

# STUDENT & PARENT HANDBOOK

2022-2023



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# STUDENT & PARENT HANDBOOK

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## 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

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**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.

## **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.

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## 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

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## ATTENDANCE POLICY (continued)

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 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.



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## ATTENDANCE POLICY (continued)

### 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 or backpacks 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 member 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.*

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## 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.

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

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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

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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 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.

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## 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.

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## 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.

## 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.

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## 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.

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## **NO HARASSMENT/NO BULLYING POLICY** (continued)

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 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.



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## **PERSONAL CONDUCT** (continued)

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.

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## PRINCIPLES OF RESPECT AND RESPONSIBILITY (continued)

### 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.

## PRINCIPLES OF RESPECT AND RESPONSIBILITY (continued)

### 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.

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## PRINCIPLES OF RESPECT AND RESPONSIBILITY (continued)

### 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.

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## SEARCH POLICY (continued)

**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

## STUDENT CONDUCT (continued)

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.

### 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.

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## STUDENT CONDUCT (continued)

### Major Concerns (continued)

- 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 & PARENT HANDBOOK

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## 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.

## 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.



# STUDENT & PARENT HANDBOOK

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## **TECHNOLOGY: ACCEPTABLE USE POLICY** (continued)

### **Social Media & Digital Communication** (continued)

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.

# STUDENT & PARENT HANDBOOK

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## **TECHNOLOGY: ACCEPTABLE USE POLICY** (continued)

### **Internet Use and Safety** (continued)

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.

### **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.

# STUDENT & PARENT HANDBOOK

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## **TECHNOLOGY: ACCEPTABLE USE POLICY** (continued)

### **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 Head of School.**