the earliest time possible, and may not return to campus without special permission from the Head of Upper School. The official transcript may indicate the date of expulsion or withdrawal, as well as the grade earned in each course as of that date. If a student withdraws before disciplinary action is taken, the transcript may also note the grade earned in each course as of that date.

Expulsions and/or student withdrawals shall be reported to a college, university, scholarship program, or educational program as outlined below in detail. The School reserves the right to report any violation of a behavioral expectation that the School, in its sole discretion, believes warrants such reporting.

Appeals

Students, in consultation with their Parents, may appeal actions resulting in the imposition of a disciplinary warning, probation, and/or suspension status in writing to the Upper School Head within five days of notification of the disciplinary action. The School's decision to separate a student or family is not subject to appeal. For purposes of an appeal, "notification" means the first notification to the parent or student, whether it be verbal, by email, or letter from the School. For verbal and email communications, the appeal deadline shall run from the date of the verbal notice or the date the email was

sent, as applicable. If the only notification that the student/parent receives is by letter, the appeal deadline shall run from the date of the letter plus an additional one day for letters sent via overnight mail and an additional three days for letters sent by regular mail.

The appeal letter must clearly articulate the basis for the appeal and include any pertinent information not previously provided to or considered by the Honor Court, the CRC, and/or the Upper School administration.

Criteria for New Information The Appellate Meeting is an administrative review of the record, not a secondary hearing of the facts. The Committee serves as a gatekeeper of the process; it holds the sole discretionary authority to determine if the evidence submitted is truly "new" or if it was reasonably discoverable during the initial investigation.

Additional information submitted on appeal is strictly limited to evidence that was not available after reasonable effort, or that did not exist at the time of the original proceedings and investigations. The Appeals Committee maintains sole discretion in determining whether the submitted information meets these criteria and qualifies for consideration.

The Formal Meeting & Review Process Upon receipt of a timely appeal, the Executive Committee (comprised of the President and/or a designated administrator, Vice President of Academics and Strategic Initiatives, Upper School Head, and any other administrator the President deems appropriate) will convene for a formal appellate meeting.

- Internal Deliberation: The Committee will formally meet to review the written appeal, the original case file, and any newly submitted evidence. In reaching a decision, the Committee also maintains the discretion to take into account additional circumstances and facts learned by the Committee during the review process, even if those facts are not specifically contained within the written appeal.
- Direct Inquiries: If the Committee determines it is necessary to clarify the record, they may schedule a meeting with the student and parents as part of their formal proceedings.
- Committee Authority: Furthermore, the Committee is not bound by the prior recommendation. Following their review, the Committee has the full discretion to uphold, vacate, or modify the original disciplinary consequences. In its formal deliberation, the Committee may choose to increase, decrease, or otherwise

modify the sanctions to ensure the final discipline aligns with the school's mission and the gravity of the offense.

Timeline and Notification The appeal will be considered within a reasonable timeframe. The parents will be informed of the Committee's final decision via a formal email sent to the addresses on record with the School.

If a student withdraws from Pine Crest after a disciplinary infraction has occurred but prior to the conclusion of the disciplinary proceedings, the student and the college counselor will notify all of the colleges to which the student has applied that the student is no longer enrolled at Pine Crest. This letter must be sent within three days of the withdrawal.

High Schools

Other than transcripts, standardized testing results, and the fact and date of withdrawal or dismissal, Pine Crest does not provide information or references about a student (including completed teacher or administrative recommendation forms), unless the student and parents have signed a full waiver and release form. If parents sign a full waiver and release, the School will answer any questions from another school regarding student discipline candidly. If parents choose not to sign the full waiver and release, the School will only be able to verify dates of attendance.

Reporting of Disciplinary Action to Colleges/Universities/Programs

Students and parents are responsible for understanding their obligation to report and update information in a student's college application pursuant to the college's or university's reporting guidelines, and for athletes, the obligations imposed by the NCAA.

If information regarding disciplinary action is requested by a college, university, scholarship program, or educational program in any of its application materials or if requested or required by the NCAA (for athletes), the student is responsible for directly reporting the disciplinary action, whether incurred at Pine Crest or a previous high school, in writing to the college, program, or organization at the time of application. Disciplinary actions that may require disclosure include, but are not limited to, probation, suspensions. and expulsions occurring while the student is enrolled in grades nine through twelve. The student must provide the College and Academic Advising Office with a copy of the letter/information shared with the college/university.

