

Lower School **Handbook**



— 2026–2027 —
LAKE MARY
PREPARATORY SCHOOL

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Welcome from the **Lower School Principal**



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Welcome to the Lower School at LMP! Our students are success stories as a result of our highly qualified, dedicated staff and supportive parents. We offer a safe, nurturing, and academically rigorous learning environment that builds strong foundations in our students. As educators, we take a whole-child approach to learning, and therefore we provide academic, social, and emotional learning experiences. The relationships built in our community are at the heart of what we value most at LMP and we encourage our students to take advantage of the opportunities we provide.

Lynna Varitek
Lower School Principal

General Information

MISSION

Lake Mary Preparatory School is a secular private school serving students from PreK through 12th grade. Our unifying mission is to ignite the full potential of every student by preparing them academically, socially, and emotionally so they can succeed in the ever-changing world around them.

VISION

Create a safe learning environment surrounded by a culture of meaningful feedback, pedagogies, critical thinking, and challenging academics that inspire students to own their academic success and become responsible global citizens.

ACCREDITATION

Lake Mary Preparatory School receives its accreditation from the Florida Council of Independent Schools (FCIS), Southern Association of Independent Schools (SAIS), and Cognia.



LAKE MARY PREPARATORY SCHOOL ORGANIZATION

Lake Mary Preparatory School offers programs organized into Lower School PK4-Grade 5; and Secondary School Grades 6-12.

ADMINISTRATION

The Lower School Principal oversees grades PK–5 and is responsible for implementing and monitoring school policies, procedures, and programs. The Principal works collaboratively with the Guidance Counselor, Academic Support Specialist, Instructional Coach, and Dean of Students to support students, parents, and teachers.

While the Lower School administration strives to meet with students, parents, and teachers promptly, scheduling an appointment through email or the Lower School Receptionist may be necessary.

PARENT SUPPORT

Parents with questions or concerns should first contact their child's teacher(s), as they are the primary source of information about a student's progress and school experience. Teachers are professionally trained and work closely with students each day, making them best equipped to address most concerns.

If an issue is not resolved after communicating with the teacher, parents should schedule a meeting with the appropriate administrator and/or the Guidance Counselor or Dean to further address the situation. If additional support is needed after these steps, the Head of School may then be contacted.

Parents are encouraged to communicate with teachers by email or by scheduling an appointment.

GRIFFIN PARENT ASSOCIATION (GPA)

Lake Mary Prep encourages parents to become involved in activities at school. All parents and teachers are members of the Griffin Parent Association (GPA), which provides a forum for participation. The GPA annually elects its Board to handle the coordination and execution of its activities at LMP.

COMMUNICATION

Lake Mary Prep's website is the primary resource for school information, including the academic calendar, curriculum, and school handbooks. The LMP weekly newsletter highlights current events and information about upcoming learning and activities. Grade-level weekly emails include information specific to your child's grade and homeroom class.

It is imperative that we model civility among one another as a community. Therefore, communication between LMP community members (which includes LMP staff to parent and/or students, student to teacher, student to student, and parent to parent) should abide by and reflect civility at all times. This includes official communication as well as unofficial communication (such as grade-level chats/social media). Failure to do so may result in disciplinary consequences or nonrenewal of your child's annual enrollment contract.

EMERGENCY PREPAREDNESS INFORMATION

Lake Mary Prep has a crisis manual based on guidelines given by the Seminole County Sheriff's Office. The LMP emergency procedure manual details response steps for different emergencies. The purpose of the manual is to ensure that school personnel respond to an emergency in a manner that will guarantee the safety of students, teachers, staff, parents, and visitors.

LMP follows an internally developed advisory system, in conjunction with local law enforcement, to execute our emergency response procedures. In all emergencies, the school's emergency management team will assess the situation and decide on the next steps. If a full evacuation of school is determined necessary, parents will be informed via SMS text, email, social media, and/or other means. In all instances, it is most important that calm and order be maintained. Saturating phone lines with external calls is discouraged. Effective emergency management relies on parent support to ensure the safety of all individuals on campus.

SCHOOL CLOSURE

School closure information is communicated through the main local media outlets that will disseminate this information to the general public. Lake Mary Preparatory School has decided that the best manner to ensure that this information is relayed quickly is to follow the same decision for closure as the Seminole County Public School District. School re-opening information is communicated through our website or email. Lake Mary Prep may open at a different time than the local public schools.

EMERGENCY DRILLS: FIRE, LOCKDOWN, WEATHER

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

DISTRIBUTION OF NON-SCHOOL SCHOOL RELATED MATERIALS

The distribution of non-school related materials is not allowed. Parents, students, and teachers must receive authorization from the principal before distributing any non-school-related materials. Sales and exchanges between students are not permitted on campus. Likewise, solicitation, of any kind, is not permitted on school grounds.

Dress Code

SCHOOL CLOTHING EXPECTATIONS

Students are required to be in the LMP school uniform while on campus and follow the dress code. Clothing must be clean, well-maintained, modest, and of appropriate size. All clothing should fit without being too tight, baggy, or revealing and may not have holes, cuts, or tears.

UNIFORM PURCHASING OPTIONS

All uniforms must be purchased through the LMP School Store or Lands' End. Information about each option can be found below.

»» LMP SCHOOL STORE

The LMP school store offers activewear, a dri-fit version of the polo, outerwear, and Friday spirit wear. Activewear may be worn daily in the Lower School. Please contact imp-store@lakemaryprep.com for more information.



[Visit the LMP School Store](#)



»» LANDS' END UNIFORM VENDOR

All uniforms must be purchased through Lands' End or the LMP School Store. All students must have a black polo that will be worn for school photos, concerts, field trips, etc. Below you will find information on what you can purchase through Lands' End.



[Click here to visit Lands' End](#)

LANDS' END 

Lower School Daily Dress Code Options

OPTION #1 >> LMP UNIFORM



Uniform Top



Uniform Shorts



Uniform Skort



Uniform Pants

Uniform Top	The LMP polo is available in burgundy, gray, or black. A black polo (cotton or dri-fit) is required to be purchased and may be worn for concerts and school photos. <u>Polos should be worn with uniform bottoms, not activewear bottoms.</u>
Uniform Bottoms	- Plaid, khaki, or black skorts, shorts, or pants may be purchased from any store. <u>Plaid only applies to the skorts.</u> - Black or Gray Leggings may be worn under the skort, but not as pants.

OPTION #2 >> LMP ACTIVEWEAR



LMP T-shirt



LMP Sweatpants



LMP Shorts



LMP T-shirt

Activewear	LMP's Activewear can be purchased in the School Store. NOTE: Uniform Polos can <u>NOT</u> be worn with Activewear bottoms.
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FRIDAY ONLY >> SPIRITWEAR



Spiritwear Fridays	Any LMP-branded spirit shirt may be worn with jeans or regular uniform/activewear bottoms ONLY on Fridays.
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DRESS CODE

LMP SCHOOL CLOTHING EXPECTATIONS

Students are required to be in LMP school uniform while on campus and follow the dress code. Clothing must be clean, well-maintained, modest, and of appropriate size. All clothing should fit without being too tight, baggy, or revealing and may not have holes, cuts, or tears.

