



Score Academy

Palm Beach Gardens

Guide for Parents & Students

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Preface

The general ***Student-Parent Handbook*** for all Score Academy campus locations, serves as a full and comprehensive guide that outlines school-specific policies, expectations, and standards. The policies and procedures listed in the handbook also apply to all students at the Score Academy – Palm. Beach Gardens campus.

The ***Score Academy “Beyond the Student Handbook” for Students & Parents*** reinforces our primary objective of ensuring student engagement and success in reaching individual goals. The highlighted policies and procedures are specific to the Score Academy – Palm Beach Gardens Campus.

Score Academy may change policies as determined by the school’s administration at any time during the school year. Any changes will be communicated clearly to parents and students.

This is how Palm Beach Gardens does things...

Dear Parents, Guardians, and Students:

Welcome to our 2023 – 2024 Score Family. We cannot wait to welcome you into the building on Wednesday, August 16, 2023 and develop great relationships with all our new students and parents while continuing to cultivate our relationships with existing family members! Our goals for each of you are as individualized as you are – it's simple: **Be YOU-unique!** Our overarching theme embodies how our programming, policies and staff will strive to bring out the BEST YOU, you can be!

As a faculty and staff, Score Academy believes that our students are unstoppable given the right support and skills. We hope to teach our students to ...



Be **W**himsical.



Be **P**ositive.



Be **B**rave.



Be **O**pen-minded.



Be **G**enuine; and always



follow **Y**our own path!

You will notice these targets throughout our school, even rooted in the paint colors on our walls! These “targets,” as we refer to them, will help guide our decisions as educators when we teach, mentor, coach, facilitate and guide our students towards their individual goals.

Take some time to review the “Student & Parent Handbook” (which applies to all four of our Academy campuses). This “Beyond the Student & Parent Handbook,” is specific to Palm Beach Gardens (PBG). Our PBG policies and procedures aim to keep our stakeholders healthy, connected, and to ensure that all students are receiving relationship-driven, high-quality instruction that meets their individual needs. Please review the entire handbook and familiarize yourself with our protocols as they will be enforced.

I am excited about what we have in store for our students this year. Over the next few weeks, you will learn more and more about the year ahead. We will be hosting a “New Family” open house for our students starting with us for the first time on Monday, August 14th between 10:00 and 1:00p. **New families will be given a specific time to come in**, meet with teachers, and get comfortable with their class schedule. Then, our “Returning Family” will come by grade level on Tuesday, August 15th from 11:30a-1:00p to get lockers, check in with teachers or administration, or even just say “hello”! You can expect to receive your child’s schedule at open house. More details to follow in August.

As we embark on this school year together, it is important to me that each of you know my door (and heart) is always open. You may call, text or email me day or night to share a concern, ask a question, vent, or even cry. I truly feel that we are a Score Academy-Palm Beach Gardens Family; if it is important to you, it is important to me. Please reach out and do not ever hesitate to contact me!

Sincerely,

Robin Kantor, M.Ed.

Head of School, Score Academy



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Student & Parent Handbook

2023-2024

CAMPUS-WIDE INFORMATION

Score Academy is an independent K-12 college preparatory school with a strong commitment to academic excellence and the values of self-discipline, honesty and integrity, respect, compassion, and responsible citizenship. Score Academy prides itself on being a family school: an involved community of parents, teachers, administrators, and students working in a responsible and caring social and educational partnership.

MISSION STATEMENT

To provide an individualized, relationship-driven education that inspires students to achieve their highest potential.

VISION STATEMENT

To be the Learning Environment of Choice.

OUR BELIEFS

It is important to:

1. Provide expert teaching
2. Help students set and reach their educational goals
3. Create mentoring relationships with students that inspire learning
4. Collaborate with parents to promote their children's success
5. Identify opportunities for students to enrich their extracurricular lives
6. Continually assess staff to ensure their professional growth and ability to motivate students
7. Remain focused on the delivery and improvement of quality educational services

OUR EXPECTATIONS FOR STUDENT SUCCESS

1. Improvement in students' academic motivation and performance
2. Seizing opportunities for enrichment
3. Achieving feelings of accomplishment

THIS STUDENT & PARENT HANDBOOK is intended to be more informative than definitive. In keeping with our expectation that Score Academy's students act in a thoughtful and responsible manner, this handbook is more an outline of school policies and procedures, rather than a comprehensive book of rules, guiding the operation of Score Academy. The school reserves the right to change, drop from, or add to this handbook any rules or policies as determined by the school's administration at any time during the school year.

In addition, some campuses may distribute The Score Academy Guide for Students & Parents. It reinforces our primary objective of ensuring student engagement and success in reaching individual goals. The Guide serves as a supplement to this Student-Parent Handbook, providing a comprehensive guide that outlines school-specific policies, expectations and standards.

Score Academy may modify this Guide as determined by the schools' administration at any time. Score Academy may also distribute additional materials that outline permanent or temporary policies and procedures that may serve as an addendum to this Handbook.



**Student & Parent Handbook (*Continued*)****DISCLAIMER**

This Handbook establishes Score Academy's codes and guidelines. No handbook can cover every possible situation that a student, faculty member, or the school may encounter in the course of a school year. Many decisions, policies, and situations are left to the good judgment of the faculty and/or school administration. In addition, under certain circumstances it may be appropriate for Score Academy to diverge from these published codes. Each Head of School has the right to impose, change, modify or otherwise enforce any additional regulations as he or she sees fit. In matters of established policy, Score Academy reserves the right to alter its codes but will make every effort to inform the entire school community if and when it is appropriate to do so.

ACCOMMODATIONS

Score Academy will consider the need for an accommodation to its programs, policies or procedures for a student's physical, mental, or learning disability. It is the parent's responsibility to request the accommodation by meeting with the Head of School and cooperating with the school's procedures to determine the need and scope of any such accommodation. Current* documentation in support of the accommodation must be provided. (* within the last three years) We will provide caring, informed, and proper intervention when requested or required.

ATTENDANCE POLICY

Daily attendance is essential to the academic progress of a student. It promotes dependability and respect for education, as well as good habits for the future. It also is a safety and legal responsibility of the school to know the whereabouts of students. Therefore, the school urges students and their families to schedule non-school commitments, such as family vacations, so that they do not conflict with school time. When a student misses class for whatever reason, it is the parent's responsibility to initiate contact with the teacher and arrange to make up all missed work in a timely fashion. The attendance policy of Score Academy is in compliance with attendance standards established by the Florida Department of Education. We are legally responsible for the attendance of students and we take that responsibility seriously.

Guidelines for Change in Pick-Up

The safety of students is our primary concern. Please communicate any changes in arrival or dismissal with us and include as much information as possible, including time of dismissal and name of person picking up the child.

Leaving School during the Day

With rare exception, as determined by the Head of School and in some cases a Senior Privilege Agreement, leaving school during the day is not permitted. Generally, the only acceptable reasons for this type of absence or dismissal would be for medical appointments or other personal business appointments that cannot be scheduled after the school day. If a student must leave school during the day, advance arrangements must be made by the parent and the student must follow the protocol as outlined by the Head of School.

Absences & Illness

Absences for personal reasons are undertaken at the discretion of the parent, with the awareness of the difficulty imposed upon the student's academic progress and upon the classroom teacher by school absences. Parents shall give the Head of School advance notice of a planned absence. We strongly urge parents to plan travel and non-emergency appointments during school vacations or after school hours.

Parents shall notify the Head of School or Assistant to the Head when a student is not coming to school due to illness. Please do not bring a child with fever or a contagion to school. If a student gets sick while





at school, he or she will go to the Head of School, who will contact a parent to consider immediate options. If

Student & Parent Handbook (*Continued*)

the student must go home, the student must follow the school's early dismissal policy as outlined by the Head of School. and All assignments due for that day's classes must be turned directly in to the teacher or Head of School before the student goes home.

When students are absent from school, whether for travel, personal reasons, illness, or any other reason, parents are asked to assume financial and scheduling responsibility for any tutoring and/or additional classroom sessions students may require because of the absence.

Homework For Students Absent From School

If a student is absent due to illness, vacation, or any other reason, parents should contact the Head of School or Assistant to the Head for a list of their child's assignments during their absence. Parents can pick up work at the front desk, and books in the student's locker, cubby, or bookshelf.

Tardiness & Leaving Early

Parents shall notify the Head of School or Assistant to the Head when a student will be late or needs to leave school early.

Leaving school early for a non-emergency reason requires the same attention to fulfilling academic requirements: all work, including in-class assignments, tests, quizzes, or homework due that day, must be turned in/completed before leaving school. All early dismissal procedures must be followed.

Missed tests and quizzes may result in a lower grade if taken on a different day as a result of a non-emergency dismissal. Your child will remain responsible for in-class assignments, due the next day of class.

Score Academy's academic program cannot be successful when a student decides to absent himself for no apparently good reason. While we recognize that students may fall ill, we also know that a student may occasionally attempt to use false pretense to leave school early. We do not tolerate such pretense.

At the same time that we take seriously our responsibility to educate, we will collaborate with you to provide a reasonable degree of flexibility that ensures proper accommodation for your student's time out of school.

Parents assume financial and scheduling responsibility for any tutoring and/or additional classroom sessions students may require because of missed class time.

CELL PHONES (and other electronic devices)

Students must keep cell phones in their lockers, backpacks, or other designated areas and turned off during all classes, club periods, and Study Hall. Students will be allowed to use cell phones during breaks and lunch. If a staff members sees a student cell phone being used during designated times of non-use, it will be confiscated and turned in to the Head of School. The parent will be notified for pick up. The phone will only be released to a parent or guardian. Repeated disregard for this rule will result in disciplinary action as determined by Head of School.

CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the school's mandatory reporting obligations, please consult with the Head of School.

CHILD SAFETY FROM SEXUAL OFFENDERS & PREDATORS

According to the National Center for Missing and Exploited Children (NCMEC), 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, our teachers are screened through the school's criminal background process. To keep their children safer, parents should talk openly to their children about safety issues.

