



Student and Parent Handbook

2023-2024

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Palmetto Bay Academy Mission and Vision

Palmetto Bay Academy strives to educate students in a caring and supportive environment to help all students move from potential to success. Our mission is to help students develop the academics, values, motivation, and self-reliance that will successfully prepare them for the future.

It is the vision of Palmetto Bay Academy that all students feel safe and confident in a learning environment that values their uniqueness and supports students in identifying their skills and building academic and emotional success. PBA students will be prepared to enroll in competitive universities or continue to pursue their personal goals in whatever field they choose. It is also the vision of Palmetto Bay Academy that students will focus on academic success, develop their personal communication skills, become compassionate and respectful community members, and make a positive difference in their global community.

Palmetto Bay Academy Learning Models

Palmetto Bay Academy provides a top-quality non-traditional learning alternative for middle and high school students who will benefit from a small, nurturing environment. Our program has a proven record of success with students who are not reaching their full potential in traditional educational institutions.

We offer rigorous academics in a socially and emotionally supportive setting.

All levels of instruction are available, from remedial to Advanced Placement.

- Small class size (maximum 7 students in core classes)
- Flipped/Blended Classroom Model
- Challenging academic content
- Untimed testing, test-taking skills, testing-for-learning with test corrections
- Curriculum personalized and targeted to student's "zone of growth".
- The teaching of study skills and organizational strategies
- Long and short-term goal setting
- An emphasis on critical thinking, not memorization
- Adaptive pacing for learning goals and deadlines
- Accelerated learning or recapture credits
- Nurturing, home-like environment
- Field trips, clubs, and enrichment activities
- Community service projects and community-building practices on campus

Learning Activities

Palmetto Bay Academy complements paper-based and online platforms (Google Classroom, EDL/Buzz, AP Classroom, iXL/XL Math etc.) with hands-on projects, labs and collaborative lessons in each core subject area. These lessons foster collaboration and problem-solving skills and show students how learning connects across subject areas and with their daily lives. Outcomes of these lessons may be projects, papers, lab reports, speeches and presentations, or any number of other outcomes allowing students to display their learning in a variety of mediums.

Learning Processes and Notetaking

Many different instructional methods are used to help PBA students learn. The ability to document personal learning and summarize and gather key details is imperative in daily life. Many learners begin with paper and pen, and learners will also be given guidance on applying many different types of documentation and recording strategies. These may include voice memos, AI transcription services, cloud-based documents, etc.

For English classes,

a key note-taking skill that will be focused on is best practices in annotating text. When reading short stories, poems, essays and novels students should learn how to write on and highlight the text to bring key ideas or details to focus. They should learn how to write in the margins of text in order to summarize, ask questions and make connections with other parts of the text. Adult life needs us to be able to analyze and understand text. This is how we get to that level!

For Science and Social Studies classes,

note-taking and text interaction requirements will be outlined by the teachers and based on the design of our specific courses and how material is presented. There are many different ways to document learning and we want PBA students to learn what works for them and be able to apply them.

For Math courses,

handwritten notes are mandatory for all unless a specific accommodation has been identified. The processing of multi-step problems, which get increasingly more difficult, requires that we document the steps of the problems. The number of problems documented and the pacing is determined by each student's personalized learning plan.

Students should have notes for every lesson of work. Notes will include general notes such as formulas and methods taught in the lesson or videos and will include written work for math problems. **Partial credit is given in mathematics as students learn the different processes. It is also important for math teachers to see the student's thought process in order to meet them with targeted teaching for their own unique understanding.**

In the event that a lesson is expected to be done using mental math, students should write a minimum of 2-3 examples in their notes.

Accommodated note-taking will be considered on a case-by-case basis and may include typed notes, text-to-speech, abridged note requirements, cloze-note formats, and other adjustments as appropriate.

Testing and Diagnostics

Assessment and testing at PBA is meant to be a tool for learning. It is not the end of the learning process. Learners are expected to demonstrate mastery of areas of learning before moving on and re-teaching is a part of the learning process.

- Formative Language Arts and Math Diagnostics through the iXL platform will be done during the 1st week of school in Science and Social Studies classes. For mid-year incoming students, Administration will determine when they take both the Math and English diagnostics.
- Summative Language Arts and Math Diagnostics through the iXL platform will be done the 1st week of the 4th quarter in English and Social Studies class periods.
- Subject assessments can be projects, knowledge tests, essays, speeches, presentations, and performance tasks, based on the courses and unit.
- **Assessments for Learning - Test Corrections**
 - While all class assessments will be redone if mastery (75% proficiency grade) is not achieved, an opportunity for re-learning to improve grades is given in the form of test/assessment corrections. Teachers will explain specifics.
 - The procedure for Math test corrections is outlined here.
 - **All math tests will be paper-based.**
 - Depending on course level, different amounts of access to notes during testing will be available.
 - Depending on the course and accommodations appropriate for personal learning needs, calculators may be used.
 - After grading, all students will have the opportunity to correct their tests with full open notes, videos, and texts and guidance from teachers, even if they have met the minimum 75% Mastery demonstration
 - Test corrections will allow the student to earn half credit on all missed points.