SCHOOL DRESS CODE POLICIES

Outerwear	• LMP sweaters and sweatshirts are the only outerwear garments that can be worn in the building. • Non-LMP outerwear garments may be worn outside, but not inside the building.
Accessories	• Sunglasses may be worn outside of the building. • Students may wear earrings (no hoops larger than 1" in diameter). Wide gauges are not allowed. • Jewelry (necklaces, bracelets, and rings) may be worn if it is small in size and does not exhibit any offensive symbols.
Hair, Nails & Makeup	• Unnatural colors or distracting hairstyles are not allowed. • Hair must be well-groomed and proper hygiene is expected of all LMP students. • Lower School students are not permitted to wear acrylic nails. • Makeup is not permitted for Lower School students.
Prohibited Dress	• Off-the-shoulder tops • Hats • Bandanas • Visible undergarments • Offensive (drug, alcohol, or sexual references/innuendos) clothing
Footwear	• All students must wear athletic closed-toed shoes. • Open-toed, open-backed, sling-back, boots, sandals, slip-ons, slides, wheelies, etc. are not allowed.

Lower School Information

DAILY SCHEDULE

The academic day begins between 7:40 a.m. and 8:00 a.m. and ends between 2:40 p.m. and 3:10 p.m. for all Lower School students. Wednesday is an early release day for Lower School students, they will be dismissed between 1:40 p.m. and 2:10 p.m.

CARLINE EXPECTATIONS

- Carline signs must be displayed on the **passenger side visor for pickup**.
- Parents **must remain in their vehicles** when dropping off or picking up at all times.
- Students should be prepared to **exit and enter from the passenger side** of the vehicle independently, quickly and safely to help keep traffic moving smoothly.
- No cell phone usage



MORNING DROP OFF

All Lower School students must be dropped off from 7:40 a.m. – 8:00 a.m. in the carline, under the Lower School portico. If for any reason you need to drop off your child later than 8:00 a.m., parents/guardians must park and walk their child to the LS building to be signed in as tardy.

AFTERNOON PICK-UP

- PreK and Kindergarten: Students will dismiss from 2:40–2:55 p.m. (Wednesday 1:40–1:55 p.m.) from the Lower School portico.
- First and Second: Students will dismiss from 2:55–3:10 p.m. (Wednesday 1:55–2:10 p.m.) from the Lower School portico.
- Third, Fourth, and Fifth: Students and siblings in Kindergarten through Second grade will be dismissed from 2:55–3:10 p.m. (Wed only 1:55–2:10 p.m.) from the US portico.
- Students not picked up on time will be checked into Extended Care; charges apply.

ARRIVAL/DISMISSAL OPTIONS

Parking: Families may park in the main parking lot in front of Upper School, please do not park in the parking spots in front of the Lower School or under the Lower School portico.

Drive Through: Families must drive toward the athletic facilities, around the traffic circle, by the baseball field and back to the Lower School portico to drop off and pick up their child under the Lower School portico.



ATTENDANCE

TARDIES AND EARLY DISMISSAL

Once a student accumulates five (5) tardies and/or early dismissals, the parent will be notified in writing. Once the student reaches ten (10) tardies and/or early dismissals, the parent will again be notified in writing. Once a student receives fifteen (15) tardies and/or early dismissals, it is considered excessive, and the student's contract may be withheld for the upcoming school year.

Students are **not** permitted to be checked out from school from 2:30–2:45pm (1:30–1:45pm on Wednesdays) due to the interruption of dismissal.

LOWER SCHOOL INFORMATION

ABSENCES

Students are expected to attend classes every day of the school year. If a student is absent one or more days, parents and/or guardians must notify the Lower School Receptionist indicating the reason for the absence (see Absences below).

Due to the fact that the promotion to the next grade level is linked to attendance, the following may apply:

A student may not have more than eight (8) absences per semester and seventeen (17) absences per year. This includes absences of any kind. Excessive absences could lead to student retention due to a lack of instruction and inadequate academic progress. Warning notices will be sent to the parents when the student accumulates 8 and 14 absences.

EXCUSED OR UNEXCUSED ABSENCES

Whether an absence is recorded as excused or unexcused shall be determined by the school administration. School absences fall into one of the following categories:

Excused Absences	Religious Observances, Illness (Documented after two days), LMP Sponsored Trips/Activities LMP Athletic Events	Notification from a parent or guardian must be submitted within two days of returning to school. Absences of more than two days due to illness or family emergency require documentation to remain excused. Absences are excused for the first two days of an illness with a parent's note. Absences beyond two days require a doctor's note to be excused. Students with excused absences will be given the opportunity to make up work during a reasonable time period. It is the family's responsibility to contact the teacher for work missed.
Unexcused Absences	Non-Documented absences, Non-Documented illness, Travel when school is in session	Absence from school for non-health or emergency reasons will be considered unexcused. Students will be responsible for assignments and/or assessments upon return for unexcused absences.

MAKE-UP WORK

Students must coordinate with their teacher(s) to determine a plan for when all work, assignments, and assessments will be completed following an absence.

FAMILY TRIPS/VACATIONS

Lake Mary Prep does not condone the use of school time for family trips or extended vacations. The parents of a student who anticipates missing school for one of the above reasons must notify the Lower School Principal of the dates of an upcoming absence and the reasons for the absence at least a week in advance. While notification of the Lower School Principal is required, it does not guarantee approval as excused absences. Even if the absence is approved, it will be counted toward the attendance requirement of no more than 8 absences in a semester or 17 in a year (see Attendance above).

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order for a student to be eligible to participate in extracurricular or interscholastic athletic, art, academic performances, practices, or competitions, the student must be in attendance for a minimum of a half day. Academic obligations must be fulfilled.



CAMPUS ACCESS

After 8:00 a.m., all visitors and/or students arriving late to school must check in with the Lower School Receptionist. Visitors seeking access to Lake Mary Prep's campus must have a pre-arranged appointment, check in with the Lower School Receptionist, and run their Driver's License through the RAPTOR Security System. If approved, visitors will be issued an identification badge. Upon conclusion of their meeting(s), visitors must check out with the Lower School Receptionist prior to departing campus. All non-students seeking access to any part of the LMP campus must first be authorized by the Lower School Principal, then proceed with the aforementioned visitor guidelines.

*Students occasionally must work on campus on an activity or project during hours outside of the normal operation. This must be previously approved by the Lower School Principal, and a teacher must supervise this type of work.

DRIVING/PARKING ON SCHOOL GROUNDS

The campus of Lake Mary Preparatory School is private property. The driving and parking of motorized vehicles on campus grounds is to be considered a privilege reserved for parents, students, staff, and visitors.



ANIMALS ON CAMPUS

No animals are allowed on campus without permission from the Lake Mary Preparatory School's administration.

Academics

REPORT CARDS AND PROGRESS REPORTS

Report cards and Progress Reports are made available online on Griffin Connect, two times each throughout the school year. Please refer to the school calendar for the specific dates.

GRADE REPORTING

PK–4th Grade

There are four categories on a progress report/report card: EE, ME, AE, and BE, that represents a student's progress.

- Earning an “EE” means the student has an advanced understanding and exceeds grade-level expectations.
- Earning an “ME” means the student has a proficient understanding and meets grade-level expectations.
- Earning an “AE” means the student partially meets or is approaching grade-level expectations. A student receiving an “AE” may understand the basic concept or skill, but has not yet reached the proficient level. An “AE” should indicate to parents that their child may need more time to practice the concept or skill.
- Earning a “BE” means the student has minimal understanding, does not meet grade-level expectations, and is performing below expectations.

5th Grade

The grade book reflects two categories for communicating student progress: Practice and Performance Tasks. The purpose of Practice/Formative Feedback is to provide information about the student throughout the learning process (may include teacher observations, conferencing, journals, conversations, etc.).