Student & Parent Handbook (*Continued*)

Parents should know their children's friends and be clear with their children about the places and homes that their children 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 <http://www.fdle.state.fl.us> the Florida Department of Law Enforcement 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 <http://www.familywatchdog.us>. 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 at <http://myfloridalegal.com>.

DAILY SCHEDULE

Every student will receive a printed schedule.

DISCIPLINARY CODE PROCEDURES & PRACTICES

Score Academy is committed to creating a dynamic and supportive learning environment in which the needs and rights of the individual are balanced against what is and what is not expected of them. Our rules are based on common sense, courtesy, respect and responsibility, as well as obedience to local, state, and federal laws. Safety is always a primary consideration. Those who choose to violate any rules pertaining to proper conduct, whether on campus or off, will face appropriate consequences. The school reserves the right in any situation to hold students accountable for violations of the school's policies. The following constitute violations that will result in disciplinary action. This list is representative and should not be construed as a complete list. Consequences of the acts described below could include legal action, denial of graduation, detention, expulsion, suspension, or any other consequences determined by the administration. Infractions which will result in discipline range from minor to major. Consequences will depend on the nature of the violation, the student's level of participation, the student's record for infractions, the student's cooperation and honesty in the investigative process, and other factors as determined by the administration. As set forth below, disciplinary decisions are made through the Head of School. Infractions include, but are not limited to, failure to meet the expectations outlined in this handbook.

Major infractions include, but are not limited to, those listed as "Major Concerns" in the Student Conduct section, as well as:

- Lying or other forms of dishonesty
- Vandalism, misuse, or damage of school or building property. Students will be charged for any removal, repair or replacement of damaged school property.
- Tampering or interfering with fire alarms or school computers
- Leaving school without permission
- Disrespect toward faculty, staff, or other student(s)

DISCIPLINARY MEASURES

If any student becomes a disciplinary problem, the parent will be notified and the Head of School or a designee will determine an appropriate course of action to correct the problem.

**Detention**

Failure to comply with behavioral, procedural, attendance and/or conduct expectations may result in the assignment of detention. The length of the detention and accompanying tasks or assignments shall be determined by administration/staff as deemed appropriate. Parents will be notified when a student receives detention. It is the student's responsibility to serve on the day he/she is assigned detention. Nothing should

Student & Parent Handbook (*Continued*)

take precedence over detention; however, if a student has a significant conflict, he/she may see the Head of School that day to request alternate arrangements.

Suspension & Probation Policy

When a student's behavior is no longer acceptable to the school, the student will be required to withdraw from all school functions for a specific period of time and may be placed on probation. The student is responsible for all missed work. Tests and quizzes will be made up at the convenience of the individual teacher. Any student who is placed on probation and subsequently commits a suspendable offense may be dismissed.

Expulsion/Forced Withdrawal

When, in the judgment of the Head of School, a student's behavior is not acceptable to the school, the student will be required to withdraw permanently from the school. This decision may occur after serious violations accumulate as outlined in the codes, or may be the result of one egregious violation.

DRUG AND ALCOHOL POLICY

General: Our students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on or near school property or at school-related activities.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the school's Disciplinary Rules, the school reserves the right to determine if legal action or professional counseling is necessary.

The school does not allow possession or use of mind-altering substances, including, but not limited to: marijuana, cocaine, heroin, LSD, bath salts, and other illicit drugs. Further, the school does not allow the possession or use of legal drugs, prescription or not, unless Parent(s) sign the appropriate authorization forms with the school. Such use, without the appropriate permission, will result in suspension and/or expulsion from school. Legal authorities will be notified when appropriate.

The school does not allow possession or use of e-cigarettes or tobacco products in any form on campus or at any school-sponsored function by students of any age. This includes, but is not limited to, hookahs and vape pens. Such use will result in suspension and/or expulsion from school. Legal authorities will be notified when appropriate.

Possession of firearms, knives, other weapons, or items that resemble weapons (whether operable or not) will result in suspension and/or expulsion from school. Legal authorities will be notified when appropriate.

ENROLLMENT DECISIONS

A positive and constructive working relationship between the school and the student's family is essential to the fulfillment of the school's educational mission. Thus, the school reserves the right not to extend the privilege of enrollment or re-enrollment to a student if the school reasonably concludes that the actions of the student or student's family member make a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational mission or objectives. Moreover, the school reserves the right to expel a student at any time if, in the judgment of the school's administration, the conduct of the student or anyone directly associated with the student, in or out of the school, is not in keeping with the school's accepted standards, mission, or





principles. There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract. If, for any reason, it is in the best interest of the school, the school also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed enrollment contract.

Student & Parent Handbook (*Continued*)

EMERGENCY SCHOOL CLOSING/EARLY DISMISSAL

In the event that the school must close for an emergency, you will be notified by phone, email, and/or text message. Each Head of School may establish procedures specific to his or her school location; you will be notified directly of any policies or procedures.

EMERGENCY PROCEDURE

- The fire alarm is a loud siren or horn. When the fire alarm sounds, proceed immediately to the designated area in the parking lot in front of the school building.
- Silence is essential for all emergency situations to enable directions to be given and followed quickly.

ENVIRONMENT

It is each student's responsibility to help us maintain a safe, clean, and healthy environment. In that regard, be respectful of your environment:

- At the end of the class/session, make sure the area is cleaned appropriately for the next student.
- Turn off the light in the room where you worked.
- Clean the kitchen after use.
- Use the appropriate trash receptacles.

LIBRARY

The school's library is an ever evolving collection of books and materials that can be used to research, study, and read. The mission of Score Academy's library is to create a stimulating learning environment in which students are empowered to become independent life-long learners, to use information and technology effectively, and to love reading and literature. Students may borrow materials if they check them out with the Head of School.

NO HARASSMENT/NO BULLYING POLICY

Score Academy is dedicated to fostering an environment that promotes kindness and acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber bullying (creating websites or social media profiles, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying). Any such offensive conduct can create an uncomfortable school environment.

All students share responsibility for keeping the school environment free from harassment and bullying. Students must report such incidents to the Head of School, who will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, which may include dismissal from school. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying.





If you feel that you are being harassed or bullied in any way by a fellow student, teacher, administrator or other employee, you or your parent/guardian should immediately notify the Head of School. The matter will be thoroughly investigated and, where appropriate, disciplinary action will be taken. Similarly, if you are

Student & Parent Handbook (*Continued*)

harassing or bullying others, you will be subject to discipline, up to and including suspension or expulsion from the school.

PARENT/TEACHER CONFERENCES

Conferences are held twice each year: typically in October and February. Dates are listed in the school's master calendar. To request a teacher conference at any other time, a parent may contact the Head of School to make arrangements. Parents may contact teachers directly to speak with them about their child's progress but may not interrupt class to do so.

PERSONAL CONDUCT

The safety and security of all students and employees is of primary importance. Threats, threatening and abusive behavior, or acts of violence against students, employees, parents, visitors, or other individuals by anyone on school property or at school functions will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination of employment (employees), suspension or dismissal (students/parents), and/or referral to appropriate law enforcement agencies for arrest and prosecution. The school reserves the right to take any necessary legal action to protect its employees.

Additionally, parents are bound, as part of this policy, and by the student contract, not to engage in any conduct or activities which may be disruptive or detrimental to the reputation of the school or to the administrative, educational or extracurricular environment of the school.

The school, in its sole discretion, shall determine when the conduct of the parent, student or any party is not in the best interest of the school and thereby may unilaterally terminate any contract it has in force with the offending party.

PERSONAL VALUABLES AND LISTENING DEVICES

It is not appropriate to have large sums of money or other valuable items not directly related to school activities in school. Personal listening devices are prohibited during the academic day unless they are being used during a free period and/or lunch. This restriction includes, but is not limited to, iPods, iPads, and the use of smartphones or computers as audio devices. If personal listening devices are visible or audible, they will be confiscated until the end of the school day (unless it is being used during a free period and/or lunch).

PRINCIPLES OF RESPECT AND RESPONSIBILITY

In order for Score Academy to function at maximum efficiency and safety as a school community, several important regulations are presented for your attention and cooperation. Please read the following with care. Score Academy promotes a climate where all students and faculty can thrive and feel safe and secure. We expect all students to abide by the principles of respect and responsibility as specifically outlined below, and to be aware of and adhere to all rules outlined in this Student & Parent Handbook. The items below highlight some of the most important values.

I. Alcohol, Drugs, Weapons, and Violence Prohibitions

Since the use of cigarettes (including electronic) or tobacco products by individuals 18 years of age and under is a violation of state law, the school does not allow possession or use of e-cigarettes or tobacco products in any form on campus or at any school-sponsored function by students of any age (including hookahs and vape pens). Such use may result in a suspension from school. I fully understand that





possession, use, and/or sale of prescription drugs or any controlled/illegal substance on campus or at any school functions may result in expulsion from school. Presence, on campus or at any school function, when others are using any illegal substances, may result in suspension, dismissal or expulsion from school. Legal authorities will be notified when appropriate. I fully understand that possession, use, and/or sale of alcoholic beverages, on campus or at any school functions, may result in expulsion from school. Presence when alcohol is being used illegally at school, or while at any school function, may result in suspension, dismissal or expulsion from school. I fully understand that possession of firearms and/or knives, or other weapons or items that resemble weapons (whether operable or not), on campus or at school-sponsored events, may result in suspension, dismissal or expulsion from school. Legal authorities will be notified when appropriate. I fully understand that, in order to protect the school community, any student arrested or under investigation for criminal involvement may be issued a leave of absence pending resolution or adjudication of the case.

Further, any student convicted of a felony in a county, state, or federal court will be permanently removed from the school. I fully understand that the school retains the right to inspect purses, book bags, cars or any property brought on campus. Lockers are the property of Score Academy and can be opened and inspected at any time by authorized school personnel or law enforcement, including canine search teams. I fully understand that any threats of physical violence or harm, verbal or written, of which authorship can be proved, against students, faculty, staff, parents, the school, or someone in the community, may result in disciplinary action and immediate notification of legal authorities, as appropriate.