Outdoor Learning/Field Trips

As a complement to course-based instruction, Palmetto Bay Academy values the experiential learning that occurs beyond the campus gates. PBA maintains our commitment to outdoor education by taking students on four field trips per year. Our field trips follow the pattern of “look/learn/live.” Each trip is designed to engage students with new sights to see, new concepts to learn, and engaging activities to take part in. These trips are required portions of our curriculum. If a student is unable to make a required field trip, they will be given a graded alternate assignment to offset the learning they missed. All students will agree to follow all behavioral expectations of the school when on any school-sponsored events.

On and Off Campus Events

Palmetto Bay Academy also believes that a key part of any school experience includes social events where students can enjoy positive relationships with peers and faculty in a healthy and safe environment. PBA commits to creating several unique events each year to increase students’ knowledge base, to engage them in additional activities in support of the community, and have fun! These include our #PBAMeetups, now in their third year and very popular with PBA students! All students are encouraged to take part in these events to their fullest in order to get the most out of their educational experience.

Spirit Week

Each year after the winter holiday, Palmetto Bay Academy celebrates its community by engaging in a fun-filled series of events and competitions called PBA Spirit Week. This week is an integral part of our curriculum and a part of students' coursework for the week. Students are divided into teams and compete in academic competitions, costume contests, and sports and game-based events. While it is all in good fun, at the end of the week, a winner is crowned! The winning team receives a special movie lunch in recognition of their efforts, and is immortalized on the Spirit Week Perpetual Trophy! This is a fun and exciting way to celebrate all that makes PBA great. It is important for maintaining school spirit and supporting our students’ ability to engage in healthy social relationships.

Overnight Trips

Palmetto Bay Academy tries to offer students as many unique and engaging experiences as possible. One possible offering is experiences to learn through travel. Nothing teaches like life experience, and we hope all students will take advantage of the opportunities presented.

Students may have the opportunity to take part in extended overnight learning or service trips. When these trips occur, these absences will be excused, and students will be assisted to complete the week’s work before and after the travel.

All students will sign the overnight trip agreement and will abide by all directions of the on-site staff members.

Advanced Placement and Dual-Enrollment Opportunities

Palmetto Bay Academy offers advanced academic opportunities for our students in a supportive environment of “healthy risk-taking.” We want students to challenge themselves while also understanding that this does not mean pushing themselves to the point of exhaustion or causing too much “stress.” (A little stress is beneficial, but too much is NOT!)

In addition to an on-campus group AP course available each year, students may also pursue AP courses through FLVS or as independent study courses in coordination with an assigned teacher as approved by the Director.

Dual-Enrollment can be taken on PBA’s campus in partnership with TEL Education through Southeastern University. Students may enroll in these courses with administration approval. College entrance testing (SAT/ACT is recommended but not required.) Dual enrollment may also be taken through PBA and Miami Dade College or FIU however college entrance exam scores must be submitted and students must meet other specific requirements. Please set an appointment with Ms. Eubanks for more information.



Early College Highschool @ Palmetto Bay Academy

For some students, the opportunity to earn not just a few credits, but their entire first two years of college while in high school can be an amazing opportunity. When a committed student partners with PBA to complete our Early College program, they can jumpstart their post-high school career while still receiving the support and guidance of the caring and committed team at PBA. According to the American Institutes for Research, Early College High School programs or ECHS are partnerships of high schools and 2-or 4-year colleges or universities, which are jointly accountable for student success. Originally created as part of the Early College High School Initiative spearheaded by the Bill & Melinda Gates Foundation, ECHS programs are committed to serving students traditionally underrepresented in higher education, which includes cognitively diverse learners. As a type of dual enrollment program, PBA Early College offers all their students the opportunity to earn an associate’s degree or up to 2 years of college credits toward a bachelor’s degree while in high school—at a low cost to the students.

PBA’s ECHS program provides support to students as they plan for their college education.

Community Service / Service Learning Policy for Palmetto Bay Academy

Palmetto Bay Academy believes in our ability to change the world with our effort and directed human kindness. To this end, PBA creates opportunities for community service and service learning throughout the year. Additionally, students, parents, and staff are encouraged to seek out their own opportunities to serve and support their communities.

We can help, so we should help.

School-Sponsored Community Service Days

Each year, PBA creates an opportunity for group community service. One event is held in Semester 1, and one event is held in Semester 2. These are required school days and may NOT be missed. Families are encouraged to check the school calendar prior to scheduling any events or appointments to ensure that students are able to attend these PBA community events.

Individual Community Service Events

Parents are encouraged to nurture a love of service in their children by seeking out additional non-school-sponsored service events. PBA maintains a list of many community service opportunities on the school website and can provide a list at the request of any family.

Service Requirements for Graduation

PBA encourages students to set a goal of 100 service hours for their high school career. However, giving of ourselves should have no limit. In addition to being good for the soul, many universities look positively on a student's commitment to community service. Furthermore, many scholarships, **including Florida Bright Futures, have service requirements between 75 and 100 hours.**

Documentation of Community Service Hours

All community service hours are documented through forms submitted to the Director and signed by adult supervisors of the community service events. Please ask for copies of the documentation form whenever needed. **You may also go to the end of this handbook to access the PBA community service documentation form.** You may copy as many as you like for your child to use. Ensure that an authorized supervisor at the community service location signs the form.