Practice/Formative Feedback is reported using a proficiency level that represents a student's progress toward meeting a standard.

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There are four proficiency levels of practice: Exceeding Expectations (EE), Meeting Expectations (ME), Approaching Expectations (AE), and Below Expectations (BE). Teachers use this feedback to communicate with students and adjust their instruction as needed while learning is taking place. Formative work is designed for learning and is not included in a student's cumulative grade. All formative work is designed in preparation for summative Performance Tasks (may include assessments or projects). Performance Tasks provide students the opportunity to meet the expectations of course standards. Performance Tasks count toward a student's cumulative grade.

GRADING SCALE

LETTER	NUMERICAL GRADE	GPA
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 and below	0.0

TUTORING

LMP teachers may offer tutoring under the following guidelines:

- It must be conducted off campus.
- An LMP teacher may not tutor one of their current students.
- It must be conducted outside of the regular school day.
- This does NOT apply to private music lessons.

LMP students may not earn money for tutoring ON CAMPUS. Students may earn money tutoring off campus but this is a private matter and not under LMP jurisdiction.

RETAKE POLICY

The retake policy is open to all students who score below Meeting Expectations (ME) on a Performance Task, which is defined as a grade **below 80** (for 5th grade). The teacher reserves the right to reassess only the portions of the assessment on which standard(s) are not met by the student. If the teacher determines the student only needs to be reassessed on certain standards, the points earned from those standards will be applied to the final grade.

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The grade will not be an average of the two assessments. Teachers may ask students to show their understanding in a variety of formats including essays, interviews, presentations, or written tests, regardless of the format of the initial assessment.

RETAKE GUIDELINES

The retake policy provides students with an opportunity to demonstrate mastery of unit standards by reassessing a Performance Task. When a student's original score falls below "Meeting Expectations" (80), they may be eligible to retake the assessment to improve their level of understanding and overall score.

Retake opportunities may be initiated by either the student or the teacher. The teacher may choose to assign additional practice, work with the student during small-group instruction, and/or provide additional reteaching opportunities that the students must complete before attempting the retake.

HOMEWORK

Homework is intentional practice designed to reinforce and extend learning outside of instructional time. The amount of homework should reflect each student's individual learning needs.

Students are expected to submit homework by the assigned due date and seek clarification from their teacher if they do not understand how to complete an assignment.

WITHDRAWAL PROCEDURE

If a student is transferring to another school or withdrawing from LMP for any reason, notification in writing must be submitted to the Lower School Principal, Registrar, and Business Office. All financial responsibilities, per the enrollment contract, must be met prior to the release of any student records.

Student Services

SCHOOL COUNSELOR & DESIGNATED SAFEGUARDING LEAD (DSL)

➔ (Contact: Raine Cromer)



Lake Mary Preparatory School offers a comprehensive school counseling program for lower school students that supports academic success, social-emotional development, and overall well-being. The program is guided by best practices from the American School Counselor Association and is woven into the daily life of the school. The school counselor works closely with students, families, teachers, and administrators to create a safe, supportive, and inclusive environment where all students can thrive. Services are provided through classroom lessons, small group support, and short-term individual check-ins, depending on student needs.

An important part of the counselor's role is collaborating with teachers to integrate social-emotional learning (SEL) into everyday classroom instruction. This helps students build age-appropriate skills such as managing emotions, developing positive relationships, solving problems, and making thoughtful choices as part of their regular school day. Counseling support is both proactive and responsive, with a focus on helping students develop strong coping skills, build confidence, and navigate peer relationships. The counselor may also assist students in resolving conflicts and strengthening communication skills.

Student privacy is respected and handled with care, with the understanding that safety concerns may require appropriate communication with families or school personnel. When a student's needs extend beyond the scope of school-based counseling, the counselor partners with families to provide referrals to qualified outside professionals, including counselors, psychologists, developmental pediatricians, etc. With parent consent, the counselor may help coordinate communication to support the student's success.

In partnership with the Learning Specialist, the school counselor also helps coordinate approved accommodations and supports to ensure all students have access to learning.

DEAN OF STUDENTS

➔ (Contact: Zac Carter)



The Dean of Students collaborates closely with the Lower School Guidance Counselor to support students' academic and behavioral needs and to determine appropriate disciplinary responses. He also coordinates programs and services that promote a consistent, school-wide approach to developing the whole child.

The Dean of Students is also responsible for ensuring the health and safety of the campus. He works directly with local law enforcement, as well as other local agencies, to ensure our school is meeting all guidelines as determined by local and state agencies.

LMP GRIFFIN LEARNING SUPPORT PROGRAM

➔ (Contact: Julie Eddy)



LMP's educational philosophy recognizes that students learn in different ways and may need additional support to succeed. The Griffin Learning Support Program is designed to assist students with learning challenges while helping them build the skills needed for academic success.

The program's goal is to develop independent, confident learners who can meet LMP's academic standards. Students with mild to moderate learning differences are supported in building self-awareness, self-advocacy, and effective study strategies to help them overcome challenges and achieve their educational goals.

Because learning differences often emerge during the early years of Lower School, LMP's Counseling and Academic Support teams work closely with families to identify needs and guide next steps.

CRITERIA FOR SUPPORT

Teacher Referral

- LMP teachers may refer students who struggle to maintain grade-level academic expectations. Assessments, class performance, and teacher observations will be used to determine the level of support needed by the student.

Psychoeducational Evaluation (within the past two years)

- LMP may request an evaluation to gain an understanding of a student's needs and help determine the best course of action for support. Evaluations are completed by an outside provider at each family's expense and may or may not be covered by insurance.
- Students with diagnosed learning differences will meet with the Griffin learning support team to write an academic support plan for the student.

TIERS OF SUPPORT & FEE STRUCTURE

Tier 1

- All students receive Tier 1 support in their general education classroom. The classroom teacher, instructional coach, or learning specialist may push in or pull out to support the learning happening in the classroom.
 - Cost: No Fee

Tier 2: Level 1

- Students receiving Tier 2: Level 1 support will attend one 30-minute session per week with the Learning Specialist in a small group or one-on-one setting. Parents will receive one meeting per semester with the Learning Specialist to set up the Learning Plan Goals. Frequent progress monitoring of student skills and classroom performance will be evaluated by the Learning Specialist twice per quarter.
 - Cost: \$1000.00 per semester; Prorated Fee May Apply

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Tier 2: Level 2

- Students receiving Tier 2: Level 2 support will attend two 30-minute sessions per week with the Learning Specialist in a small group or one-on-one setting. Parents will receive one meeting per semester with the Learning Specialist to set up the Learning Plan Goals. Frequent progress monitoring of student skills and classroom performance will be evaluated by the Learning Specialist twice per quarter.
 - Cost: \$1500.00 per semester; Prorated Fee May Apply

Tier 3

- LMP does not offer Tier 3 services, which might involve specific remediation requiring regular services more than twice per week. LMP does not offer Exceptional Student Education programs, Private Counseling, Speech and Language Services, or Occupational Therapy. Students may utilize an outside provider to service Tier 3 needs. Students are not permitted to miss core academic instruction during the regular school day to receive services.

Absences

- If a student is absent on a scheduled session day, every effort will be made to make up the time, however, this cannot be guaranteed.

Program Release

- Release from extra support will be determined by the Academic Support Team. The Academic Support Team may consist of Teachers, the Learning Specialist, the School Counselor, Parents, Outside Providers, and Administration.