II. Sexual and Other Forms of Harassment

Illegal harassment in any form will not be tolerated at school and will be dealt with quickly and decisively, regardless of the degree to which the person harassed is offended. The following constitute most, but not necessarily all, the prohibitions to sexual harassment:

- Name calling of sexual nature
- Commenting about a person's anatomy
- Circulating or originating obscene drawings or denigrating graffiti
- Wearing provocative, obscene or suggestive clothing
- Telling crude jokes, especially in mixed company
- Spreading false rumors or accusations about sexual encounters
- Inappropriate touching
- Making references to someone's sexual "reputation"
- Asking for sexual favors
- Making suggestive looks, sounds or expressions
- Making suggestive hand or bodily gestures
- Engaging in unwarranted or sexually suggestive emails, calls, texts, etc
- Pulling at another person's clothing in an offensive, embarrassing way
- Displaying sexually offensive materials

Similar types of behavior based on another person's race, national origin, ethnicity, color, or disability are also prohibited. This policy also recognizes that illegal harassment can be directed not only by one student at another, but also by an adult toward a student, a student at an adult, or an adult toward another adult. In addition, this policy includes behavior not only on the campus, but also at any school function or event, wherever that function or event might be. Any illegal harassment incidents should be reported immediately to the Head of School.

III. Parent-School Relationships

Score Academy believes that a positive and constructive working relationship between the school and a student's parents/guardian is essential to the accomplishment of the school's educational mission. The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian or student make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes. Parental disregard of alcohol or drug policies and laws as





they relate to underage students in and of themselves could be grounds for non-renewal of contract and/or expulsion of the student. Verbal abuse or disrespect to school personnel by a parent also could be grounds for dismissal of a student or non-renewal of a contract.

SCHOOL PROMOTION MATERIALS

By enrolling your child, each parent is giving the school permission to use your child's name, photograph, school work, and/or voice in school promotional materials. This includes printed material, school related CD ROMs to be distributed to parents and family members, and/or our web site.

SEARCH POLICY

Authorized school personnel, including canine search teams, may search as needed. Failure to comply with any requested search will result in expulsion.

A student's locker, cubby, bookshelves, and work area is the property of Score Academy and is at all times under the control of the school. School authorities may perform general inspections of these areas at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any such area.

Cooperation with Law Enforcement: The school will report to law enforcement any items or activities that appear to be dangerous or violate law. The school will cooperate, as appropriate, with any investigation conducted by law enforcement.

STANDARDIZED TESTING

To help measure student learning and the effectiveness of our school, we administer standardized tests on an annual basis. The tests do not impact a student's grades in school but do provide invaluable information to help families plan for the future and to help us ensure continuous improvement. In addition, our Head of School will periodically observe teaching sessions to ensure student engagement and learning.

STUDENT/ADULT INTERACTION & COMMUNICATION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. 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 Head of School.

STUDENT CONDUCT

Our disciplinary system is guided by the ideal of respect for all school members of our community. It is our goal to help students become responsible for their own behavior. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it is the foundation of the whole educational structure. Score Academy is committed to creating a dynamic and supportive learning environment in which the needs and rights of the individual are balanced against those of the community as a whole. Rules are established so that all concerned understand what is and what is not expected of them.

Our rules are based on honesty, common sense, courtesy, respect, and obedience to federal and state laws. Those who choose to violate any rules pertaining to proper conduct, whether on campus or off, will face appropriate consequences. While grades are an important aspect of life at any school, at Score Academy, we place equal or higher value on other facets of an individual's education and development.



Contribution to the life of the school community, attitude, manners, responsibility, reverence, and respect for others and for the school is all critically important. The following is a general outline of expectations. This is not an exhaustive list. Common sense and respect are always the best guidelines.

Student & Parent Handbook (*Continued*)

Major Concerns

- Defiance of school rules, and infractions, such as fighting, swearing, rudeness, lying, and destruction of property, are not tolerated and may be grounds for detention, suspension or expulsion.
- Cheating or copying on homework, quizzes, projects, and examinations will not be tolerated. Violation may be grounds for detention, suspension or expulsion.
- Use or possession of non-prescribed drugs, alcohol, tobacco, vape pens or electronic cigarettes on campus or at a school-sponsored activity, will be grounds for suspension or expulsion. Law enforcement authorities will be notified when appropriate. Score Academy is a drug-free environment.
- Violence, or threats of violence, either oral or written, will be grounds for expulsion. Weapons of all kinds, both real and toy, are strictly prohibited. Possession of weapons at school will result in disciplinary action. Law enforcement authorities will be notified when appropriate.
- Harassment or bullying of any fellow student, teacher, administrator or other employee by another student or students will not be tolerated. Harassment or bullying may be grounds for suspension or expulsion.
- Any type of sexually-related or overly-friendly behavior (kissing, touching, showing body parts, touching in private areas, etc), even if consensual, is inappropriate at school, or school-related events. Disciplinary actions may include, but are not limited to, warning the students, a parent conference, referral to therapeutic resources for evaluation/remediation, suspension, or expulsion.
- Possession of matches or lighters is grounds for suspension.

In order to protect the school community, any student arrested or under investigation for criminal involvement may be issued a leave of absence pending resolution or adjudication of the case. Further, any student convicted of a felony in a county, state, or federal court will be permanently removed from the school. Failure to notify the school promptly of such situations will be viewed as deception and will result in disciplinary action.

Other Expectations

- Students' dress requirements are included in this handbook. In general, there should be no deviation from prescribed dress.
- Students are expected to complete all homework assignments on time.
- Students are expected to be on time to school and to class.
- Books and property should be treated respectfully.
- Students are expected to use technology responsibly.

STUDENT DRESS CODE

Students should wear neat and comfortable clothes; however, clothing which is sexually revealing or promotes illegal substances, profanity, sexual content, discrimination, violence or gore is prohibited. In addition students must follow the guidelines instituted at each individual Score Academy location.



STUDENT MEDICATION

Medication brought from home must be stored in the office of the Head of School. Medication will be dispensed by the Head of School or his/her designee as directed by official medical records, forms and/or prescriptions completed by the student's physician, and with parental signature where required.

Student & Parent Handbook (*Continued*)

TECHNOLOGY: ACCEPTABLE USE POLICY

Students may be expected to bring a laptop and flash drive to school every day or use a school computer. Students may not save anything on school computers and are prohibited from using them for personal use. Students are expected to use school computers and school iPads to work only on items that pertain to their course work.

Social Media & Digital Communication

Social media is an online publication or presence that allows for interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, wikis, and more. Examples, include Facebook, Twitter, Instagram, You Tube, LinkedIn, Skype, SnapChat, Vine, AskFM, and more. Digital communication mechanisms include email, text, and iMessage. A student shall not friend/follow a teacher, nor shall a teacher friend/follow a student on any of these platforms. Students and teachers should report instances of such contact to the Head of School.

The school recognizes that learning to be thoughtful and responsible users of social media and other forms of digital communication is vital to our students' success in college and beyond.

We also recognize that with the additional advantages of access to information and ease of communication come new responsibilities of which students should be aware. Students should note that personal use of social media and digital communication may have an effect on school, even if the communication takes place off campus or after hours. While the school does not seek to regulate the free speech of its students, if the use of social media or messaging results in disruption to the school learning environment or threatens or reveals a threat to the safety or well-being of students, physical or psychological, the school may need to get involved. This could include disciplinary action or other interventions, including parent conference, mandatory counseling, detention, suspension, and in extreme or repeat cases, expulsion.

Students are asked to remember that they must follow the Code of Conduct at all times and in all venues, including digital ones. This includes prohibitions on disrespectful or disparaging speech. The school will not tolerate bullying, harassment, hazing, or discrimination against individuals based on race, color, religion, national origin, gender, sexual orientation, age, or disability, whether this takes place in face-to-face or digital communication. It also includes the use of proper language, decorum, and respect for one another and the adults in the community.

If off-campus behaviors of concern documented on social media are brought to a school representative or administrator, such as underage drinking or drug use, it is our policy to alert the family and counsel them about appropriate interventions. The school reserves the right to pursue disciplinary action or mandate interventions when appropriate.

Internet Use and Safety

The school's Internet filtering system is intended to restrict access to inappropriate web sites. Since no filtering system is foolproof we expect users to act responsibly in their searches.

Accessing inappropriate sites (including, but not limited to social networking sites), obtaining inappropriate material from the Internet, or sharing of any material that is pornographic, vulgar, obscene, sexually suggestive, violent in nature, or otherwise harassing will be considered a violation of school rules. Any student who receives harassing, threatening, or inappropriate materials via e-mail or





on the Internet must immediately report the concern to Head of School so that the situation can be investigated and appropriately addressed.

All photos and videos stored on the school's servers are property of Score Academy unless otherwise noted, and may not be used without proper permission. There is no assumption for privacy with information sent through the school server.

Student & Parent Handbook (*Continued*)

Citing Your Sources

If the idea, background, sound, movie, or picture was not created by you, its use without citation is plagiarism. Users will be subject to discipline for plagiarism in accordance with the standard school guidelines for academic honesty.

Playing Games

The use of computer games during class and study hall is prohibited without the approval of a teacher. Multi-user games on the school network or Internet are prohibited at all times.

Observing Computer Resource Guidelines

Students are responsible for backing up their own files. If a student's hard drive crashes, it will be the student's responsibility to have the drive restored to its original state. Students may not store files or programs on our server; all student work is to be stored on the student's own laptop or flash drive.

Equipment Care (computers, cameras, etc.)

A student will not abuse, tamper with, or willfully damage any technology equipment belonging to the school or to others, or use the equipment for anything other than appropriate work. Intentional acts of vandalism will have a disciplinary consequence, and a student could be held responsible for replacement or repairs.

- Computer and/or camera equipment is not to be left in lockers overnight.
- No tablet, computer, or camera equipment should ever be left unattended.
- Do not make any changes to another person's computer without their approval.
- Score Academy is not responsible for loss or damage to a student's equipment.

TEXTBOOKS AND SCHOOL MATERIALS

Students will keep textbooks and notebooks in their assigned locker, cubby, or bookshelf. Please do not leave belongings lying around school. The school is not responsible for lost belongings. Lost or damaged books will be replaced at the student's expense.