There are also opportunities, through tutoring and other school service, to obtain additional community service hours at Palmetto Bay Academy. These opportunities are offered to students who demonstrate sound judgment, good character, and a desire to be of service to others.

Academic Development and Graduation Requirements

Palmetto Bay Academy students engage in a rigorous college-preparatory plan of study that focuses on a well-rounded course load that prepares students for success after high school. PBA ensures students are prepared by committing to a demanding set of graduation requirements that exceed the State of Florida's requirements.

Please note the 24-credit College Preparatory Diploma meets all requirements for admission to universities. The General High School Diploma meets all requirements for admission to state and community colleges. Both diploma pathways prepare students for life and work beyond high school. Care should be taken when deciding on the pathway that is best for your child. This decision should be made in conjunction with the input of the Director.

Courses Required for College Preparatory Diploma (State University)		Courses Required for General High School Diploma (State College)		
Subject Area	Credits Required 24	Subject Area	Credits Required 24 / 18	
English Language & Literature (All courses include literary selections, vocabulary & composition.)	4	English Language & Literature (All courses include literary selections, vocabulary & composition.)	4	4
Science (Biology required, Chemistry is recommended, all courses include a lab.)	3/4	Science (Biology required, Chemistry is recommended, all courses include a lab.)	3	3
Social Studies (US History, Government and Economics are required.)	4	Social Studies (US History, Government and Economics are required.)	4	3
Mathematics (Algebra 1, Geometry, Algebra 2 and one advanced course required.)	4	Mathematics (Algebra 1 required.)	3	3
Foreign Language (At least 2 consecutive years of the same language.)	2	Vocation or Fine Arts, (Many courses are available for all interests.)	2	1
Fine or Performing Arts (Art or Music History or Appreciation, Music Performance, Studio Art, etc.)	1	Life Skills or Working for Success (To prepare for work or entry into Vocational or Technical Schools.)	1	1
Health, Physical Education or Life Skills	1	Religion, Philosophy or Ethics	1	1
Religion, Philosophy or Ethics	1	Health, Physical Education	1	N/A
Home & Consumer Science	0.5	Home & Consumer Science	0.5	0.5
Electives (A wide variety are available across the curriculum including special interest courses. 0.5 credit Home & Consumer Science courses required of all graduates.)	3.5/2.5	Electives (A wide variety are available across the curriculum including special interest courses. 0.5 credit Home & Consumer Science courses required of all graduates.)	4.5	1.5
	24		24	18

Technology

Technology and the use of computers is an integral part of 21st century learning. For a student to be prepared for success at university, they must be fluent in the use of laptops, multiple browsers, online learning platforms, and many other elements of digital media.

All high school and 8th-grade students **MUST** bring to campus a working laptop that is capable of accessing the internet, and that has the ability to access Google Docs/Drive in order to create school essays and projects.

All students in 7th grade and below are **NOT** required to bring a device to school however, they may bring a laptop or tablet to support their learning activities. If the device becomes a distraction, students will not be permitted to bring them to campus.

PBA Acceptable Use Policy

The school provides Wi-Fi access for students under the conditions of acceptable use as expressed below.

- Students may **ONLY** use the school Wi-Fi when connecting to the internet on campus.
- Students may **ONLY** use the school Wi-Fi for academic work or approved break-time activities **WITH THE PERMISSION OF THE TEACHER.**
- Students **MAY NOT** use the school wifi to conduct any business or engage in any money-making activities, nor may they use their personal wifi access while at school to engage in such activities.
- Students **MAY NOT** access websites of a sexual nature, nor related to illegal substances, weapons or violence, or other sites deemed not school appropriate. Decisions as to the appropriateness of a website belong to the classroom teacher, with the final decision resting with the Director.
- Students **MAY NOT** access other students' devices nor use or access any of their accounts.
- Students **MAY NOT** access streaming sites of any kind **unless they are given permission to do so on a classroom break. (Students should download music through available processes in Spotify, Apple Music, etc. Youtube should NOT be used for music as it does not allow for downloaded music and uses more bandwidth.)**
- Students **MAY** access streaming sites during scheduled 10-minute breaks between classes so long as the content is school appropriate.
- Students **MUST** bring an appropriate charger for their devices every day.
- Students who do not bring required devices will use a school device when available or complete their work in a paper-based format that day.

Cell Phone Policy (May be changed based on need.)

- Students may keep their cell phones on their person during the day. **This is a privilege, NOT a right.**
- Cell phones may not be used, seen, or heard at all during any class period **unless given permission by the teacher in relation to academic school work** (ie. taking a picture of a homework assignment or instruction done on the board.)
- **Students MAY NOT take pictures or video of anyone at the school without their express consent. This includes in the background of photos , videos, etc.**
- Students may use cell phones during breaks and at lunch.
- Any use of cell phones for cyber-bullying or other activities that negatively affect the school community will result in the student losing the privilege of having a cell phone on campus per the discretion of the Director.
- A first violation of the cell phone policy will be a warning. **On a second issue the student's phone will be confiscated for the remainder of the day. A third issue will cause the student to lose their phone privileges for a week.** If a fourth issue follows the student may lose their phone privileges for the remainder of the school year.