SCHOOL CLINIC

➔ (Contact: Gayla Rice)

The School Nurse is on duty in the school clinic from 7:30 a.m. until 3:30 p.m. on school days. The nurse is the only person authorized to administer any medication. Parents have the responsibility of giving any medication that their child needs during the school day to the school nurse with proper instructions. Parents are responsible for submitting an up-to-date Health Form at the time of registration or pre-registration for the following year.



In the event of a student illness or accident, the nurse will administer appropriate first aid and inform the administration and parents. Except for in the case of an emergency, students must first be issued a pass from their teachers to visit the nurse. Note: Students with communicable conditions such as conjunctivitis, impetigo, head lice, etc. will be sent home. The student must remain home until the condition has been treated and he/she is no longer contagious.

Illness or Injury

- Please keep children home if they are sick.
- Children who have a fever of 100.4 °F or above must be fever-free without medication for 24 hours prior to returning to school.
- Children who have been prescribed antibiotics must wait 24 hours before returning to school.
- Following a doctor's visit for illness or injury, please submit a doctor's note. Please make sure the doctor's note releases the child to return to school if he/she has been diagnosed with a contagious illness.
- Please communicate any information to the school nurse regarding a student's illness that may impact others.

Medication

- Please submit a **Medication Request Form** indicating the type, frequency, and dosage of any medications to be administered at school by the school nurse. The Medication Request Form can also be found in Griffin Connect.
- While the clinic keeps various over-the-counter medications in stock, particular brands for specific students may be labeled with the student's name and given to the school nurse to be kept in the clinic.
- All prescription medication must be in the original bottle with the student's name and dosage. Medication must be delivered by a parent, not a student.

Spare Clothing

- The clinic keeps a small supply of spare clothing. If a student borrows a clothing item, please wash and return that item to the clinic as soon as possible.

Curriculum & Technology

INSTRUCTIONAL MATERIALS

Lake Mary Preparatory School provides most instructional materials for students to use throughout the year. Students are responsible for the care of these materials as well as their return after each school year. Students must pay for the loss of or damage to books/materials as assessed by the teacher before receiving the end-of-the-year report card. These fees are charged to a student's account by the business office. The End-of-Year Checkout Form is used to assess fees owed for all school-related items. These include but are not limited to library books, instruments, computers, etc.



[Selection Policy for Curriculum Resources and Library Materials](#)



[Violin Rental Agreement](#)

TECHNOLOGY USE AGREEMENT AND BRING YOUR OWN DEVICE AGREEMENT

Lake Mary Prep believes that the proper use of technology can transform a classroom, allowing students to be more active participants in their educational process. The Internet is an ever-growing collection of linked computer networks around the world. Lake Mary Prep School students have access to this incredible source of information through LMP's wireless network. The use of the Internet in school is a privilege, and with this privilege comes responsibility. To this end, LMP will hold a network user responsible for unacceptable uses of the network. Those choosing to disregard those rules will be given an appropriate warning; repeated offenses will result in referral to the Dean of Students. The school is not responsible for any inappropriate behavior incurred while using electronic means and devices outside the school hours and premises. In such cases, parents and/or legal guardians are fully responsible.



[Technology/Laptop Agreement and Guidelines](#)

Responsibilities of the Student

- Back up all schoolwork files
- Respect the School's technology resources
- Protect your usernames and passwords
- Use appropriate language
- Do not reveal personal information
- Students should demonstrate ethical behavior when using devices on LMP's network
- Students are responsible for the maintenance of their device
- Students are responsible for the security of their device
- Adhere to all laws concerning the use and distribution of copyrighted software

Restrictions

- Students are never to access someone else's device or email and social media accounts without permission. Impersonating someone's account is illegal.
- Offensively using email or the Internet is prohibited (intimidation, profanity, sexting, inappropriate photos, cyberbullying)
- Students may not publish or distribute any inappropriate material about themselves or other students or community members, including photos, on any social media sites including, but not limited to, blogs, Instagram, Snapchat, Vine, YouTube, or Facebook. See Social Media and Social Networking Policy.

Responsible Use of Personal Electronic Devices

Personal electronic devices such as laptops and tablets are only to be used in the classroom with the teacher's consent. The teacher has final authority on whether personal devices can be used during their instructional period and which ones may be used. A teacher may designate certain days for usage of personal devices, or certain times within a class period. Additionally, although they may allow laptops or tablet usage, other devices are generally prohibited except under certain circumstances with the teacher's approval.

Acceptable Use Policy

The network at LMP has been implemented to provide Internet access for educational activities such as research, collaboration, lectures, projects, etc. LMP students, teachers, and staff have access to the Internet throughout the building and in classrooms where the wireless signal is covered.

The use of the school's computers, network, software, Internet access, electronic mail, and related resources is a privilege and is intended for educational purposes only. All users' web activity is kept in a log for auditing purposes. Routine maintenance and monitoring of the network may lead to the discovery of violations of this policy. Administrators have the right to request to see the contents of a student's school email and/or file folders at any time.

Electronic mail (email) is a primary means of communication on campus. Many official communications are transmitted to students, parents, faculty, and staff via email. It is an important vehicle for communication between students and their instructors. Students in grades 4-12 are assigned a school email account. The account holder is responsible for all activity that takes place from that account. This account should be used only for school-related activities. To safeguard identity and privacy, students must not share or give their passwords to anyone. The school reserves the right to monitor the electronic activity of all users connected to its network.

Acceptable Use Policy

It is the responsibility of the person using technology resources and information systems to abide by the following rules:

- Recognize and honor the intellectual property of others.
- Comply with legal restrictions regarding plagiarism and citation of information resources (see Honor Code).
- The school's code of conduct applies to technology use as well. Therefore, this code of conduct is an extension of the school's behavior code.
- Make responsible use of limited resources, such as disc space, network resources, or printing capacity.

Unacceptable Network Use

- The network may not be used to annoy, threaten, or offend other people.
- Files may not be downloaded without the authorization of the Technology Department
- Vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with hardware or software will be subject to disciplinary action.
- Passwords should not be shared with anyone. Any actions carried out under an account will be the responsibility of the account holder.
- Users may not use the resources to view or send offensive messages, pictures, or files. If a user accidentally or unknowingly accesses this type of information, the user should notify their teacher immediately.
- The initiation or continuation of chain letters is prohibited.
- LMP reserves the right to limit the amount of resources and time allocated to each user including, but not limited to, computer usage, Internet access, printing, etc.

Consequences of Violations

Consequences of violations of the expectations described above include, but are not limited to:

- Suspension of Network privileges and/or computer access
- School suspension
- Non-renewal of enrollment and legal action and prosecution by the authorities

DISCIPLINE

HONOR CODE

The Honor Code embodies the character values considered an integral part of Lake Mary Preparatory School. The Honor Code is as follows: Integrity, Respect, and Responsibility – Always.

Integrity: Academic honesty is presenting only one's own work for evaluation (i.e. homework, tests, writing assignments, class assignments). This also includes adequately citing one's sources and not plagiarizing from any other sources, including the Internet.

Respect: Students are expected to show respect for themselves and others and exhibit proper behavior toward all members of Lake Mary Preparatory School, including teachers, administrators, parents, and other students.

Responsibility: Students are responsible for meeting all academic obligations, including classes, independent studies, appointments, and homework on time.

All students are expected to uphold their personal integrity and the integrity of the school environment; respect themselves, others, and school property; and exhibit responsibility for themselves and the school. Just as Lake Mary Preparatory School holds a standard of academic excellence, similar standards of excellence must also apply to student behavior and proper care of individual and school property.