VISITORS

Visitors, including family members, are not allowed in the classroom during a student's session without prior approval. Parents may request permission to observe their child's class from the Head of School. If your child forgets something, please bring it to the reception area.

As part of your enrollment, you are expected to sign our Statement of Understanding and return it to the school administration.



School Profile

2022-2023

At Score Academy's four school locations in south Florida, individualization and customization guide our work with students. We are accredited by Cognia and the Southern Association of Colleges & Schools Council on Accreditation and School Improvement (SACS CASI), and are approved by SEVIS for international students. The College Board has individually approved our AP courses and teachers. Core courses in all our schools are accepted by the NCAA Eligibility Center. Our Palm Beach County schools are approved to accept the Florida Tax Credit Scholarship Program (FTC), the Family Empowerment Scholarship (FES), and the Hope Scholarship.

Score Academy offers full-time and part-time private schooling to students who choose to learn in our intentionally small group or 1-on-1 setting. During a full school day Monday through Friday, full-time students typically take 4-5 core academic courses and up to 2 electives each semester. We also create programs for part-time students to meet their specific needs (e.g., a plan combining independent study with scheduled class time, or one in which a student takes some classes at Score Academy and other classes at another school or through an accredited online provider, such as Florida Virtual School).

Score Academy develops an individual education plan for every student to match his/her specific learning style and personal goals. We offer courses in all subject areas across all grade levels, from kindergarten through 12th grade, and at all educational levels, from remedial and regular to honors and AP. We also offer advanced-level courses for students requiring additional rigor beyond the AP curriculum, including Multi-Variable Calculus, Linear Algebra and Post-AP English.

College Preparatory Diploma Requirements

- English: 4 credits
- Mathematics: 4 credits (Algebra 1 & 2; Geometry; plus one, more advanced year-long course)
- Science: 3 credits (including biology with lab)
- Social Science: 3 credits (World History, US History, Government/Economics)
- Foreign Language: 2 credits (same language)
- PE/Health: 1 credit
- Computers/Life Skills: 1 credit
- Arts: 1 credit
- Electives: 5 credits (including Diversity Education and Financial Literacy)

Our faculty engage students through a variety of teaching methods that complement each student's unique learning style. They communicate effectively, in part, because of their passion for teaching.

Because Score Academy focuses on the academic needs, learning style, and personality of each and every student, we are in a position to accept anyone who has the potential to succeed in our environment. Open enrollment enables us to accept students throughout the school year, not just at the start of a semester. Ideal candidates for our private schools are those students who...

- need flexible scheduling due to demanding schedules in athletics or performing arts,
- desire the benefits of the highest level of education with the lowest student-teacher ratio,
- require a smaller, more nurturing environment with engaging teachers, and/or
- have specific learning needs or disabilities.

Like most other schools, Score Academy gives students homework, research assignments, quizzes, tests, and exams. Score Academy keeps parents up-to-date with weekly progress reports; we issue report cards on a quarterly basis and official transcripts at the end of each school year.





School Profile (*Continued*)

In 2021-2022, Score Academy enrolled 256 students on a full- or part-time basis:

	Boca Raton	Coral Springs & Weston	PB Gardens	Wellington	TOTALS
Full-Time	93	9	89	20	211
Part-time	14	4	16	11	45
TOTALS	107	13	105	31	256

On a District-wide basis, Score Academy has graduated close to 350 students since our first graduation in 2009, with our largest graduating class of 51 students in 2020. To date, more than 90% of our graduates have continued their education in 4-year colleges. In the last four years, our 180 graduates were accepted by the following colleges:

Arizona State	Florida Intl	Palm Beach Atlantic	U East London
Auburn	Florida Poly	Palm Beach State	U Florida
Babson	Florida State	Penn Acad of Fine Art	U Georgia
Barry	Fordham	Penn State	U Kentucky
Baylor	G.W.	Pepperdine	U Maine
Bentley	Georgetown	Pitzer	U Mary Washington
B.U.	GA Tech	Radford	U Mass
Cal Northstate (BS/MD)	GA Southern	Regis	U Miami
Champlain	High Point	Rhoads	U Mississippi
Chapman	Hofstra	Roanoke	U NC
Christopher Newport	Holy Cross Coll	Rochester Inst of Tech	U North Florida
Clemson	Indian River State	Rollins	U Northern CO
College of Charleston	Indiana U	Saddleback	U Notre Dame
College of William & Mary	Jacksonville	Santa Clara	U Penn
Colorado State	Johnson & Wales	SCAD	U Penn (Wharton)
Dean	Loyola (MD)	SMU	U Richmond
Delaware State	Loyola (LA)	Spring Hill	U San Francisco
DigiPen	Loyola Marymount	Stanford	U South Carolina
Drew	Lynn	Stetson	U South Florida
Drexel	Manhattan Coll	Suffolk	U Southern CA
Duke	Mass Coll Pharm	Temple (Honors)	U Southern ME
Elon	Michigan State	The New School	U Tampa
Embry-Riddle	Montana State	Tulane	U Tennessee
Emerson	Naropa	U Alabama	U VA
Emory	New Coll of FL	U Arizona	U Washington
Fairfield	Northeastern	U CA – Davis	U Wisconsin
Flagler	Northern Illinois	U CA– Santa Cruz	U Wyoming
FAU	Nova Southeastern	U Central FL	Villanova
FAU Wilkes Honors	NYU	U Cincinnati	Washington Coll
Flagler	NYU (Stern)	U Colorado	Wofford College
Florida Gulf Coast	Occidental	U Delaware	
Florida Inst of Tech	Pace	U Denver	

Our Mission:

*To provide an individualized, relationship-driven education
that inspires students to achieve their highest potential.*



Beyond the Student Parent Handbook:

Welcome, Unique Rules to PBG Campus & Health Forms

2023 - 2024

Every Score Academy – Palm Beach Gardens (SA-PBG) family will receive the Student and Parent Handbook at the beginning of each school year. Below are some highlights/changes to the handbook pertinent to Palm Beach Gardens. It is important to read and refer to the 27-page Student Parent Handbook for all information prior to signing the Parent Student Handbook Statement of Understanding, as all policies and procedures will be enforced, not just the ones below. The highlights are listed in alphabetical order, NOT in order of importance.

Attendance

Students must arrive on time. For most, that means **8:40 am** (students must arrive five minutes before his or her first period class) but refer to the individual daily schedule for start times. Communication is key when it comes to attendance. When there are extenuating circumstances preventing your child from being present, please let us know via email: pbgadmin@score-academy.com or call us at 561-626-2662.

Being on time and present for school, especially for small group classes, is important. (*Missing five minutes of a class every day is equivalent to missing 14 hours of school.*) Thus, if arriving late or leaving early becomes excessive, i.e. more than five (5) unexcused tardies or absences per semester, students may be assigned an additional day of school and/or detention for each tardy or absence over the fifth. These additional days and detentions will be charged to your account at the rate of \$60 per hour. Students and parents/guardians will receive warnings prior to the five-day period. Warnings may include emails, phone calls, and/or daily attendance reports.

Entering & Exiting Score Academy

Score Academy officially opens at 8:00 am and unless the student has a specialized schedule to meet with a teacher at an earlier time, no student may be dropped off earlier than 8:00am. All students and staff must sign in upon entry. This is how we track attendance. Students must arrive 5-10 minutes before the start of their first class. The standard drop-off/arrival time for a student starting at 8:45am is 8:35-8:40am. Please note all Score Academy students are required to arrive to class on time and all teachers are required to adjust class participation points for unexcused tardies.

Students are not allowed to leave the building during the school day. Students (including Seniors) are not permitted to sit in their cars or otherwise hang out in the parking lot. Students may wait for their parents outside in the covered areas of the building at the end of the school day. When students leave for the day, they must put the time under “dismissal” on the sign in/out sheet.

Leaving School Early

It is school policy that students must come to administration if they are not feeling well and wish to go home early. We will then contact the parent (or allow the student to call) and the parent may give permission for the student to leave early. If a student needs to leave early for any other reason, we still require notice from a parent and a reason for early dismissal.

Once permission has been obtained to leave early, the student must obtain an *Early Dismissal Form* from administration. Students are then responsible for seeing all teachers for remaining periods that day to obtain





signatures/notes if necessary. If a student will be missing a test/quiz or does not have the work due that day, it will be noted on the form by the teacher. A copy of the completed form will be emailed to the parent at the time of dismissal.

Unless the early dismissal is due to a medical emergency (e.g. 911 or urgent care type of situation) or true crisis (e.g. family member has been in an accident and student has to rush to the hospital with a parent), no student shall be exempt from this procedure (and in cases of a medical emergency or crisis, only the Head of School signature is required for dismissal, as noted on the form).

Making up Missed Work

Our general policies for making up work when a student is absent are as follows:

1. Students/parents are expected to check Google Classroom for missing work.
2. If a student misses assignments, homework, tests or quizzes, he/she has the number of days absent to make up all work (e.g. if the student was absent for 3 days, he/she has 3 school days to make up the work).
3. Make up tests/quizzes will be assigned for the student to take during his/her study hall whenever possible. If the student does not have a study hall, a club period may be used.
4. If the absence is excused, the class participation grade for that day will not be counted. Make-up in-class assignments will be entered into the gradebook for each class.

School Tardies

A student is late for school if he/she arrives after the bell for his/her first period class. In order to minimize disruptions, maximize class time, teach responsibility and enforce accountability, administration keeps track of all tardies and enforces consequences for repeated tardiness.

All tardies will be recorded, regardless of reason. Excluding tardies resulting from...

- Medical appointments (*requires note*)
- Circumstances beyond the control of the parent or student, as determined and approved by the Head of School or the Head of School's designee.

...students will not be able to leave for lunch for the day (if they have senior privilege) and may have other school imposed consequences.

If the student arrived to school late and missed one or more periods of his/her class schedule, he/she must obtain a *Late Arrival Form* from administration. Students are then responsible for seeing all teachers for missed periods due to the late arrival to: turn in all work that was due that day, obtain classwork assignments that were missed and get the homework assignment for the night. Teachers must sign to confirm and provide any additional notes, if necessary. A copy of this will be retained for the student's file and sent to the parent. The lateness will not be excused without returning the properly signed form to administration.