The college counselor, if requested, will also inform the college, university, scholarship programs, educational programs, and/or NCAA (if applicable) of any disciplinary action taken in the Upper School (Grades 9 to 12) prior to the college application process, during the application process, and/or after applications are submitted, including, but not limited to, after students are accepted to colleges and universities if the college, university, scholarship programs, or educational programs request this information. If the disciplinary action occurs after college application materials are submitted, the student will notify the college about the disciplinary action in writing within three days of the final ruling on the disciplinary action. The School reserves the right to report any violation of a behavioral expectation that the School, in its sole discretion, believes warrants such reporting if the college, university, scholarship program, and/or other educational program requests this information. Failure to accurately report disciplinary consequences may result in additional disciplinary actions being taken.

If a student withdraws from Pine Crest after a disciplinary infraction has occurred but prior to disciplinary proceedings, the student and the college counselor will notify all the colleges to which the student has applied of the withdrawal and circumstances, as appropriate. This letter must be sent within five days of the withdrawal.

DRESS CODE

The School seeks to maintain the standards of dress and appearance during the academic day appropriate to serious academic pursuits. The School uniform encourages pride in self and School, and concern for others.

Students are expected to follow all Dress Code guidelines established by the Upper School. Students are also expected to be clean and neat in their personal appearance with appropriately groomed hair. Students are encouraged to tuck shirts fully into School-approved shorts, pants, or skorts.

Upper School Dress Code for All Students

Students must wear Official School bottoms from Lands' End, the student store or the Panther Closet, i.e., school-approved Khaki or black shorts, khaki or black pants, black, grey, khaki or green joggers, jeans, and khaki or black skorts. Students may not obscure their faces in any way.

Upper School students may choose from any of the following options for bottoms:

- Any official school bottoms from Lands' End;

- Solid-colored chino shorts in black or khaki with at least a 4” in-seam and a button and zipper closure (any brand). No gym shorts or similar style;
- Solid-colored Jogger-style pants in black, khaki, green, or gray (any brand). No pajama-style pants.
- Solid-colored chino pants in black or khaki (any brand).
- Jeans in black or blue with pockets and rivets. Jeans must be in good condition (no tears, holes or fraying) and of appropriate fit. No jeggings, leggings, lowrise, etc.
- Knit polo shirt provided by Lands’ End, with the panther head embroidered on the collar or any collared shirt that has been provided to a Pine Crest athletic team member or a Pine Crest shirt purchased from the Spirit Store or the Panther Closet.

All clothing must fit correctly, be worn properly, and be in good overall condition and repair. Uniform pieces are not to be altered in any way. Students who are wearing shorts or skorts with an inseam less than the 6” inseam created by the manufacturer will be provided with a uniform bottom of appropriate length. Shirts and outerwear must not be so large that they completely cover the School bottoms; a discernible School bottom with the School logo must be visible. Shirts that have had the collar band cut out or neckline altered are also not part of the uniform and a replacement garment will be provided. Students not in compliance with the Dress Code will be charged for any garments provided by the School. Approval from the Dean of Students and the Athletic Director is required for any sports team seeking to modify the dress code on game days.

Faculty and administrators may issue conduct reports for students who do not follow the Dress Code. The issuance of several conduct reports may result in further disciplinary action.

Friday School Uniform

Any Pine Crest team T-shirt or Pine Crest pep, club, or class T-shirt, in addition to the School knit shirt, with the daily uniform described above.

Cold Classrooms/Outer Garments

If needed for personal comfort, a Pine Crest outer garment may be worn over the collared knit shirt Monday through Thursday and over any Pine Crest shirt on Fridays. Appropriate outer garments include only Pine Crest sweatshirts, Pine Crest jackets, and Pine Crest sweaters purchased from the Spirit Store, Panther Closet or Lands’ End, or

part of an approved athletic team uniform. Outer garments must be worn over the appropriate shirt for the day and may not completely cover the official school bottoms. Sweatshirts cannot be worn as a dress.

Cold Weather

When School administration determines that the temperature is cold enough for the entire school to wear "Cold Weather" attire, students will be permitted to wear uniform khaki or black slacks (purchased at Lands' End), Pine Crest sweatpants (purchased at the Spirit Store or Pine Crest athletic team issued), or blue jeans with pockets and rivets. Absolutely no jeggings, leggings, no tears, holes or fraying, and no low rises (undergarments must be completely covered at all times) are permitted. Students may wear Pine Crest outer wear over the appropriate uniform collared shirt (M-TH) or Pine Crest tee-shirt (Fri) including a uniform jacket, fleece or sweatshirt (purchased at Lands' End). Appropriate outerwear includes a Pine Crest jacket, fleece or sweatshirt or Pine Crest jacket, fleece or sweatshirt purchased at the Spirit Store.