The Honor Code as well as student behavior and personal decorum in common or public areas inside school or within the community, on field trips, at athletic events, or at other extracurricular activities, are expected to be maintained for the good of all members of the school. This includes the use of proper language and tone of voice, public displays of affection, cleanliness, and overall appearance of the space and students. Failure to uphold any of the items may result in dismissal. The decision of the Head of School is final.

DISCIPLINE SYSTEM

As members of the LMP community, we are committed to upholding our Honor Code of Respect of Self and Others which includes respecting the dignity of each individual of our community at all times. Behaviors that infringe upon a student’s right to be respected, constitute a severe offense and will be treated as such. The purpose of consequences for misconduct is to allow students to reflect and change their behavior.

Please note that many universities, summer camps, and other educational institutions may request information on any serious disciplinary violations related to academic misconduct or behavioral misconduct that resulted in disciplinary action. These actions could include, but are not limited to: probation, suspension, or revocation of enrollment from LMP. LMP is under the obligation to share this information if requested by other institutions.

Each incident is reviewed on a case-by-case basis and consequences taken are at the discretion of the Lower School Administration.

The successful impact of behavioral consequences relies on parent collaboration and support of school policy as well as an authentic reflection on behalf of students and parents at home.

The following information provides a general guideline as to what is considered minor or major infractions, as well as potential consequences.

LEVEL 1 DISCIPLINARY VIOLATIONS	CONSEQUENCES
• Noncompliance with LMP Honor Code and/or policies. • Inappropriate/Disruptive Classroom Behavior. • Defiance/Disrespect/Noncompliance. • Cell phone/smartwatch, smartphone use during class. • Unauthorized use of electronic devices in class. • Inappropriate language anywhere on campus. • Failure to comply with the dress code. • Inappropriate displays of affection.	• The Dean of Students/Principals issues verbal caution/warning to the student • 30-minute before school detention • 60-minute after-school detention

LEVEL 2 DISCIPLINARY VIOLATIONS

CONSEQUENCES

- Three (3) or more Level 1 Disciplinary Violations over a semester.
- Increased level of disrespect of teachers, classmates, administrative personnel, and/or staff of Lake Mary Prep.
- Voluntarily disrupting/interrupting classes.
- Failure to comply with rules established in the Honor Code and its consequences/Committing academic fraud.
- Skipped class/Absence/Elopement from class for unjustified reason.
- Threats, and/or insults to students, teachers, administrative personnel, and/or members of the educational community in general.
- Any behavior-speech or writing (online or in print): cyberbullying, sexting, intimidation, hateful language, emotional abuse among others, that causes physical, emotional, or psychological harm to individuals and/or groups that are part of the LMP community.
- Not attending/showing up for assigned detention.
- Communication to individuals and/or groups that are a part of the LMP community that they are not valued or respected based on their race, color, gender, religion, nationality, language proficiency, sexual orientation, physical appearance, disability, or socioeconomic status.
- Use/possession/distribution/sale of cigarettes/electronic cigarettes(vapes)/Alcohol
- Violations of the security of computer systems (destroying alternating, or damaging information, data, or processes) of LMP students/ LMP staff/ teachers and/or administrative personnel's electronic devices, such as computers, laptops, cellphones, and tablets
- Forgery of parent/guardian, LMP staff/teachers/ and or administrative personnel signatures, either manually and/or electronically.
- Violating the Lake Mary Prep discipline manual for school-sponsored events including but not limited to field trips, sporting events, dances, and/or academic competitions.
- Recording and/or sharing video recordings, audio, or pictures of any student, teachers, staff, or members of the community without their express and written consent while they are on campus or at LMP activities outside of campus
- Damage to and/or misuse of property including, but not limited to instructional materials.
- Theft

- In school suspension
- Out-of-school suspension
- 30-minutes before school detention
- 60-minute after-school detention
- Saturday School
- Withdrawal/Expulsion from Lake Mary Preparatory School
- Non-renewal of enrollment
- Protocols established by Florida law will be followed

DISCIPLINE

LEVEL 3 DISCIPLINARY VIOLATIONS

CONSEQUENCES

• More than one level 2 violation occurred over a semester. • Elopement from the classroom or campus • A direct threat to the safety of the school community as a whole or individual members of the school community. • Physical violence and/or verbal aggression against classmates, teachers, staff, and/or members of the school community ◦ May involve hitting (with a hand or other objects), punching, slapping, verbal insults, kicking, shaking, throwing, poisoning, biting, burning, choking, drowning, or any other sustained physical activity/restraint that causes intentional physical harm. • Use/Possession/Distribution/Sale of drugs and/or alcoholic beverages, and/or psychotropic substances and/or narcotics and/or controlled substances and/or medicines. • Use/Possession/Distribution/Sale of firearms and/or weapons, whether handmade sharp objects, arson-related material, or all kinds of explosive material. • Use/Possession/Distribution/Sale of arson-related materials. • Use/Possession/Distribution/Sale of nicotine, tobacco, vaping(e-cigarettes) • Carrying or promoting the use of pornographic material of any kind and by any means. • Sexual abuse- Any act by which a student performs sexually inappropriate, lewd, or lascivious acts on another student, teacher, or member of the LMP community without his/her consent and/or forces him/her to do so, using force, academics, intimidation or any other means that depresses his/her will, reason or sense, or by taking advantage of his/her state of incapacity to resist. • Intentional damage to school property (Building, material facilities, furniture, and/or equipment) or others' private property.	• In school suspension • Out-of-school suspension • 30-minutes before school detention • 60-minute after-school detention • Saturday School • Non-participation in events or ceremonies. • Removal from after-school/extracurricular programs • Non-renewal of enrollment. • Withdrawal/Expulsion from Lake Mary Preparatory School • Protocols established by Florida law will be followed in all disciplinary matters
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BEHAVIOR IMPROVEMENT PLANS

Students may be placed on a Behavior Improvement Plan as a result of major disciplinary violations or multiple disciplinary violations over a period of time. The policy on Behavior Improvement Plans is established to provide students with the opportunity to return to acceptable behavioral standards. Students who are placed on a Behavior Improvement Plan are in danger of losing their enrollment privileges at LMP. Parents will be informed in writing when their child is placed on a Behavior Improvement Plan and will be required to attend a meeting with the Principal, Dean, and/or Guidance Counselor. A contract will be developed that provides the students with a roadmap for removing the behavioral status. Violations of this contract may result in immediate revocation of enrollment or not being readmitted the following school year. Students whose enrollment has been revoked as a result of a Behavior Improvement Plan, or for disciplinary reasons, will not be readmitted to the Lake Mary Preparatory School.

SMARTPHONES, SMARTWATCHES, AND CELL PHONES

- Students are not permitted to utilize smartphones, smartwatches, or cell phones during the school day. If brought to school, these items must be off and in the student's backpack during the school day.
- Smartphones, smartwatches, and cell phones brought to school by students are strictly their responsibility. The school will not assume responsibility for the loss, theft, or damage of student smartphones, smartwatches, or cell phones.

FOOD, DRINK, AND GUM

Food and drink are permitted in the classrooms provided that the teacher allows it. Gum chewing is not allowed on campus. Please coordinate with your child's teacher if sending in treats for special occasions. Treats must be packaged and sealed with the ingredients listed on the package. Food deliveries from outside vendors are not permitted during the school day.

PERSONAL POSSESSIONS

Personal possessions are a student's responsibility at all times, and valuable possessions are not to be brought to school. If a student must bring something of value they are responsible for maintaining it safe and secure. **The school is not responsible for lost, borrowed, or stolen articles.** This includes all personal electronic devices. All other costly items should be left at home. There is a Lost and Found in the Lower School cafeteria.