Attendance and Tardy Policy

Prompt attendance on school days and for school-related events is an expectation at Palmetto Bay Academy. Learning the skill of being prompt and on time promotes respectful relationships, prepares students for adulthood and ensures that learners will not miss out on lessons and learning activities. If a student must be late or absent, parents are expected to contact the PBA main office at 786-293-5353 immediately in order to inform the Academy and ensure they are not marked as Absent-Unexcused.

If a student must be absent it is the student's responsibility to continue with their work goals so as to maintain a productive work pace.

Continued and pervasive absences and tardies erode the student's ability to learn and progress in their attainment of learning goals. **Repeated absences and tardies may require your child to complete courses during the summer school session.**

The Department of Education of the State of Florida requires a minimum number of days in attendance to meet requirements. If a student is unable to meet these requirements, they may need to be transitioned to a modified home education status which may also be noted on their transcript as distance education.

Tardy Arrivals

Any student coming to school after 8:35 is considered tardy. Whether excused or unexcused, the student **must check in at the Main Office (Room 101) to have their absence changed to a**

tardy. The school is not responsible for updating daily attendance if the student does not follow the proper check-in procedure.

After a student receives three unexcused tardies, or when their tardies total 45 minutes, even if less than three, the student will earn a tardy detention, to be served at a time determined by the school. The student must use this time to work on missing or late assignments in order to make up for the missed learning time.

Please contact the school (**786-293-5353**) or email our School Manager Ms. Perez at acruz@palmettobayacademy.com to keep the school informed of all tardies and absences.

Dress Code for Palmetto Bay Academy

Students are required to be in uniform daily.

- 1st instance out of dress code - verbal warning documented in QuickSchools
- 2nd instance out of dress code - infraction documented in Quickschools
- 3rd instance - Student will be sent home to correct dress code issue. If student does not return to school, attendance will be considered unexcused (**No exceptions will be made for inability to do laundry, slept away from home, etc.**)

Buy uniforms at:

Miami Uniforms and Embroidery

[9851 E. Fern Street Palmetto Bay, FL 33157](#)

(305) 255-3252

Each day, except for approved dress-down days, a student must wear a PBA Uniform shirt. In addition to the traditional polo shirts **with embroidered PBA logos**, we are adding two (2) new types of approved shirts.

Approved uniform shirts

- Cotton or dry-fit polos with embroidered PBA logo
 - Navy Blue
 - Hunter Green
 - Teal
 - White
- **Pull-over sweatshirts and pull-over hoodies** with embroidered PBA logo (these cannot be taken off during the day.)
 - Navy Blue
 - Hunter Green
 - Teal
 - White
 - Grey

Jackets

Students may still wear zippered hoodies with the school logo or college or university sweatshirts **over** their polo uniform shirts. Zippered school hoodies and college or university sweatshirts of all types are NOT considered uniform shirts.

- Navy Blue
- Hunter Green
- Teal
- White
- Grey

Shorts/slacks/skirts

Shorts, slacks or skirts must be of a **TWILL fabric in KHAKI only, NO OTHER COLORS.** Shorts or skirts must BE FINGERTIP LENGTH. All pants must be worn AT THE WAIST. NO jeans, athletic pants, leggings, tight pants or yoga pants will be allowed.

Hats/Caps – Students may wear caps or hats **OUTDOORS** only. Any print or graphics must be appropriate for school.

Footwear – Students will be required to wear **CLOSED-TOE** athletic or dress shoes. Crocs, sandals, flip-flops, slippers, or other similar shoes will not be acceptable.

Hair – Students wearing facial hair must have a full developed beard or mustache that is neatly trimmed. It must be approved by the Director. All decisions on facial hair are final.

PALMETTO BAY ACADEMY UNIFORM AND HOODIES

AVAILABLE ONLY AT

Miami Uniforms

& EMBROIDERY

9851 E. FERN ST. PALMETTO BAY, FL 33157
305-255-3252 MIAMIUNIFORMS@GMAIL.COM

ORDER ONLINE: MIAMIUNIFORMSPB.COM



PULLOVER HOODIES: \$27.99
ZIP UP HOODIES: \$35.99
CREWNECK SWEATERS: \$34.99

AVAILABLE COLORS:



TEAL AVAILABLE IN PULLOVER HOODIES ONLY

POLO SHIRTS

YOUTH POLOS
WITH LOGO

\$15.99

ADULT POLOS
WITH LOGO

\$18.99

DRIFT
YOUTH POLOS
WITH LOGO

\$18.99

DRIFT
ADULT POLOS
WITH LOGO

\$21.99

AVAILABLE COLORS:



PRICING MAY VARY DEPENDING ON THE BRAND AND SIZE OF SHIRT/HOODIE 2XL \$2 MORE, 3XL \$3 MORE*

BOTTOMS: KHAKI ONLY

Dress-Down Days

Every Friday Seniors are given the privilege of dressing down in celebration of a successful week. Every other Friday all students and staff join Seniors on Dress-Down Friday.