Additionally, long-sleeve shirts and turtlenecks, purchased from Lands' End, may be worn under uniform long-sleeve shirts and sweatshirts. Students may wear black leggings, tights, or yoga pants (some items for sale at the Spirit Store) under their skorts or shorts. Plain, white, or dark-colored knee socks may also be worn with skorts and shorts.
The School will email students when the Cold Weather Dress Code is in effect.

Senior Privilege

At a point in the year designated by the Upper School Administration, Seniors may wear a college sweatshirt (M-F), a collared college shirt (M-F), a college t-shirt (Fridays only), with the approved uniform bottom. All college shirts must be appropriate for a Pre-K through grade twelve school. Students in grades 9-11 may not wear college items any time during the academic day or the academic year.

Hats and Shoes

Shoes must be closed-toe, closed heel (worn properly with the heel enclosed), and a heel height of no higher than ½". Loafers, boat shoes, and sneakers are good choices. No boots, sandals, or bed slippers are permitted. Hats are not permitted in the Upper School during the academic day.

Grooming

Hair should be well groomed. Body art and/or tattoos should not be extreme.

Any hair coloring, highlights or extensions must mimic natural hair tones (blondes, brunettes, blacks and natural reds). Solid blocks of unnatural colors, sharp contrasting neon streaks or full-head vibrant dyes (such as green, blue or purple) are prohibited.

While these guidelines are designed to provide a general set of expectations for appearance, the dress code may be altered, and certain criteria for dress not specifically noted in these statements may be added to ensure that a proper school climate is maintained.

Extremes in appearance are to be avoided.

Jewelry

Extremes of fashion jewelry, including large necklaces; earrings; bracelets; and body piercings are not permitted.

Student Identification Badges ("IDs")

Students are required to wear their student ID on a lanyard around their neck from the time they arrive on campus until the time they leave, with the only exception being during physical activity such as PE. Students arriving at school without their student ID must go to the US Office to purchase a new ID before attending class. If either the lanyard or the ID breaks during the day, the student is expected to go to the US Office to get a replacement. Failure to adhere to this policy may also result in a disciplinary consequence.

PERSONAL VEHICLES

Parking on the campus will be offered to eligible Upper School sophomores, juniors, and seniors for a fee. Information about student on-campus parking will be sent out to the community in June and July with online registration to follow. The School does not condone or promote parking off-campus.

Each student must park in their assigned parking space in the garage or on West Campus. Only students who pay for parking and have a decal are permitted to park on campus. A student who finds a car parked in their space must park on the first floor and

contact security. Parking decals are not transferrable because the parking spot is assigned to a specific student for the duration of the academic year.

Students who do not have an assigned parking space may not park anywhere on campus until after 4:30 p.m. Students may not park on the east side of campus until after 4:30 p.m.

When driving, students are expected to follow local ordinances and obey on-campus speed limits and driving rules. Students may park their cars only in designated parking areas, without blocking another car or preventing a School bus or other vehicle from entering or exiting the garage. Students may not text or talk on their cell phones while driving on campus. Students violating this policy or engaging in unsafe driving/parking practices may lose the privilege of driving to School and depending on the circumstances, may face disciplinary consequences.

Exiting Vehicles and Returning to Vehicles

Students shall exit vehicles promptly upon arrival and proceed to their class or designation. Students may not remain in vehicles. Students may not return to their vehicle during the school day without written permission, such as a pass, from the Upper School Office.

Left Turns

Turning left from the parking garage onto Cypress Creek Road is illegal, dangerous, and strictly prohibited. All vehicles leaving the garage must turn right.

Lending Spaces

Students may not lend or sell their parking space to other students.

Liability

The School will not assume any responsibility or liability for damage to or theft of any vehicle parked on School property at any time.

Parking During Exams and School Breaks

During all exam periods and School breaks, students must only park in their assigned space. Students not parking in their assigned space are subject to tickets and disciplinary

action. Only students with an assigned parking spot and decal may park on campus during exams.

Electric Vehicle Policy

Battery electric vehicles (BEVs) are not permitted to be charged while parked on school property. By purchasing a student parking permit, families agree to comply with this requirement. Failure to do so may result in the loss of parking privileges.

Parking Decals

Students with an assigned parking space must have a parking decal clearly displayed on the front left side of the windshield (driver's side) for any vehicle they park in the garage. If a student is required to drive a different vehicle to school, the assigned decal should be transferred to the car the student drives to school and an email of the car's description, including color, make and license plate, should be emailed to Community Engagement.