MEDICATION

All prescription medication must be turned in at the clinic, accompanied by a doctor's note, immediately upon arrival at school. Students are not allowed to carry any prescription or over-the-counter medication of during school hours. Failure to comply may result in disciplinary consequences.

TOBACCO, ALCOHOL, ELECTRONIC CIGARETTES/VAPING DEVICES

Alcoholic beverages are not permitted on campus at any time. Visitors suspected of being under the influence of a drug or alcohol will not be admitted on campus. Anyone suspected of using drugs or alcohol will be escorted off campus.

The use or possession of tobacco, alcohol, or electronic (e) cigarettes/vaping devices, and any paraphernalia related to these products, are not allowed anywhere on the school campus at LMP or any school-related event or activity.

INTERROGATIONS AND SEARCHES

Lake Mary Preparatory School has a responsibility for the welfare of all students while they are in the care of the School. Accordingly:

1. School officials and/or law enforcement are authorized to question any student concerning his/her behavior while under school supervision.
2. All property on school premises and/or vehicles transporting students, including lockers or items brought onto the school campus and/or vehicles by students or others, is subject to search by school officials and/or law enforcement at their discretion.

If the Administration team has reasonable cause to believe that a student has in their possession any item that may place themselves or others in danger or is a restricted item, the Principal may authorize or conduct a search of the student in question, and/or his/her belongings.

VANDALISM

Vandalism is defined as an intentional act of damaging or destroying school property or another student's property. Students who commit vandalism are subject to the full range of disciplinary action available to the Administration Team, are subject to revocation of enrollment, and are responsible for the replacement or repair of damaged items.

EXTRACURRICULAR PROGRAMS

Lake Mary Preparatory School offers students a variety of academic, social, cultural, and competitive activities. Students are encouraged to become involved in extracurricular activities. Information regarding these activities is made available in the weekly newsletter.

CONTACT: KENDRA SINNS

(After-School Program Coordinator)



Lake Mary Preparatory School provides [Extended Care](#) and extracurricular programs, Community School & Intramural Sports for students enrolled during the regular academic day in PreK – 12th grade. The rules of behavior and disciplinary procedures outlined in the LMP Lower School Handbook apply to any student participating in LMP's after-school programs.

EXTENDED CARE

LMP's Extended Care program is available daily until 6:00 p.m. A completed registration form is required for each child who attends. Parents or authorized guardians must sign students out each day. If someone else will be picking up your child, please notify both the front desk and the Director of Afterschool Programs in advance and provide the individual's name and contact information. A valid photo ID will be required at pickup.

(CONTINUED ON NEXT PAGE)

Students who are not picked up during their designated dismissal window will be checked into Extended Care and charged the daily fee. For safety and supervision reasons, students are not permitted to remain on campus without being in a supervised program. Middle and Upper School students may not sign out Lower School siblings or relatives and remain on campus.

Extended Care is billed at a flat rate of \$30 per day. Late fees apply after 6:00 p.m. as outlined in the tuition policy: \$1.00 per child per minute for the first 15 minutes, and \$5.00 per minute thereafter. All late fees will be billed to your account. Notifying the school of a delay does not waive these charges.

EXTRACURRICULAR PROGRAMS

Extracurricular programs are offered multiple times throughout the year at the school for an additional fee. Community School offers expanded activities such as computers, music, dance, Karate, drama, cooking, etc. Students will have an opportunity to foster a hobby, engage in a new skill, or simply enjoy the afternoon with their peers. Likewise, Intramural Sports introduces students to new sports in a safe and friendly environment that allows for quality time for practice, and the development of skills, knowledge, and rules of selected sports, leading to the opportunity to compete in Varsity, Junior Varsity, and Junior High sports.

Students who participate in extracurricular programs must remain with their assigned after-school instructor and may not leave their designated area without the instructor's permission. Under no circumstances may a student leave the school grounds without written permission from his/her parent and pre-approved by the office. The school accepts no responsibility for students who have been released from aftercare with parental permission. Students registered for extracurricular programs must be picked up at the end of each activity. It is the parents' responsibility to be aware of the beginning and end times. Students not picked up on time will be taken to aftercare, where an additional daily Kid Power rate of \$25 will be applied.

Privacy Notice

LAST UPDATED: JULY 8, 2026

Lake Mary Preparatory School and their affiliates and subsidiaries (“we,” “us,” or “our”) respect your privacy. This Privacy Notice (“Notice”) describes the processing of Personal Information (defined below) that is provided, collected, or disclosed while providing our products or services to you (“Services”) and on the websites, applications, and online platforms that link to this Notice (collectively, “Site”). It also describes rights you may have under applicable laws. Please read this Notice carefully to understand our policies and practices regarding your Personal Information and how we will treat it. To access this Notice in an alternative downloadable format, please [click here](#).

PERSONAL INFORMATION WE COLLECT

We collect several categories of Personal Information from and about users of our Site and Services. “Personal Information” means information that uniquely identifies, relates to, describes, or is reasonably capable of being associated with or linked to you. The categories of Personal Information we collect may include:

- **Contact Information** – If you submit an inquiry, register for an account, apply for admission, or provide information on or through our Site or Services, we may collect your contact information, including your name, email address, telephone number, address, business name, picture, and subscription information (including blog/forum alerts, athletic alerts, event reminders, and calendars).
- **Commercial Information** – If you submit an inquiry, or provide information on our Site, we may collect commercial information, including information about your purchases and Services you have shown interest in, and information provided as part of your application.

- Usage Information – When you use our Site, we may automatically record information, including your internet protocol address, geolocation of your device, browser type, referring URLs (e.g., the website you visited before coming to our Site), domain names associated with your internet service provider, and any other information regarding your interaction with our Site.
- Communication Information – We may collect Personal Information contained within your communications with us via email, social media, telephone, or otherwise, and in certain cases we may use third-party service providers to do so. Where permitted by applicable law, we may collect and maintain records of calls and chats with our agents, representatives, or employees via message, chat, post, or similar functionality.
- Health Information – We may collect health-related (including information about your or your child’s health and health history) as part of the registration and enrollment process.
- Financial Information – If you use our Services, we may collect financial information such as credit card details via our third-party payment processor to facilitate online payments.

HOW WE COLLECT PERSONAL INFORMATION

- Directly From You – We collect Personal Information that you provide to us directly, for example, if you choose to contact us, request information from us, sign up to receive updates, or otherwise utilize our Site or Services.
- From Third Parties – We may collect Personal Information from third parties, including, but not limited to, business partners, advertising networks, social networks, data analytics providers, registration software providers, activity management solution providers, sports student information system providers, payment solution providers, admissions software platform providers, mobile device providers, and Internet or mobile service providers.

- Through Online Tracking Technologies – We use cookies and similar technologies to collect Personal Information automatically as you navigate our Site. For additional information regarding our use of these technologies, see the Cookies and Tracking Technologies section below.