Dress Down Calendar is at the back of the handbook. The following rules apply to Dress Down Fridays:

Shirts cannot:

Be too tight

Be sleeveless

Show any skin of the stomach

Show cleavage

Have any content considered inappropriate for school

Cannot be ripped exposing skin underneath.

Pants/Shorts cannot:

Be too tight

Be shorter than fingertip length

Expose any part of the student's undergarment

Cannot be ripped exposing skin above the knee.

Students may wear school-appropriate athletic clothing, such as athletic shorts or athletic pants, on dress-down days if they are clean, neat, and without holes or fraying.

Yoga pants/leggings and compression pants and shirts are not approved for dress-down days. Leggings may only be worn on dress down days if shorts of appropriate length are worn over them.

All shorts must have a finished edge/hem.

The Director has the final say on all questions of uniform or appropriate dress. If students fail to follow these rules, they will be asked to change and/or given an infraction.

PBA School Community Expectations of Behavior

Palmetto Bay Academy is passionate about providing a safe, comfortable, and happy learning environment for our learners. We seek for all of our learners, faculty, and staff to be compassionate, respectful and supportive of each other. **To this end, kindness and caring are modeled by adult staff and are expected behaviors among learners.** Your children are encouraged to talk to each other and to staff if and when a statement or action occurs that hurts someone's feelings. Often times by speaking about the issue with each other calmly and openly, an understanding can be reached. Additionally, if a learner is feeling bullied they are encouraged

to speak to teachers or members of the leadership team. Counseling and an immediate intervention will be sought.

Restorative Justice Model

If and when an issue of disagreement or negative treatment occurs which students and teachers cannot resolve with a simple conversation, the PBA leadership may engage in the use of a restorative justice circle as a means of bringing all parties to an understanding of how the offending actions have affected the community.

In a restorative justice session, both the offending student and the aggrieved student will meet with the Director for mediation and guidance on how to communicate effectively and with the goal of repairing relationships within our school community.

In this model, only one individual is allowed to speak at a time. The community member who has been negatively affected explains very clearly the negative issue and how it has impacted their school experience. The offending student is then asked to explain the behavior and discuss why it might be happening. The school Director then offers input on how the issue has affected the school community and each student and how a positive relationship can be restored. The offending student is required to make amends in order to rebuild the relationship and better understand how to avoid the behavior in the future.

The goal is to provide a non-confrontational forum for students to talk through their problems, address their underlying reasons for their own behaviors, and make amends both to individuals who have been affected as well as to the larger school community. (*The Atlantic* 12/29/2015)

PBA Intervention Ladder

While the school's unique approach to learning and self-management often keeps classroom disruptions limited, there are times when a student might engage in disruptive behavior, which can affect the learning and social environment. **PBA teachers and staff follow the intervention ladder, though teachers are encouraged to try numerous intervention strategies before moving up the intervention ladder.**

PBA Intervention Ladder Explained

Initial Level- Verbal Re-Direct

2nd Level - 2nd Re-Direct with warning that student will receive infraction

3rd Level - Student receives infraction, is notified that they received an infraction, and reminded that three infractions incur a school detention.

Receipt of three infractions - Student will earn a detention which will be served after school at a time of the school's choosing. Detentions at Palmetto Bay Academy involve school service in order to make up to the community for the disruption the behavior caused.

All infractions are recorded in the PBA record-keeping system Quickschools. All students, parents and faculty have Quickschools accounts and parents can keep track of any infractions for their child through the system.

Significant and Serious Behavior Issues

Any significant or serious behavior issues will be dealt with immediately and in a manner that prioritizes the safety and security of students and the learning environment. The school may make decisions to send a student home for a “re-set”. This is not considered a suspension. Official suspensions or transitioning students to homeschool status can occur based on the best interest of the school community as a whole. Each concern or issue will be dealt with on a case-by-case basis. Guidance for **some** issues are listed below. This is not an exhaustive list.

Aggressive Behavior

Aggressive behavior by a student such as physical threatening or acts of violence **are not tolerated**. If a student engages in any such behavior the student will be **immediately sent home** by school leadership. If a student continues to exhibit aggressive behavior upon their return they may be moved to a homeschool status until such time as the school is satisfied the student will no longer exhibit aggressive behavior.

Damage to Property

If a student damages any property, whether school or of another person, the family of the student shall make full restitution to repair or replace the damaged items.

Illegal Substances

Palmetto Bay Academy is a drug, tobacco, e-cig, and alcohol free zone. The school reserves the right to send students home immediately if there is a concern of being under the influence of any illegal substance or medication not in accordance with a doctor’s prescription. In addition, all families are required to sign a testing consent form allowing the school to test for illegal substances in the case of concern. If a family does not sign this form and a test is required, the family will be required to have the student tested at an authorized laboratory with the test results sent directly to the school. The student will remain in a homeschool status until such time as the lab results are received. The family will incur the cost of this testing.