Before & Afterschool Care

Providing a safe, meaningful experience for all our students is very important to us. We plan for your child's supervision during their contracted class times, and we know many of you need additional care before and/or after school. As such, **we** are excited to announce a before & afterschool program at Score Academy for the 2023-2024 school year! The program will be offered daily, and you can register each month for a 3-day or 5-day per week program. Once you register, your child will be able to attend for the entire month. Registration information will be disseminated in mid-July or the beginning of August. It is important that students are supervised in our building; in addition, we want them to be socially, emotionally and/or





academically stimulated at all times. Thus, students that are not registered for before or aftercare but are on campus consistently before or after their designated class times will be enrolled in the before and/or afterschool program, respectively. You will be notified of this prior to billing.

Cell Phones, Earbuds, iWatches and iPods

Our campus is cell phone free zone. All personal electronics (ear buds, headphones, cell phones, iPods and computers) **will be collected and locked away at the beginning of the school day**. No one will have access to a personal phone or other device, unless approved by the Head of School (*and written in the Individual Accommodation Plan*).

Cell phones are strictly prohibited from use during all classes, club periods, weekly seminars or any other school sponsored assembly (such as workshops, ceremonies, inductions or all-school meetings). Cell phones are collected at the beginning of the school day and locked away. Students are expected to place their phones in the locker in order to receive his/her Chromebook for the day. If a staff member sees a student using a cell phone when cell phone use is prohibited, it will be confiscated and turned in to the Head of School. The parent will be notified for pick up. The phone will only be released to a parent or guardian.

- If a student requires use of his/her phone as determined by a teacher or administrator, he/she will be given access to it for a period of time and then it will be stored again until the end of the day.
- **Students and Parents may call 561-626-2662 to communicate with each other.** *We strongly suggest you add this number to your contacts, so you know when we are calling.*
- If a student is caught using a cell phone without permission during any class period for any reason, the cell phone will be confiscated. The first offense will constitute a warning. The second offense will warrant a detention. The third offense will require **a parent to pick it up from the school.**

Chromebooks/computers

Chromebooks are required for school. Personal computers and iPads will not be allowed. You may either rent one from us or purchase your own. All rented and purchased laptops will be stored at school and locked away during the school year. Personal Chromebooks will be returned on the last day of school. Students will be given their Chromebook when they turn in their phone at the beginning of the day. Additionally, proper use is mandatory. Students will receive disciplinary action if he/she is using the computer inappropriately. Students are allowed to utilize programs as indicated by the teacher. Use of outside programs or websites may also result in disciplinary action.

Communication

We rely heavily on email to communicate school-related information with you. You can expect the following:

- **Weekly Newsletter from Mrs. Robin:** Our weekly newsletter, "News from the Top!" is sent via S'more. Sometimes it may be sent 2-3 times in a week if there are important reminders or updates. Please read them to stay up to date on the latest news.
- **Session Notes:** Each week teachers send home short updates about your child's progress in their class. Notes are intended to go home on Fridays and/or Mondays, however, sometimes you may receive them later. Parents may reply to session notes with questions; Mrs. Robin receives all





responses and will forward them to your child's teacher or respond as appropriate. You don't have to wait for a session note - you may also email your child's teacher at any time for an update on their progress. A directory is included in the Parent & Student Guide (last page) and in the weekly newsletter.

- **Phone calls:** We LOVE to hear from you!!! Please do not hesitate to reach out to Mrs. Robin and Mrs. Alicia at the school 561-626-2662. You may always text us as well (information included in the directory.) If you would like to speak with your child's teacher, please contact Mrs. Robin or Mrs. Alicia for assistance, or email your child's teacher, directly.
- *Keep in mind: If your child is texting you during school hours, they may be doing so against school rules.*

Discipline

Any student who fails to meet Score Academy standards or expectations is subject to disciplinary action. (List beginning on page 22 of the handbook) Major infractions include, but are not limited to, those listed as "Major Concerns" in the Student Conduct section. Just as we personalize each child's education, discipline is handled on a case-by-case basis. Discipline is fair, although not always equal in every situation.

Vaping, smoking, and/or drug use or possession is strictly prohibited.

Score Academy Palm Beach Gardens services students from ages 5 to 18. In regards for everyone's health **and the law**, this is now a **zero-tolerance policy**:

- Any student found in possession of a vape pen will receive an automatic 3-day suspension.
- If the vape contains THC, it will be an automatic 5-day suspension.
- *The suspension will become a part of the student's permanent school record and students **will** need to self-report on all college applications.*

All bags are subject to random checks by the Head of School. Parents/guardians will be notified if your child's bag and/or locker is checked.

Additional notes: "Vaping" and the use and possession of vape pens or e-cigarettes in school is strictly prohibited and against the law. "Vaping is the act of inhaling and exhaling the aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device. The term is used because e-cigarettes do not produce tobacco smoke, but rather an aerosol, often mistaken for water vapor, that actually consists of fine particles. Many of these particles contain varying amounts of toxic chemicals, which have been linked to cancer, as well as respiratory and heart disease. The e-liquid in vaporizer products usually contains a propylene glycol or vegetable glycerin-based liquid with nicotine, flavoring and other chemicals and metals, but not tobacco. Some people use these devices to vape THC, the chemical responsible for most of marijuana's mind-altering effects, or even synthetic drugs like flakka, instead of nicotine." (source: <https://www.centeronaddiction.org/e-cigarettes/recreational-vaping/what-vaping>)

Beyond the health risks of vaping, it is illegal for minors (under 21) to buy or possess electronic cigarettes in Florida. As of the 2018 referendum, **it is now illegal in the State of Florida to smoke and/or vape indoors**. Of course, in accordance with the law it is also against school policy for a student of any age to have one at school: *"The school does not allow possession or use of e-cigarettes or tobacco products in any form on campus or at any school-sponsored function by students of any age. This includes, but is not limited to, hookahs and vapor pens. Such use will result in suspension and/or expulsion from school. Legal authorities will be notified when appropriate."*





Dress Code

*Students are asked to wear an unaltered, plain colored Score Academy shirt, long sleeve, and/or sweatshirt to school, daily. Students must walk into school with a **visible** item of clothing that has the designated "Score Academy" logo on it.*

You can order uniforms from Palm Beach Uniforms on Burns Road in Palm Beach

Gardens: <https://palmbeachuniforms.printavo.com/merch/score/>. There are various styles and colors to choose from and can be picked up or mailed to your home.

You can also visit Stich-by-stich in the Wellington Mall and bring your own, plain colored shirt/sweatshirt and have the Score Academy logo screen printed or embroidered onto the item of clothing. For anyone that only likes certain fabrics or styles, I highly recommend this option!

On the bottom: Students should wear comfortable clothes to school that represent who he/she/they is and convey to others how he/she/they wants to be treated. Students must also follow these guidelines:

1. Clothing which is sexually revealing (think length too) or promotes illegal substances, profanity, sexual content, discrimination, violence or gore is prohibited.
2. No midriffs or behinds should be showing (front or back).
3. Sneakers **MUST** be worn for PE for safety (students may leave a pair in their locker).
4. Shorts/pants: All shorts should be worn at the waist and should be at least 3" in length and cover the students' entire bottom.
5. Dress code violations may result in students wearing clothing we provide to him/her for the day or detention.

Students who are not in the proper dress code will receive consequences.

1. First offense: Warning.
2. Second & Third offense: Students will either be asked to purchase a shirt or serve a 40-minute lunch detention. Purchased shirts are charged to the student's account; a detention costs \$30, per our handbook, and is served silently, without access to technology.
3. Fourth Offense: Students will serve a 1 hour, after-school detention and will be ineligible for the end-of-quarter celebration/field trip.
4. Further offenses will be handled directly by Mrs. Robin.

Emergency Alerts, Notifications & School Safety

The safety and security of all students and staff is of primary importance and Score Academy. We continually learn and evaluate best practices to strengthen our safety plans, which have been developed in collaboration with law enforcement and state school safety officials. Staff and administration attend professional development training and strive to take all reasonable steps to make sure all students are safe at school every day. As a small community of students, faculty and staff, we aim to foster a climate where everyone feels safe and secure; all members of the Score Academy community have an active role in promoting and cultivating a safe environment and are asked to take note of the following information regarding emergency alerts, notifications and other school safety measures:





Alerts and Notifications

All parents and students must have a cell phone number attached to their My Schoolworx account and keep the "Message" alerts enabled in their account. This is the way you will be notified when we have emergency building closures (hurricane season has closed our building before!). This notification will also be used if we need to issue important reminders or make other announcements.

PBSO Student Protect & Alertify

StudentProtect is an app run by the Palm Beach County Sheriff's Office for all charter and private schools as part of the effort to make all Palm Beach County schools safer. Students can submit information about suspicious activities or threats anonymously via the app, and information sent through the app will be monitored by the Palm Beach County Sheriff's Office. This is a free app, and available to all Palm Beach County students via the App Store or Google Play.

Score Academy is subscribed to Alertify, an emergency alert system that is run by the Palm Beach County Sheriff's Office that is specifically designed to alert schools of dangers in the surrounding communities.

Staff Communication

All Score Academy staff members and administrators are on a closed google chat group. They receive all-school announcements and emergency communication and are able to communicate directly with the Head of School at all times. All staff have been trained on our emergency procedures and protocol.

Visitors

All visitors (parents & otherwise) must check in at the front desk and have permission to proceed into the hallways or classrooms of the school.

Field Trips & Fundraising

There are many Score Academy field trips planned throughout the year. Dates are subject to change and there may be additions or cancellations as necessary. Each quarter there will be a celebratory field trip for those students that maintained good grades and positive behavior. These trips will be earned by students each quarter.

All school field trips that are planned by teachers, and do not incur an additional fee are mandatory. These trips are meant to enhance students' experiential learning and understanding of topics covered in class. Class participation grades for that day will be determined by attendance and participation. Unexcused absences on field trip days will result in paper-based work at school to learn the material students were exposed to on the field trip. Some field trips will have a cost associated with them, such as overnight trips. These trips are optional.