HOW WE USE PERSONAL INFORMATION

To the extent permitted by applicable law, we use Personal Information:

- To provide and personalize our Site and Services, such as processing or fulfilling transactions, providing and personalizing our Services, processing payments, providing customer service, maintaining or servicing accounts, verifying user information, creating and maintaining business records, verifying eligibility, and undertaking or providing similar services.
- To optimize, improve, and maintain our Services, including understanding how users interact with our Services, gauging user interest in certain Services or Site functionality, and troubleshooting problems.
- For internal research and development, such as testing, verifying, and improving the quality of our Services or developing new ones.
- For marketing and advertising, including using your information to send you messages, notices, newsletters, surveys, promotions, or event invitations about our own or third parties' goods and services that may be of interest to you. We also use Personal Information to conduct interest-based advertising as discussed in the Cookies and Other Tracking Technologies section below. You can unsubscribe from any marketing emails or text messages that we may send you by following the instructions included in the email or text correspondence.
- For communicating with you, such as responding to your questions and comments or notifying you of changes to our Site or Services.

- For legal, security, or safety reasons, such as protecting our and our users' safety, property, or rights, complying with legal requirements, enforcing our terms, conditions, and policies, detecting, preventing, and responding to security incidents, and protecting against malicious, deceptive, fraudulent, or illegal activity.
- As part of a corporate transaction, such as in connection with the sale of part or all of our assets or business, the acquisition of part or all of another business or another business' assets, or another corporate transaction, including bankruptcy.
- To fulfill any other purpose for which you provide it, including purposes described when you provide the information or give your consent.

HOW WE DISCLOSE PERSONAL INFORMATION

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction. We may disclose your Personal Information with your consent or in the following circumstances:

- Employees and Other Personnel – We may share Personal Information with our employees and personnel (such as contractors) who have a need to know the information for our business purposes.
- Affiliates and Subsidiaries – We may share Personal Information within our family of companies for their and our business and marketing purposes, including providing you with information about the Services we think may be of interest to you.
- Service Providers – We disclose your Personal Information with the service providers that we use to support our business, including, but not limited to, data analytics providers, website hosting providers, admissions software platform providers, activity management solution providers, student information system providers, registration software providers, payment solution providers (such as payment processing, settlement reconciliation, customer payment support, chargeback and administration), fraud monitoring and IT outsourcing providers, and other technology providers.

- **Business Partners** – We may disclose Personal Information with trusted business partners. For example, we may disclose your Personal Information with a company whose products or services we think may be of interest to you or who we co-sponsor a promotion or service with.
- **Ad Tech Companies and Other Providers** – We may share or make available Personal Information (such as a mobile device identifiers) with ad tech companies and other online service providers. When we share your Personal Information in this context, we follow applicable legal requirements, which may require that we provide opt-out rights or other individual rights.
- **Legal Obligation or Safety Reasons** – We may disclose Personal Information to a third party when we have a good faith belief that such disclosure of Personal Information is reasonably necessary to (a) satisfy or comply with any requirement of law, regulation, legal process, or enforceable governmental request, (b) enforce or investigate a potential violation of any agreement you have with us, (c) detect, prevent, or otherwise respond to fraud, security or technical concerns, (d) support auditing and compliance functions, or (e) protect the rights, property, or safety of the School, its employees, parents, or students, or the public against harm.
- **Merger or Change of Control** – We may disclose Personal Information to third parties as necessary if we are involved in a merger, acquisition, or any other transaction involving a change of control in our business, including, but not limited to, a bankruptcy or similar proceeding. Where legally required, we will give you notice prior to such disclosure.
- **Other** – We may disclose Personal Information to third parties when explicitly requested by or consented to by you, or for the purposes for which you disclosed the Personal Information to us as indicated at the time and point of the disclosure (or as was obvious at the time and point of disclosure).

COOKIES AND OTHER TRACKING TECHNOLOGIES

We and our service providers may use cookies and similar technologies to collect usage and browser information about how you use our Site. The technologies we use for this automatic data collection may include cookies and web beacons that permit us to verify system and server integrity and generate statistics around the popularity of certain content. We process the information collected through such technologies, which may include or be combined with Personal Information, to help operate certain features of our Site, to enhance your experience through personalization, and to help us better understand the features of our Site that you and other users are most interested in.

Website Delivery and Appearance – We may use third-party providers to enable certain customer interaction opportunities, content delivery (like video), or other service capabilities. Examples include, but are not limited to, the following functionality:

- **Content Delivery:** We partner with service providers to host our Site and deliver specific content in support of our Services. For example, we use Adobe Typekit to serve fonts on our Site, which is governed by [Adobe Typekit's Privacy Policy](#). We also partner with companies like Vimeo to deliver specific content delivery like audio and video.
- **Customer Interaction:** We enhance our customer interactions by offering features like Google Maps to locate our Service locations, and payment processors to facilitate online payments. Each of these offerings are governed by the terms, conditions, and policies of the underlying service provider. For example, please see [Google Maps/Google Earth Terms of Service](#) and [Google's Privacy Policy](#) for more information on how that feature operates.

Website Analytics and Session Replay – We use analytics and session replay services, that use cookies and other technologies that collect your Personal Information, to assist us with analyzing our Site traffic and Site usage to optimize, maintain, and secure our Site and inform subsequent business decisions (including, e.g., advertising). These include, but are not limited to, the following third-party services:

- **Google:** We use Google Analytics to collect analytic data about your use of the Site and provide remarketing. To learn more about how Google uses data, visit [Google's Privacy Policy](#) and Google's page on "[How Google uses data from sites or apps that use our services](#)." You may download the [Google Analytics Opt-out Browser Add-on](#) for each web browser you use, but this does not prevent the use of other analytics tools. To learn more about Google Analytics cookies, visit [Google Analytics Cookie Usage on Websites](#). Additionally, third parties, including Google (through, for example, our use of Google Dynamic Remarketing), may place and read cookies on your browser, or use web beacons to collect information in connection with ad serving on or through the Site, including for the purposes of showing our ads on sites across the internet. Our partners will collect Personal Information for personalization of ads and may use first-party cookies or other first-party identifiers and third-party cookies and other third-party identifiers for personalized and non-personalized advertising and measurement. Ad serving may be based on users' visits to our Site or other websites on the Internet, and your activity may be tracked over time and across websites. You can opt out of Google's use of cookies or device identifiers by visiting the Google Ads Settings web page at: <https://www.google.com/ads/preferences/>. You can opt out of a third-party vendor's use of cookies by visiting the Network Advertising Initiative opt-out page or control the use of device identifiers by using your device's settings.
- **Meta Pixels:** We use Meta pixels to track user activity on our Site and improve downstream offerings, including interest-based advertising for our services and those of our partners and service providers. We further use the Meta Pixel to analyze user activity on our Site for remarketing and behavioral targeting. The Meta Pixel may be triggered when you perform certain activities on the Site, and aids us in displaying Facebook ads to Facebook users who have visited our Site, or Facebook users who share certain characteristics with visitors to our Site. Meta and other third parties may use cookies, web beacons, and other storage technologies to collect information from the Site and from other internet websites, and use that information for the purposes of targeting ads and providing measurement services. Meta may track your activity over time and across websites. For more information about the data Meta collects, please visit Meta's privacy policy at: <https://www.facebook.com/privacy/policy/>. For specific information about Meta Pixel, please visit: <https://www.facebook.com/business/help/742478679120153?id=1205376682832142>. For more information about ad targeting and exercising your choice to opt out of the collection and use of information for ad targeting, please visit: <https://www.facebook.com/help/568137493302217>, or <https://optout.aboutads.info/?c=2&lang=EN>.