Academic Honesty

Academic Honesty at Palmetto Bay Academy is a shared set of values that places a priority on the uniqueness of each student’s thoughts and perspectives. These values require students to produce work **of their own creation and made up of their own thoughts and ideas**. When it is appropriate to incorporate another person’s ideas or work, usually an expert in a given field, PBA **requires that appropriate credit is given to the owner and/or creator of those thoughts and ideas**. All assignments completed by a student must completely use that student’s own language, working, and expression. Where using other sources, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.

Palmetto Bay Academy commits to educating students in how to create academically honest work. Instances of academic dishonesty will be re-directed on a case-by-case basis with the focus on teaching students appropriate use of other's intellectual property. Repeated instances of academic dishonesty will incur grade penalties and potentially transition to a behavioral intervention plan.

Communications and Reporting at Palmetto Bay Academy

Communication is at the heart of a successful educational experience. To support this essential component PBA places a high priority on timely, consistent, and clear communication.

Advisor

Each PBA student is assigned an advisor, one teacher on campus who is responsible for the bulk of communications with parents and serves as the student's mentor and guide. Advisors create weekly comments, which are recorded in Quickschools. These comments are also sent to parents in a weekly email.

In addition, each week students may qualify for **early dismissal Fridays**. Students who meet their weekly goals for the prior week by 2:45 pm on Monday are allowed early dismissal at lunchtime on Friday, with the parents' approval. Each Wednesday, Advisors send out emails to parents and students informing them of their child's status in relation to early dismissal.

Advisors are the first point of contact for all academic and social/emotional concerns for a student. Attendance and behavior concerns should be directed to the office unless otherwise noted. Parents are encouraged to communicate with teachers on a regular basis, keeping them apprised of any issues or concerns that may be affecting their student. Open, honest communication is of the utmost importance in helping PBA students move from potential to success.

FLVS Options

Students may choose to take one or more FLVS courses in a semester if approved by the Director in line with their diploma plan. This is done through FLVS Flex. FLVS Flex is not a diploma-granting institution. All course credits are sent to the school for inclusion in the student's PBA transcript.

Please note that recipients of FES-UA scholarships have a \$267 fee now associated with FLVS courses.

Taking FLVS courses is an option but does not alter the students standing or agreement with the school in relation to service hours, school day hours or tuition.

Online Course And Records Access

PBA students may use multiple online sites to access content, e-textbooks, videos and other instructional materials. Additionally, PBA families access records through an online portal. Login and password information is provided individually to students and parents either by the school or in direct emails from the sites. Below is a list of the most commonly used platforms, though additional platforms may be accessed by students at the discretion of their teachers and PBA administration for the purposes of conducting school activities.

Curriculum

Palmetto Bay Academy develops much of its own curriculum materials for core and elective courses, as described in detail on Page 2 in the Palmetto Bay Academy Learning Models.

- **Google Classroom**
 - Students receive an invite to their Google classrooms through their Gmail.
 - Advisors will work on our 1st day to gather email addresses or help students create them if needed to access instructional materials.
- **MathXL**
 - Online platform for some secondary e-textbooks for mathematics for high school students.
 - http://mathxlforschool.com/home_school.htm
- **Math iXL**
 - Online platform for some secondary coursework for mathematics in middle school and high school.
 - <http://ixl.com>
- **Buzz EDL**
 - <https://palmetto.agilixbuzz.com/>
- **Additional online curriculum and game-based learning programs may also be accessed by students based on teacher instruction.**

Grade Reporting System

- Quickschools
 - <https://pba.quickschools.com/sms/js/local.html>

Library Online Systems

- **Library Thing** (PBA's Collection is Listed Here and Able to be Checked Out With Support from PBA Staff.)
 - <https://www.librarything.com/>
- **Open Library** (Over 3 million free access e-books)
 - <https://openlibrary.org/>
- **Project Gutenberg** (Roughly 60,000 free access e-books)
 - <https://www.gutenberg.org/>

Athletic Participation at Public and Other Private Schools

Families wishing for their student to play sports for public school or FHSAA member private athletics programs should seek out the coach of the program they are interested in. They should bring the documents below with them at the time.

https://fhsaa.com/sports/2020/3/11/Nontraditional_Students.aspx

Click on Parents, then download eligibility forms. Packets of forms may also be picked up at the school. Parents should then take all completed forms to the school in which they wish their student to try out for athletics.

- EL2 - Preparticipation Physical Evaluation
 - Parent and Doctor Fill Out
- EL3 - Consent and Release of Liability Certificate
 - Parent and student fill out
- GA4 - Affidavit of Compliance with the Policies on Athletic Recruiting
 - Parent and student fill out
- EL12 - Registration Form for Non-Member Private School Students
 - Ms. Eubanks and Parent fill out (Must be notarized. Ms. Cruz is a notary)
- EL14 - If the non-member private school student has chosen a public school through the district's controlled open enrollment procedures, they must also complete the EL14.