Grading

Grading: Middle & High School

Unless specifically indicated for special circumstances, enrolled private school students are issued Q1, Q2, S1, Q3, Q4 and S2 grades. Middle and high school students are also issued midterm and finals grades (some teachers may issue a project or special assignments in lieu of a final, if approved by Head of School). With the exception of deviations approved by the Head of School, all Score Academy middle and high school classes must adhere to the following standards for grading:

Grade Level	Course Designation		
High School Gr 9-12 <i>Including middle school students taking courses for HS credit</i>	Standard & Honors	Quarter Grades: All subjects excluding math	
		40% Graded Class Assignments, Homework & Weekly Participation Grades	
		30% Quizzes/Papers/Projects/Labs	
		30% Tests	
	AP	Semester Grades	
		40% Q1	40% Q3
		40% Q2	40% Q4
		20% Midterm <i>Comprehensive for S1</i>	20% Final <i>Comprehensive for S2</i>
Middle School Gr 6-8	Standard & Advanced	Quarter Grades	
		30% Graded Class Assignments, Homework & Weekly Participation Grades	
		30% Quizzes/Papers/Projects/Labs	
		40% Tests	
		Semester Grades	
		40% Q1	40% Q1
		40% Q2	40% Q2
		20% Midterm <i>Comprehensive for S1</i>	20% Midterm – waived for students taking AP Test. <i>Comprehensive for S1</i>



The following grade key is used for all middle and high school classes:

Grade Key		
A = 93 +	C+ = 77-79	D- = 60-62
A- = 90-92	C = 73-76	F = Below 60
B+ = 87-89	C- = 70-72	I = Incomplete
B = 83-86	D+ = 67-69	P = Pass
B- = 80-82	D = 63-67	W = Withdraw

While teachers are expected to use good professional judgment to determine the exact amount of graded homework, tests, quizzes and assignments needed to meet the individual learning needs of each student, they are generally expected to produce sufficient graded material to accurately assess students. There are certain minimum expectations for each student:

- 1-2 Graded classwork assignments *per week* (this could include grading notebooks or class notes)
- 1 Graded homework assignment *per week* -or- a weekly homework average

Students are issued participation grades, from 0%-100%. This grade must accurately reflect:

- Participation
- Engagement
- Cooperation
- Completion of teacher expectations, including graded class assignments

Grading: Elementary School

Elementary school students must be graded on achievement of benchmark levels and are not issued letter or numeric average grades. Score Academy implements a Standards Based Elementary Report Card. This type of report card identifies student progress toward grade level standards for Florida's Standards and Florida Access Points Standards for Mathematics and English/Language Arts and Next Generation Sunshine State Standards for all other subject areas in kindergarten through fifth grade. The report card informs parents how their child is performing based on the standards which define what students should know and be able to do at each grade level.

Grade (G) Definitions:

- 4: The student demonstrates broad in-depth skill/concept development that most often exceeds grade level standards
- 3: The student demonstrates skill/concept development that meets grade level standards
- 2: The student demonstrates skill/concept development that is beginning to meet grade level standards
- 1: The student demonstrates skill/concept development that is significantly below grade level standards.

In all content areas except reading, the Grade represents a child's overall understanding of all standards taught within a particular quarter. All assessments/tasks are analyzed to determine level of mastery of the standards as well as the level of complexity of assessments/tasks. For reading, the Grade is determined based on the student's independent reading level, which indicates overall reading progress toward the end of year grade level expectation.

Characteristics of Proficient Learners reflect how a child is participating in class and how he or she is performing on assignments in class and homework. The mark of "x" means that the student meets expectations. "*" indicates an area of concern.





My SchoolWorx™

As of the 2018-2019 school year, Score Academy uses the online grading and classroom management system, My SchoolWorx. Parents and students can access their dashboards independently and all have their own login information (both parents should have their own accounts for access and notifications). When the student/parent is initially entered by administration into the system, a welcome email will be sent, inviting the user to log in. My SchoolWorx has an App that is available for smartphones and tablets and it is also accessible online (logging in via a web browser accesses all features and is the preferred method).

Teachers are expected to update grades, upload assignments, enter important class announcements, note tests/quizzes/assignment due dates, and take attendance in My SchoolWorx™. All grades (including semester averages) are calculated automatically. Teachers will also use My SchoolWorx™ to record discipline issues in class, and use various other features to help with classroom management.

Score Academy also uses Broadcast Messaging feature of My SchoolWorx™. The Head of School will use it to issue important school-wide announcements, reminders or alerts. All parents, students and staff must have a cell phone number attached to their My Schoolworx™ account and keep the "Message" alerts enabled in their account.

Parents and students can choose other alerts to which they would like to subscribe. You can customize your own settings to receive alerts when your student misses an assignment, has a discipline issue in class, or when his/her grade drops below a certain number, as examples. Teachers can also send alerts, reminders and messages to their classes.

Finally, and perhaps most importantly for many students, My SchoolWorx™ is used for and place student lunch orders. Orders can be placed daily or in advance for the entire week by simply clicking on the lunch icon on the My SchoolWorx™ dashboard. Students can place their own lunch orders or parents may place the order for the student. From either the student or the parent dashboard, you can see if a lunch order has been placed for the student already when you click on the icon and go to the dates you wish to order (i.e. there is no danger of placing double orders).

<https://portal.myschoolworx.com/>

*Use this link to access My SchoolWorx™, our online grading, classroom and school management system.
Parents and students can access their dashboards independently.*

Lockers

All students are assigned one locker each (provided that there is adequate availability). If desired, a lock will be issued by Score Academy and you will be given the combination. A master key is kept by the Head of School to access lockers at her discretion. Most students do not use locks on their lockers.

Lunch

We are a closed-campus, thus all students eat on the premises unless their schedule ends prior to lunch. Lunch and club are combined in a 45-minute period. *Thus*, every child needs to have lunch and/or snacks every day. No matter what they say at home, your child **does** get hungry and becomes "hangry" if he or she is without food. We know from research that when our blood sugar is low our brains cannot focus as clearly. Please, please, please ensure that your child has a lunch every day either from home or by ordering through our weekly lunch program and having your card on file with the lunch provider.





Ordering/Eating Lunch

To maintain a secure campus, we do not accept lunch deliveries from uber, door dash, etc. inside the building. If a lunch is delivered to the school, it will be placed on a table outside the front doors. Your child will retrieve it at the appropriate time – either at lunch or after school. Students will not be permitted to retrieve meals during non-designated lunch times.

Lunch periods are designated on the school schedule. *Students are required to stay in the cafeteria or, if permitted outside, directly in front of the building at the outdoor tables set-up outside the lobby.* Students not loiter or eat in any classrooms, labs, conference rooms or hallways (with exceptions as determined by teachers/staff).

Score Academy students have the option of bringing a lunch from home (and making full use of our refrigerator and microwave) or ordering from one of the options offered at school. All parents are expected to fill out an authorization form from at least one of the restaurants (students often forget their lunches and require a back-up plan!). Lunch orders must be submitted by 9am and placed via the My SchoolWorx™ dashboard (students or parents may create the lunch order – one will see if the other ordered for the student already and no duplicate orders will be created).

Students may not order from any other restaurant or leave to get lunch. Parents must refrain from ordering for their children or having private delivery people bring lunches. If a parent wishes to pick up his/her student and take him/her to lunch, the parent must call Score in advance to give proper notice. Students may not drive to meet their parents - they must be picked up. Please note that students who leave with a parent for lunch are expected to leave no earlier than the designated start time and return promptly by the end of lunch. *If the student is late returning from lunch with a parent, the same lateness penalty applies to class immediately following lunch.*

Staff Lounge

The Staff Lounge is for staff members only. Students are not allowed in there at all for any reason.

Student Lounge/Cafeteria

The Student Lounge is where you will find:

- Student refrigerator, microwave & sink
- Projector for meetings & assemblies
- Lunch tables

It is imperative that the student lounge, including the sink, refrigerator, microwave and counters *remain clean at all times*. Dishes must never be left in the sink. Food may not be rinsed in the sink. Food for one day only may be left in the refrigerator and it is the students' responsibility to clean out any old food/drinks/condiments they have left in there for too long (the refrigerator will be cleaned every Friday at 4pm - any and all food/containers that remain will be discarded). All lunch containers should be thrown away in the student lounge garbage can (as opposed to the small room garbage cans, where no food may be discarded). You must keep everything where it belongs at all times and keep our Student Lounge neat and presentable.

Vending Machines

In between classes and during lunch, students are allowed to use the vending machines inside Score Academy. Students may NOT use vending machines during class periods.





Schedules

Though we offer flexible scheduling, the majority of our students are here for a typical school day, which starts at 8:45am and ends at 2:45pm. Many of our students, require classes that may start later or earlier in the day than the typical start time. Students are expected to arrive at school 5-10 minutes before the start of their first class.

Each period is a single class. Classes are all 5 days per week. Each class is entered on the student's LearnSpeed calendar at the times designated under "Teacher/Student Calendar." However, the actual class time is 5 minutes less for all periods. This 5 minute period between classes is when students must use the restroom, go to their lockers, socialize, order lunch or take care of any other non-class related issue. Students are not permitted to take bathroom or other breaks during class time unless it is an emergency. It is both crucial and mandatory that all classes start and end on time.

Clubs and seminars meet twice per week for 20 minutes each day as part of lunch-time. Weekly Seminars are every Wednesday. Clubs and Weekly Seminar are mandatory for all students; students who require a special exception due to individual graded/credited classes during period 5 are exempt. Weekly Seminar is a 0.5 credit graded class and high school seminars can be taken for either regular or honors credit. Both the Clubs and Weekly Seminar are discussed in further detail later in this Guide.

Clubs

Score Academy students participate in two club activities per semester (Club A and Club B). Clubs meet twice per week for 20 minutes each day and are mandatory for all students, with the exception of certain students granted a special exception due to individual graded/credited classes. Club choices change typically change each semester. Our Score Academy clubs were designed to help support our mission and vision for student success. Our clubs....

- promote a collaborative school and learning environment;
- allow students and teachers to explore common areas of interest;
- provide four extracurricular activities per year for each student for their college resume; and
- create additional opportunities for student success and engagement.