Interest-Based Advertising – We may also allow or enable third parties to collect Personal Information to provide their interest-based advertising on behalf of our products and services, or their own. Interest-based advertising occurs when advertisements are shown to you based on information collected from your online interactions over time and across multiple websites, devices, or online services that you visit or use. Some companies may engage in cross-context behavioral advertising to predict your preferences and show you advertisements that are most likely to be of interest or relevant to you. We do not control these third parties' collection or use of your information for these purposes, or the opt-out options they may individually offer you via their terms, conditions, and privacy policies. If you have any questions about an advertisement or other targeted content, you should contact the responsible provider directly. Examples of the third-party service providers we engage to serve interest-based advertisements include Google (including Google Dynamic Remarketing) and Meta.

Cookie Choices – To manage your preferences with respect to these technologies, you can:

- Visit our preferences page, or customize your browser settings to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable certain cookies, please note that some parts of our Site may not function properly. These settings may be lost and require reconfiguration if you delete your cookies.
- Block the collection and use of your information by online platforms and ad tech companies for the purpose of serving interest-based advertising by visiting the opt out pages of the self-regulatory programs of which those companies are members: [National Advertising Initiative](#) and [Digital Advertising Alliance](#). Please note that even if you opt out of interest-based advertising, you may still see “contextual” ads which are based on the context of what you are looking at on the websites and pages you visit.

- Review and execute any provider-specific instructions to customize your preferences or opt-out of certain processing, including interest-based advertising, by third-party service providers. For example, to opt-out of this type of advertising by Google, customize your ad preferences, or limit Google's collection or use of your data, visit [Google's Safety Center](#) and [Google's Ad Settings](#) and follow [Google's personalized ad opt-out instructions](#). Meta also offers an [Ad Preferences center](#) to customize your settings, as well as a [Privacy Policy](#) with additional information on how you can exercise your rights.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We retain your information for as long as needed: (i) to conduct business with you; (ii) fulfill the purposes outlined in this Notice; and (iii) to comply with our legal obligations, resolve disputes, and enforce any agreements.

Criteria we will use to determine how long to retain your Personal Information include the nature and length of our business relationship with you, our legal rights, obligations, and retention requirements, and if we have an ongoing business purpose for retaining your Personal Information, such as communicating with you about ongoing or prospective Services you requested.

LINKS TO THIRD-PARTY WEBSITES

We are not responsible for the practices employed by any websites or services linked to or from our Site, including the information or content contained within them. We encourage you to investigate and ask questions before disclosing Personal Information to third parties, since any Personal Information disclosed will be handled in accordance with the applicable third party's privacy policy.

In some cases, we offer links to social media platforms (like Facebook and Instagram) that enable you to easily connect with us or share information on social media. Any content you post via these social media pages is subject to the Terms of Use and Privacy Policies for those platforms.

INTERNATIONAL USE AND CROSS-BORDER DATA TRANSFERS

If you are visiting our Site from outside of the United States, please note that our Site is hosted in the United States. Where permitted by applicable law, we may transfer the personal data we collect about you to the United States and other jurisdictions that may not be deemed to provide the same level of data protection as your home country, as necessary for the purposes set out in this Notice.

HOW WE PROTECT PERSONAL INFORMATION

We have implemented commercially reasonable measures designed to secure your Personal Information from accidental loss and from unauthorized access, use, alteration, and disclosure. Unfortunately, the transmission of information via the internet is not completely secure. Despite these efforts to store Personal Information in a secure environment, we cannot guarantee the security of Personal Information during its transmission or its storage on our systems.

EXERCISING YOUR PRIVACY RIGHTS

Depending on where you live, you may have the following rights with respect to your Personal Information under applicable data protection laws:

- Access – The right to request access to and obtain a copy of any Personal Information we may have about you.
- Deletion – The right to delete your Personal Information that we have collected or obtained, subject to certain exceptions.
- Correction – The right to request that we correct any inaccuracies in your Personal Information, subject to certain exceptions.
- Opt Out of Certain Processing – The right to: (a) opt out of the processing of your Personal Information for purposes of targeted advertising, (b) opt out of the sale or sharing of your Personal Information; (c) limit the use of your sensitive Personal Information (if applicable), and (d) opt out of profiling in furtherance of decisions that produce legal or similarly significant effects. We do not collect or process sensitive Personal Information outside of purposes permitted by law, so we do not offer the option to limit its use. We also do not profile you or other individuals in a manner that would result in legal or similarly significant effects, so we do not offer an opt out.

- Objection/Restriction of Processing – The right to object or restrict us from processing your Personal Information in certain circumstances.
- Withdraw Consent – The right to withdraw your consent where we are relying on your consent to process your Personal Information.
- Automated Decision-Making – The right to know when you are subject to automated decision-making, the Personal Information used to render the decision, the principal factors and parameters involved in the decision, and human review or correction of the decision (or its underlying data, where appropriate). You may also have the right to consent or opt out of this automated decision-making, depending on your location.
- Lodge a Complaint – The right to lodge a complaint with a supervisory authority or other regulatory agency if you believe we have violated any of the rights afforded to you under applicable data protection laws. We encourage you to first reach out to us so we have an opportunity to address your concerns directly before you do so.

To exercise any of the privacy rights afforded to you under applicable data protection laws, e-mail us at dataprivacy@lakemaryprep.com. You may also exercise your opt out rights by broadcasting an Opt-Out Preference Signal, such as the Global Privacy Control (GPC). We honor Opt-Out Preference Signals, including GPC. If you choose to use an Opt-Out Preference Signal, you will need to turn it on for each supported browser or browser extension you use.

You will not be discriminated against in any way by virtue of your exercise of the rights listed in this Notice. However, should you withdraw your consent or object to processing of your Personal Information, or if you choose not to provide certain Personal Information, we may be unable to provide some, or all, of our Services to you.

Only you, or an authorized agent that you authorize to act on your behalf, may make a request related to your Personal Information. You may also make a request on behalf of your minor child. We must verify your identity before fulfilling your requests, and if we cannot verify your identity, we may request additional information from you. If you are an authorized agent making a request on behalf of another person, we will also need to verify your identity, which may require proof of your written authorization or evidence of a power of attorney. We endeavor to respond to requests within the time period required by applicable law. If we require more time, we will inform you of the reason and extension period in writing.

We do not charge a fee to process or respond to your requests unless they are excessive or repetitive. If we determine that a request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request. We may deny certain requests, or only fulfill some in part, as permitted or required by law. If you are not satisfied with the resolution of your request and you are afforded a right to appeal such decision, you will be notified of our appeal process in our response to your request.

CHILDREN'S PRIVACY

We do not knowingly collect or solicit any Personal Information from children, as defined under applicable law, without verified written parental consent. If we learn that we have collected Personal Information from a child, we will promptly take steps to delete that information. If you believe we might have any such information from or about a child, please contact us at dataprivacy@lakemaryprep.com.

CALIFORNIA RESIDENTS

California Shine the Light – Under California Civil Code Section 1798.83, individuals who reside in California and who have an existing business relationship with us may request information about our disclosure of certain categories of Personal Information to third parties for the third parties' direct marketing purposes, if any. To make such a request, please contact us at dataprivacy@lakemaryprep.com. Please be aware that not all information sharing is covered by these California privacy rights requirements and only information on covered sharing will be included in our response. This request may be made no more than once per calendar year.

CHANGES TO THIS NOTICE

Please note that we may modify or update this Notice from time to time, so please review it periodically. If we make material changes to how we treat Personal Information, we will notify you according to applicable law. Unless otherwise indicated, any changes to this Notice will apply immediately upon posting to our Site. You are responsible for periodically visiting our Site and this Notice to check for any changes.

CONTACT US

If you have any questions about our practices or this Notice, please contact us at dataprivacy@lakemaryprep.com.

LAKE MARY

PREPARATORY SCHOOL



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