Internships and On-Job-Training for High School Course Credit

PBA students are highly encouraged to take advantage of local, national and international internships and service trips. Please see the Director for ideas and help in locating internship opportunities.

Grading Scale for Palmetto Bay Academy

98 - 100 = A+	88 - 89 = B+	78 - 79 = C+	68 - 69 = D+	0 - 59 = F
92 - 97 = A	82 - 87 = B	72 - 77 = C	62 - 67 = D	
90 - 91 = A-	80 - 81 = B-	70 - 71 = C-	60-61 = D-	

Transcript Key for Palmetto Bay Academy

Courses taken with academic modifications the designation ESE next to them. This means these courses were completed under modification at no less than 75% of the standard course requirements. ESE courses have a slight GPS reduction in the overall GPA calculation.

Courses taken as advanced courses bear the designation Honors or HON and are normally completed at roughly 125% of the standard course requirements. These courses typically include additional projects, research papers and additional summative assessments.

Courses taken on campus, through Florida Virtual School or another authorized provider of AP courses will have the AP designation listed on the transcript.

Weighted GPA Calculation for Classes

Palmetto Bay Academy follows the policy of many local schools including Miami-Dade County Public Schools. PBA calculates a weighted GPA and unweighted GPA upon completion of semester and annual courses. The weighted GPA includes the addition of 1 quality point for each Honors class and 2 quality points for each A.P. class completed with a grade of “B” or higher. Florida Bright Futures calculations include only specific Language Arts, Math, Science, Social Studies, Foreign Language, and listed Academic Electives. In addition, many colleges recalculate GPAs based on their own internal guidelines. The GPA is calculated as follows:

	<u>Standard</u>	<u>ESE</u>	<u>HON</u>	<u>A.P /Dual-Enrollment</u>
A	4.0	3.0	5.0	6.0
B	3.0	2.0	4.0	5.0
C	2.0	1.0	3.0	3.0
D	1.0	1.0	1.0	1.0
F	0	0	0	0

For Bright Futures, .5 extra point is added for each Honors or A.P. class. No bonus points are included for Foreign Language.

Palmetto Bay Academy Honor Roll

Honor roll is calculated based on a student’s weighted GPA at the completion of each reporting period or quarter. To be eligible a student must take a full complement of courses and must not have any Incompletes (I’s) for the quarter. Honor role eligibility may also be revoked for other academic concerns at the discretion of the Director.

Honor roll designations are as follows:

	Weighted GPA
Honor Roll	3.80 - 4.19
Honor Roll with Distinction	4.20 - 4.49
Honor Roll with High Distinction	4.50+

Grade Forgiveness Policy for Palmetto Bay Academy

Students may, **with the approval of the Director**, retake courses for Grade Forgiveness, based on the policy specifications noted below. This approval is contingent upon the timely completion of all graduation requirements within the student's diploma plan.

Non-Elective Full Courses

Forgiveness policies for required courses shall be limited to replacing a grade of "D" or "F," or the equivalent of a grade of "D" or "F," with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the **same or comparable course**.

Elective Full Courses

Forgiveness policies for elective courses shall be limited to replacing a grade of "D" or "F," or the equivalent of a grade of "D" or "F," with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the **same or another course**.

Middle School Students Taking High School Courses

The only exception to these forgiveness policies shall be made for a student in the middle grades who takes any high school course for high school credit and earns a grade of "C," "D," or "F" or the equivalent of a grade of "C," "D," or "F." In such cases, the forgiveness policy will allow the replacement of the grade with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the same or comparable course.

GPA Calculation

In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student's grade point average. Any course grade not replaced according to the PBA forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.

This policy was developed and approved in alignment with the Florida State Statutes listed below: Florida Statute §§ 1003.43 (5)(e), 1003.413 (3)(e), 1003.428 (4)

Family Financial Accounts with Palmetto Bay Academy

Families at Palmetto Bay Academy are given the option, free of charge, of distributing their annual tuition into ten payments (not including the initial deposit payments). This is a service PBA offers to support its families; however those families choosing to make use of this provision agree to the following tenets.

All payments must be received by the office on or before the due date for the tuition payment as noted on the invoice and in the student's contract.

Invoices more than two weeks late will incur a \$50 late penalty.

If an account **reaches 30 days past due the student will be transitioned to homeschool status immediately until such time as the account is brought current.** If an account continues to be delinquent every effort will be made to collect the balance in a timely manner. If the account continues to remain overdue the school reserves the right to enter the account for collections and dismiss the student from PBA, per the contractual agreement. The cost of all collections may be incurred by the delinquent account holder.

Scholarships and Assessments

Students at Palmetto Bay Academy have the ability to apply state-funded

Events and Procedures for Graduating Seniors

A number of events occur each year for Seniors to assist in their admission to university and to gear up for their high school graduation.

- Senior Seminars and individual counseling sessions are held on campus with the Director and Enrollment Specialists throughout the course of the year to assist in the university admissions process.
- Senior Dress Down Days allow seniors to wear the school-appropriate clothes of their choice every Friday of the school year. See the Dress Down Day calendar found at the end of this book.
- The Senior Tailgate Party is our annual end-of-year event where the rest of the school celebrates our seniors with food and fun.
- The Senior Luncheon/Info Session is for seniors and their parents. The school faculty and administration host a luncheon shortly before graduation to ensure all questions about the special day are answered.