Our club choices may be academic or enrichment-based selections, or they may simply be based on particular student interests.

"Club Rush" is on the first club day of the school year:

- Teacher club leaders speak to all students about their clubs and what to expect when participating
- Club selection forms are distributed to students, who must make 1st, 2nd and 3rd choice selections
- Clubs are then formed and announced the following club meeting day/time

Students are encouraged to propose new clubs and take advantage of innovative leadership opportunities within Score Academy. Students should find their own teacher leader/sponsor for the club they wish to form and present the idea to the Head of School for approval. If approved, the club may be offered as a choice for the upcoming semester.

National Honor Society/National Junior Honor Society

The National Honor Society (NHS) and the National Junior Honor Society (NJHS) are the nation's premier organizations established to recognize outstanding high school and middle school students. More than just an honor roll, NHS/NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. NHS members are in grades 10-12. NJHS members are in grades 8-9.





Score Academy combines NHS and NJHS meetings, which are held every other week. Our combined NHS and NJHS Induction Ceremony is held every fall. Eligible prospective members will be sent an application within the first few weeks of school.

Student Government Association (SGA)

Score Academy's Student Government Association (SGA) is responsible for governing student interests, advocating for student concerns, providing support and recognition for recognized student organizations, and serving students by hosting activities and events that enhance student life. The student body elects yearly officers, including Student Body President and Student Body Vice President, and meetings are held every other week on Thursday during 6th period lunch. All students, regardless of elected officer position, are invited to attend SGA meetings.

LearnSpeed

LearnSpeed is our online database, accessible through www.ScoreAtTheTop.com, and is used to: create session notes, schedule classes for all students and teachers, and track students' history and information.

Account Activation

All students and parents should have a valid email address in LearnSpeed. Administration can send an activation request to the parent/student email address, inviting the user to create a username and password for LearnSpeed. By logging into LearnSpeed, parents/students can view calendars, communication logs and past session notes.

Calendar

Every student has a LearnSpeed calendar. We use these calendars for scheduling all private school classes. Calendars are *very* important and we depend on them to keep everything running smoothly. LearnSpeed has a feature to notify you via email and/or text message when classes are added or changed. Many private school parents do not wish to have this feature activated, so you must make sure notifications are turned off in the LearnSpeed settings.

Session Notes

Session notes are an important part of what we do at Score Academy and are a vital part of supporting our mission. Keeping parents informed about what is going on in each class fosters an optimal environment to ensure student success. For full time Score Academy students (non course for credit), comprehensive session notes are written every Friday (or the last school day of the week if there is no school on Friday). Daily session notes are written for courses for credit and tutoring only.

Generally speaking, session note content should always convey honest, constructive and timely feedback. That said, parents must not rely on session notes for time sensitive information. Session notes may not arrive early enough to inform parents about the student's work or give sufficient notice for upcoming assignments, tests or quizzes. Students should keep a daily planner to record all homework, due dates and test/quiz dates.

Seminar

Grade-specific Weekly Seminars meet every Wednesday and are a mandatory requirement for all students. Our middle school seminars focus on development of personal qualities and perspectives to prepare them for the future. Our seminars for students in grades 9-12 are aligned with preparing students for life during and after high school. Seminars are 0.5 credit graded class that count towards GPA and graduation requirements





Social Media Policy

Social media is an online publication or presence that allows for interactive communication including social networks, blogs, photo sharing platforms, Internet websites, internet forums, wikis, and more. Examples include, but are not limited to Facebook, ChatGPT, Instagram, YouTube, Skype, SnapChat, Vine, AskFM, and more. Digital communication mechanisms include email, texts, and iMessage.

The school recognizes that learning to be thoughtful and responsible users of social media and other forms of digital communication is vital to our students' success in college and beyond. We also recognize that with the additional advantages of access to information and ease of communication comes new responsibilities of which students should be aware. ***Students should note that personal use of social media and digital communication may have an effect on school, even if the communication takes place off-campus or after hours.***

While the school does not seek to regulate the free speech of its students, if the use of social media or messaging results in disruption to the school learning environment or threatens or reveals a threat to the safety or well-being of student(s), physical or psychological, the school may need to get involved. This could include disciplinary action or other interventions, including parent conference, mandatory counseling, detention, suspension, and in extreme or repeat cases, expulsion.

Students are asked to remember that they must follow the Code of Conduct at all times and in all venues, including digital ones. This includes prohibitions on disrespectful or disparaging speech. The school will not tolerate bullying, harassment, hazing, or discrimination against individuals based on race, color, religion, national origin, gender, sexual orientation, age, or disability, whether this takes place in face-to-face or digital communication. It also includes the use of proper language, decorum, and respect for one another and the adults in the community.

If off-campus behaviors of concern documented on social media are brought to a school representative or administrator, such as underage drinking or drug use, it is our policy to alert the family and counsel them to appropriate interventions. The school reserves the right to pursue disciplinary action or mandate interventions when appropriate.

Supply List







1. UNIFORM SHIRTS can be purchased at Palm Beach Uniforms: <https://palmbeachuniforms.printavo.com/merch/score> OR you may take your own **solid colored**, non-graphic shirt/sweatshirt/long sleeve to Stich-by-Stich in the Wellington Mall (near City Furniture) and they will screen print or embroider our logo on your clothing.
2. A working Gmail account! (This will be necessary to access Google classroom and Google calendar.)
3. This year all students will use Chromebooks. We are a "google classroom" school, and these devices are highly compatible with that platform. You may either provide a google Chromebook for your child (that will remain at the school) or pay the \$225 technology fee and one will be provided to your child, daily.
4. The following items should be turned in on the first day of school to your child's 1st period teacher:
 - a. 24 pack of pre-sharpened pencils.
 - b. 12 pack of blue pens.
 - c. 12 pack of black pens.
 - d. 5 1-subject notebooks
 - e. Grades 6-12: TI-83 calculator or better.





Testing

ACT and SAT SCHOOL DAY Testing Schedule 2023-2024

-  ACT Testing for Seniors ONLY: Will be scheduled as needed. Please register by August 30th.
-  SAT Paper-based Testing for Seniors ONLY: October 11, 2023
-  PSAT/NMSQT Paper-based Testing for 11th grade: October 11, 2023
-  PSAT DIGITAL Testing for 8th-10th grade: March 13, 2024
-  ACT Testing for Seniors/Juniors ONLY: Will be scheduled as needed. Please register by January 1st.
-  SAT Testing for Seniors/Juniors ONLY: March 13, 2024

AP Classes

Students are typically selected and approved to take AP courses at Score Academy. While our low student-teacher ratio allows more students to have the opportunity for success in more challenging courses, AP courses may not be changed, altered, or otherwise slowed down from what is outlined in the course description as posted by the College Board and the syllabus submitted for that course. Students are responsible for keeping up with the material and pacing. If the student fails to do so, the grade should reflect as such or more time should be added to the course. Alternatively, the class designation may be lowered to Honors or even Standard.

All parents are required to sign an AP Course Addendum when the student is taking an AP class (if Addendum was not signed with the student contract, see AP Course Addendum in Supplemental Forms). *The provisions outlined in the Addendum are as follows:*

1. Parent(s) have elected to enroll Student in an Advanced Placement class ("AP") as part of his/her curriculum at SCORE. The College Board notes that AP classes may help the student to:
 - a. Earn college credit or placement for qualifying AP Exam grades
 - b. Stand out in the college admissions process
 - c. Earn academic scholarships and awards from colleges
 - d. Experience a college-level exam
 - e. Be better prepared for college-level course work
2. Parent(s) understand that AP class syllabi offered by SCORE are submitted to and approved by the College Board; accordingly, SCORE cannot deviate from the established curriculum.
3. Parent(s) understand that an AP class requires greater rigor than a regular or honors class, so Student is expected to keep proper pacing to cover the required content.
4. Parent(s) understand and agree that Student is expected to take the official AP exam offered by the College Board to receive AP credit on his/her SCORE transcript; SCORE may waive this requirement at the discretion of the Head of School, who may impose additional requirements as a result. Student is expected to register for and take the AP exam. Parent(s) understand that the College Board charges a fee to take each AP exam; in the event that SCORE registers Student for the AP exam, Parent(s) agree to pre-pay SCORE for these fees and any additional charges as needed.
5. Parent(s) understand that Student must include SCORE's school code on Student's AP registration; if Student does not include SCORE's school code, it will be Parent(s) responsibility to provide SCORE with a formal score report from the College Board.
6. SCORE may change the designation of a class from AP to Honors or Regular as it deems necessary to match the academic ability, effort and pacing of Student.
7. This Addendum shall be incorporated to the Student Enrollment Agreement already executed by Parent(s); in any places where this Addendum conflicts with the Student Enrollment Agreement, the Student Enrollment Agreement shall be controlling.





AP Exams

Taking the AP exam is an expectation of taking an AP course at Score Academy. This is in the AP Addendum that must be signed by the parent for students to take AP courses with us. Occasionally there may be special circumstances where a student may be exempt from taking the College Board exam. If a teacher or parent believes a student qualifies for this exemption, they must see the Head of School as early as possible to discuss the circumstances. ***A student may only be granted exemption from taking an AP exam by the Head of School.*** Teachers are expressly forbidden from allowing the student to make a unilateral decision to not take the AP exam and making any course adjustments accordingly. If a student does not sit for his/her AP exam for any reason, leaves an official AP exam blank or if it becomes apparent that the official AP exam is the result of random guessing, the student will be required to take a full length AP exam as his/her final exam.





AP Testing Schedule 2024

The 2024 AP Exams will be administered in schools over two weeks in May: May 6-10 and May 13-17. Late-testing dates are available if students cannot test during the first two weeks of May.

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 6, 2024	United States Government and Politics	Art History Chemistry
Tuesday, May 7, 2024	Human Geography Microeconomics	Seminar Statistics
Wednesday, May 8, 2024	English Literature and Composition	Comparative Government and Politics Computer Science A
Thursday, May 9, 2024	Chinese Language and Culture Environmental Science	Psychology
Friday, May 10, 2024	European History United States History	Macroeconomics Spanish Literature and Culture
Art and Design: Friday, May 10, 2024 (8 p.m. ET), is the deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.		

Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 13, 2024	Calculus AB Calculus BC	Italian Language and Culture Precalculus
Tuesday, May 14, 2024	English Language and Composition	African American Studies Physics C: Mechanics
Wednesday, May 15, 2024	French Language and Culture World History: Modern	Computer Science Principles Music Theory
Thursday, May 16, 2024	Spanish Language and Culture	Biology Japanese Language and Culture
Friday, May 17, 2024	German Language and Culture Physics 1: Algebra-Based	Latin Physics 2: Algebra-Based





Mid-Term Calendar (6th to 12th Grade)

All Score Academy students in grades 9-12 take mid-term and final examinations for all classes in grades 9-12. Students who have an official accommodations plan will receive his or her accommodations. Final exams may include projects, essays, or tests. Tests will be developed so that a student without accommodations can complete the test in 45 minutes. Thus, 100% extended time students, with breaks, may complete the tests over two school days. Mid-Term Exams and Final Exams count as 20% of the final semester grade.

Mid-Term Exams

Day 1	Day 2	Test Corrections/Make-up Day
<p>Wednesday, December 20, 2023</p> <p>Day 1 of testing will take place during students' regularly scheduled class time.</p>	<p>Thursday, December 21, 2023</p> <p>Day 2 of testing will take place during students' regularly scheduled class time.</p>	<p>Friday, December 22, 2023</p> <p>TEST CORRECTIONS will take place during students' regularly scheduled class time.</p>

Final Exam Calendar (6th to 12th Grade)

Please note: This year final exams will take place after the last day of classes for students in grades K-8. Students in grades 9-11 will return for exams. K-5th grade students' last day will be Friday, May 31, 2024. Students in grades 9-11 will finish by Wednesday, June 5, 2024.


Day 1	Day 2	Test Corrections
<p>Monday, June 3, 2024</p> <p>Day 1 of testing will take place during students' regularly scheduled class time.</p>	<p>Tuesday, June 4, 2024</p> <p>Day 2 of testing will take place during students' regularly scheduled class time.</p>	<p>Wednesday, June 5, 2024</p> <p>TEST CORRECTIONS will take place during students' regularly scheduled class time.</p>




NWEA/MAP Growth and Skills Assessments

In order to provide an individualized, rigorous, meaningful education to each student, it is important that we understand each student's areas of strengths and areas for improvement. The MAP® Growth™ measures what students know and informs what they're ready to learn next. By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance. All Score Academy students are required to take the MAP Growth assessment at minimum, twice a year (students enrolled from August to December may take three assessments).


What is MAP Growth?



MAP Growth helps teachers understand what students know today, so goals can be set to improve growth throughout the year. **Students cannot pass or fail this test.**



This test will not affect grades. In fact, it's normal for students to only answer about half the questions correctly. **Parents, please don't help them!**



Given the challenges of learning from home, MAP Growth test results are especially helpful for us this year. **These results will help us know what students are ready to learn.**

Test Preparation

Prior to Test Day

1. Make sure your device has an internet connection (students will use their own laptops for testing)
2. Disable pop-up blocking on your internet browser
3. Make sure your device meets testing requirements using the [Workstation Diagnostic Tool](#)
4. Watch the MAP Growth [introduction video](#)
5. Practice the test at [practice.mapnwea.org](#) (Username: grow, Password: grow)

On Test Day

1. Minimize distractions as much as possible
2. Allow the teacher/proctor to open the session first
3. Log in at [test.mapnwea.org](#)
4. Make sure you have a way to communicate with the teacher/proctor during the test
5. Follow any additional instructions from the teacher/proctor

All students will take the MAP Assessments over the span of either a two or four day period as outlined on the school calendar.

A sample schedule is below, however, a specified schedule will be communicated at least one week before testing:

- **Day 1:** Gr 2-12 Reading, *Extended period 1 + shortened periods 2-8*
- **Day 2:** Gr 2-12 Math, *Extended period 1 + shortened periods 2-8*
- **Day 3:** Gr 2-12 Language, *Extended period 1 + shortened periods 2-8.*

Students Needing Accommodations

To ensure academic success and access to the learning environment, a student who has a mental or physical impairment which substantially limits one or more major life activities, including learning, requires an appropriate education program.

When a student has a psycho-educational or neuro-psychological evaluation, a formal accommodation plan is developed to help better meet the individual educational needs of a qualified disabled student. The Head of School leads team meetings with all of the teachers of a particular qualifying student at least one time per school year and develops the formalized plan with parental contribution and consent. Plans are reviewed yearly unless indicated otherwise or if it becomes apparent that the current plan does not adequately meet the needs of the student. All of the student's teachers receive a copy of this plan and are expected to provide accommodations as indicated. Teachers must identify and establish essential functions, abilities, skills, and knowledge of their courses and evaluate students on this basis. Students with disabilities should meet the same course expectations as their peers.

Students with extended time only are not to receive modified quizzes, tests or exams – they must take the same ones as their peers and offered the amount of time indicated in the Accommodation Plan.

REQUESTING ACCOMMODATIONS for TESTING

ACT

1. [Register to test](#). Create an account or sign in at. Online registration will ask you for your [high school code](#)(102071) and your accessibility needs.
2. You'll receive an email that must be sent to your school official along with a completed [Consent to Release Information to ACT \(PDF\)](#) form. You will need to work with a school official when making your requests.
3. Your school official will submit your request, with documentation, to ACT.

College Board: SAT/PSAT/AP

1. A parent or guardian signs the [Parent Consent Form \(.pdf/194KB\)](#) and gives it to the school's SSD Coordinator or school counselor. If the student is age 18 or older, the student signs the form. The school keeps the form for its records. All Forms MUST be submitted 5 days PRIOR to the deadline.
2. Parents must provide documentation with the Parent Consent Form. Learn more about what documentation to provide here: [Providing Documentation](#).
<https://accommodations.collegeboard.org/request-accommodations/requesting-accommodations>
3. The student and SSD Coordinator are notified when a decision is made. In most cases, the student is sent the decision by postal mail. Students with a College Board My Organizer account who are registered for the SAT can view their decision letter by signing into My

Organizer. If the parent's email is also associated with the student's My Organizer account, the student and parent receive an email when the decision letter is available, not a letter. If accommodations are approved, the decision letter includes an eligibility letter, containing test-by-test details. The decision and eligibility letters also include the student's eligibility code, which is needed for SAT registration.

4. Families can also submit requests without the involvement of their school by requesting a paper Student Eligibility Form from their school or SSD. However, when families work with their schools to apply online, they usually save time and get a faster response.

General Contact Information

Robin Kantor	Head of School	Call for all matters pertaining to the school and/or student questions or concerns	Robin@score-academy.com	(561) 626- 2662(School) (561) 907-8650 (Cell)
Kathy Rogers	Learning Center Director	Call for SAT, ACT Prep or College Essay assistance	Kathy@scoreatthetop.com	(561) 626- 2662 (Office) (561) 319-2403 (Cell)
Natalina Maiorino	Controller	Call for all billing & invoice questions	Natalina@scoreatthetop.com	(561) 241-1610 (Office)
Alicia Quick	Assistant Head of School	Call for all matters pertaining to the school and/or student questions or concerns	pbgadmin@score-academy.com	(561) 626-2662 (School) (561) 907-8692 (Direct)
Patty Vitale	Assistant to the Learning Center Director	Call for SAT, ACT Prep or College Essay assistance	Patty@scoreatthetop.com	(561) 626- 2662 (Office)
Kathy Hart	College Counselor	Call regarding Common Application, Essays & College Counseling	Hart@scoreatthetop.com	(561) 626- 2662 (Office)

Alex	Bazalevskiy	satt.bazalevskiy@gmail.com
Barbara	Carlson	satt.carlson@gmail.com
Dana	Drinkwater	drinkwatersatt@gmail.com
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Required Forms & Documents

To complete your student's Score Academy file, we must have a copy of the following required documents. If you are a returning student, all forms need to be re-submitted each year with updated information and signatures. Please sign these forms and return them to the school by Wednesday, August 16, 2023.

- ✓ Student-Parent Handbook Sign Off Page
- ✓ Release and Waiver Forms
- ✓ Emergency Contact Form
- ✓ Authorization of Consent to Treatment of Minor
- ✓ Transportation Release (If Applicable)
- ✓ Authorization of Student Pick-Up
- ✓ Authorization for Administration of Non-Prescription Medication
- ✓ Authorization for Administration of Prescription Medication (If Necessary)
- ✓ School Entry Health Examination Records
- ✓ Allergy Form
- ✓ Lunch Ordering Procedure
- ✓ SSD/Accommodations for ACT & SAT Memorandum of Understanding
- ✓ School Communication for non-emergencies and emergencies

If you haven't already submitted the following, please do so before the first day of school:

- ✓ Transcripts from the prior school
- ✓ Neuropsychological evaluations
- ✓ Individualized Educational Plans (public school), 504 Plan (public school) and/or accommodation plan (private school)

As per the state of Florida: *Students in grades kindergarten through twelfth grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the past twelve months. The exam record should be taken to the child's school upon enrollment. Florida's standardized School Entry Exam form (DH 3040-CHP-07-2013) should be used to document completion of a physical examination. It must be completed by a health care provider licensed to perform physical examinations. For students transferring to a Florida school, a comparable form from another state would be acceptable, if completed within one year. All students entering Kindergarten, seventh grade and ninth grade must have a physical within one year of enrollment. Seventh graders must have a scoliosis check-up, as well.*

School Immunization Requirements: <http://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/school-immunization-requirements/index.html>

Health Examination Forms:

<http://www.orchd.com/personalhealth/schoolHealth/enrollment/forms/SchoolEntryExam06-02.pdf>



STUDENT-PARENT HANDBOOK STATEMENT OF UNDERSTANDING

I have read this Statement of Understanding and the Student-Parent Handbook, and I agree to be bound by its stated guidelines and policies.

Parent or Guardian

Signature _____

Print Name _____

Date _____

Parent or Guardian

Signature _____

Print Name _____

Date _____

Student

Signature _____

Print Name _____

Date _____