Private Transportation to School Events

Students who are not taking School transportation to a School-sponsored event, including sports events, must have prior parental permission to do so. Permission forms are available in the Upper School Office. Students are prohibited from driving other students off campus or to School-sponsored events. The Dean of Students, in consultation with the Upper School Head, must approve any exceptions. All student-athletes will travel to and from all away contests on buses or other school-approved transportation. Parents may transport their own child home to/from away contests provided that they request and receive approval in advance from the coach, the Athletic Department, and/or the Upper School administration. To request approval, parents must complete a Transportation Form and submit it to the Athletic Department at least 24 hours prior to the event. At the discretion of the Athletic Department and/or Upper School administration, students may drive themselves within the tri-county South Florida areas (Dade, Broward, and Palm Beach) so long as the event is within a 25-miles radius of Pine Crest. Driving to Pine Crest School events outside of these three counties is prohibited. To request approval, students/parents must complete a Transportation Form and submit it to the Athletic Department at least 24 hours prior to the event.

Prohibited Vehicles

Student driven motorcycles, motor scooters, mopeds, motorbikes and electric bicycles of any kind are prohibited on campus at all times.

Registration

Any car driven to School by students must be registered with the Upper School Office and Security. This applies to cars parked both on and off campus. Violations will result in fines and other disciplinary action. Each student with a car on campus is responsible for keeping the information on that car up-to-date with Pine Crest Security. Year-round student parking in the garage will be available on a first-come, first-served basis to students who have submitted all of the necessary registration forms for each new academic year.

Violations

Parking or traffic violators will be fined $25 for the first offense, $35 for the second offense, $45 for the third offense, and $50 per ticket thereafter. Parking in a disabled zone, fire lane, spaces marked “Reserved 24/7”, speeding, reckless driving, and any overt disregard for parking rules (e.g. moving a cone to park) will result in a $50 fine for each instance. Any student who receives three tickets will be subject to further disciplinary action. A copy of the traffic ticket is always placed under the wiper blade on the windshield. The term limit for any disputed ticket is five School days. After that period of time the charges stand.

Student Driving Record

SCHOOL PHONE DIRECTORY

LOWER SCHOOL (BOCA RATON) DIRECTORY

Lower School Office	561-852-2810
Admission Office	954-492-4103
Athletic Director	561-883-6870

Business Office	954-492-4115
Emergency Hotline	954-351-9370
Fine Arts Office	561-852-6915
School Counselor	561-852-2816
Health Office	561-852-2828
The Learning Network	954-776-2175
Main Office	561-852-2800
Security	561-883-6890
SSD Information	954-492-4189
Technology	954-492-4191
Transportation	954-492-4150
Community Engagement	561-852-2823

LOWER SCHOOL (FORT LAUDERDALE) DIRECTORY

Lower School Office	954-492-4144
Admission Office	954-492-4103
Athletic Office	954-776-2134
Business Office	954-492-4115
Emergency Hotline	954-351-9370
Fine Arts Office	954-492-4119

Health Office	954-492-4170
The Learning Network	954-492-4174
Main Office	954-492-4100
Security	954-492-4152
Student Schedules	954-492-4155
Access PC (SSD Information)	954-776-2175
Technology	954-492-4191
Transportation	954-492-4150
Community Engagement	954-492-4137

MIDDLE SCHOOL (BOCA RATON) DIRECTORY ASSISTANCE

Middle School Office	561-852-2818
Admission Office	954-492-4103
Athletic Director	561-883-6870
Business Office	954-492-4115
Dean of Students	561-852-6814
Fine Arts Office	561-852-6915
Emergency Hotline	561-218-0585
Health Office	561-852-2828
Learning Network	561-852-6330

Main Office	561-852-2800
Security	561-883-6890

MIDDLE SCHOOL (FORT LAUDERDALE) DIRECTORY ASSISTANCE

Middle School Office	954-492-4168
Admission Office	954-492-4103
Athletic Office	954-776-2134
Business Office	954-492-4115
Emergency Hotline	954-351-9370
Fine Arts Office	954-492-4119
Health Office	954-492-4170
Learning Network	954-492-4174
Main Office	954-492-4100
Security	954-492-4152
Access PC	954-776-2175
Technology	954-492-4191
Transportation	954-492-4150

UPPER SCHOOL DIRECTORY

Upper School Office	954-492-4153

Admission Office	954-492-4103
Athletic Office	954-776-2134
Attendance Officer	954-492-4155
Business Office	954-492-4115
College and Academic Advising	954-492-4117
Emergency Hotline	954-351-9370
Fine Arts Office	954-492-4119
Health Office	954-492-4170
The Learning Network	954-492-4174
Main Office	954-492-4100
Security	954-492-4152
Student Schedules	954-492-4155
SSD Information	954-492-4135
Technology	954-492-4191
Transportation	954-492-4150