Graduation and End of Year Celebration

Graduation and End of Year Celebration will be held on the afternoon of Wednesday, June 7th, 2023. As part of the graduation fee, graduating students will be provided a cap to keep, and a gown which must be returned. Tassels and earned regalia such as honor cords and sashes are also available for students to keep.

Information regarding graduation event procedures will be provided nearer the time of the event.

Dress Down Calendar 2023-2024



2023-2024 Dress-Down Day Calendar

(All days are Fridays unless specifically noted) ***DAYS IN BOLD ARE SPECIAL EVENTS**

Semester 1 (Aug. - Dec.)	Semester 2 (Jan. - Jun.)
August 25 - Whole School September 1 - Seniors Only September 8 - Whole School September 15 - Seniors Only September 22 - Whole School September 29 - Seniors Only October 6 - Whole School October 13 - Seniors Only October 20 - Whole School *October 31 (Tuesday) - HALLOWEEN CELEBRATION (HALLOWEEN COSTUME CONTEST) November 3 - Seniors Only November 9 (Thursday) - Military Dress Down - Whole School November 17 - Thanksgiving Dress Down - Whole School December 1 - Seniors Only December 8 - Whole School December 15 - Seniors Only *December 21 (Thursday) - Holiday Dress Down - Theme TBD AND PARTY - Whole School *December 22 (HALF DAY) - HOLIDAY OUTFIT DRESS-DOWN DAY - Whole School January 12 - Seniors Only January 18 (Thursday) - Whole School	January 26 - Whole School February 2 - Seniors Only *February 5-9 - SPIRIT WEEK (SPECIAL DRESS EACH DAY) February 16 - Whole School February 23 - Seniors Only March 1 - Whole School March 8 - Seniors Only March 15 - Whole School March 21 (Thursday) - World Poetry Day Cultures Dress Down - Whole School March 22 (Half Day) - Seniors Only April 4 (Thursday) - Whole School April 12 - Seniors Only April 19 - Whole School April 26 - Seniors Only May 3 - Whole School *May TBA - Whole School- ANNUAL PBA PICNIC & SENIOR CELEBRATION (Theme TBD) May 17 - Seniors Only *May 24 - Whole School Dress Down/SENIOR DRESS UP DAY/SENIOR LUNCHEON June 3 - Whole School REMEMBER THERE ARE RULES TO DRESS-DOWN DAYS. CHECK YOUR HANDBOOK FOR REQUIREMENTS. Dates are subject to change.



Palmetto Bay Academy

Community Service Verification Form

Date: _____

Name of Student: _____

Name of Organization: _____

Number of Hours Completed: _____

Brief Description of Service:

Signed: _____ Title: _____

Palmetto Bay Academy Calendar 2023-2024

Palmetto Bay Academy Calendar 2023-2024 School Year

August 2023					September 2023					October 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
28	29	30	31		25	26	27	28	29	30	31			

November 2023					December 2023					January 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30	31		

February 2024					March 2024					April 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2					1	1	2	3	4	5
5	6	7	8	9	4	5	6	7	8	8	9	10	11	12
12	13	14	15	16	11	12	13	14	15	15	16	17	18	19
19	20	21	22	23	18	19	20	21	22	22	23	24	25	26
26	27	28	29		25	26	27	28	29	29	30			

May 2024					June 2024				
M	T	W	T	F	M	T	W	T	F
		1	2	3					
6	7	8	9	10	3	4	5	6	7
13	14	15	16	17	10	11	12	13	14
20	21	22	23	24	17	18	19	20	21
27	28	29	30	31	24	25	26	27	28

Color Codes	
 	Teacher Workday
 	Beginning/End of Grading Period
 	No School/Holiday
 	School Events
 	Half Day (11:30 Dismissal)
 	Spirit Week
 	Field Trips
 	Service Trips/Events
 	Half Day/Senior Luncheon
 	Make-Up/Finish Up Days

Semester 1 Dates
 8/21 1st Day of School
 9/4 Labor Day
 9/13 Back to School Night
 9/25 Teacher Workday
 10/27 Teacher Workday
 10/30 Start of Quarter 2
 11/11 Veteran's Day
 11/20 - 11/24 Thanksgiving Break
 12/22 Half Day
 12/25-1/5 Winter Break
 1/15 Dr. Martin Luther King Jr. Day
 1/19 Teacher Workday

Semester 2 Dates
 1/22 Start of Quarter 3
 2/5 - 2/9 Spirit Week
 2/19 President's Day
 3/25-3/29 Spring Break
 4/5 Teacher Workday
 4/5 PBA 3rd Annual Spring Formal
 4/8 Start of Quarter 4
 5/24 Underclassman Half Day/Senior Luncheon
 5/27 Memorial Day
 6/3-6/4 Make-Up days
 6/5 Graduation/End-of-Year Celebration
 6/6-6/7 Teacher Workdays