

DREAM ACADEMY STUDENT AND PARENT HANDBOOK



Your Future Begins with a Dream

About This Document

The policies created in this document are reviewed annually by the Governing Board of Dream Academy, which consists of all Executive Officers (C-Level Staff). Specific By-Laws for the Governing Board can be found on our website, as well as contact information for all officers.

Dream Academy complies with all applicable state or federal laws or regulatory requirements.

Any suggestions, comments, or questions can be directed to Wendy Spivey, President of Operations, Chief Operating Officer, via email: wendy@dreamacademyschools.org, or phone: 727-238-9107 .

Student and Parent Acknowledgment

By using this Student and Parent Handbook, Dream Academy students and parents acknowledge and understand that each party accepts and agrees to abide by the regulations and policies of Dream Academy Schools. The Administration has the right and authority to determine policies that are in the best interests of Dream Academy Schools and its student body. All students are expected to conduct themselves in accordance with the guidelines and standards of Dream Academy Schools as set forth in this Handbook. Conduct outside of school may also be a determining factor in the acceptance and retention of a student. Dream Academy Schools' students are expected to be responsible for their behavior and prepared to accept the consequences of their decisions. The inability of a Dream Academy student to make good decisions will jeopardize his or her privileges and may result in disciplinary measures.

Acknowledgment of Receipt of Dream Academy Schools Student Handbook

I acknowledge that I have received a copy of the Dream Academy Schools student handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this handbook, as well as all other policies and procedures of the school as revised from time to time.

I also understand that the purpose of this handbook is to inform me of the policies and procedures and that it is not a contract of enrollment.

Student Signature

Date

Full Name (please print)

Parent/ Legal Guardian Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgment and return it to Administration. Retain a second copy for your reference.

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About Dream Academy

Dream Academy is a private, remote-first school that offers a superior educational opportunity to qualified students from kindergarten through twelfth grade.

Dream Academy bridges learning gaps and prepares our children for the future with the latest in leading-edge technology in the classroom.

Dream Academy is a place of opportunity for students, providing the means to reach higher levels of academic achievement.

Dream Academy is devoted to the task of fostering not only mental growth, but also overall wellness, social interaction, moral qualities, ethical values, and appreciation of the arts.

Dream Academy provides an exceptional, committed, and caring faculty, a rigorous academic curriculum, and modern facilities that create a safe and nurturing environment.

Dream Academy provides small classes with a low student to Lead Educator ratio, allowing for individualized attention and an enriched classroom experience.

Dream Academy Vision

Dream Academy Schools will encourage all students to be innovative, independent learners preparing them for college, career, or military opportunities through rigorous, engaging educational experiences.

Dream Academy Mission

Dream Academy Schools' mission is to create Individualized Learning Plans for each student while cultivating the emotional, social, and intellectual dimensions of the developing child. The school's supportive environment fosters independent learning and strength of character while committing to placing no limits on what they can achieve.

As students respond to the educational experience at Dream Academy, it is the expectation of the school that students will recognize that education is a challenge, a privilege, a responsibility, and an ongoing process throughout life.

Dream Academy Beliefs

We believe that all students have different needs and deserve individualized attention with equal opportunities to achieve their greatest potential.

All students can effectively learn, be successful, and be contributing members of our society.

Students are provided with relevant curricular challenges to promote critical thinking and problem-solving skills.

We strive for a student body that is diverse and inclusive, to be empathetic, and eager to be socially responsible.

Education is not one size fits all.

*“Kids are dynamic. They are energetic.
They don't always fit the mold that traditional school provides.
I founded Dream Academy for these kids - the kids that don't fit.
The unique and the extraordinary. The kids that want more.
The kids that need more.
Flexibility. Independence. Support.
Dream Academy.”*

-Jamie Maloney, Founder, Dream Academy

Hours

As Dream Academy is a nationwide school with Learning Centers in varying locations, please know hours and days of operation may vary upon location. Please note corporate offices are located in New Port Richey, Florida in an Eastern time zone.

Staff Directory

A Staff Directory is provided regularly in our Newsletters and is also available on our Dream Academy website. Our Main Office Number is 727-900-5186

Phone lines are staffed from 9:00 a.m. to 4:00 p.m. Calls before 9:00 a.m. will receive the voicemail system. All Learning staff have email and TalkingPoints access. Email & TalkingPoints is encouraged since teachers may not be available during normal school operating hours. School personnel can be contacted via email using the first name followed by @drea macademyschools.org (Example: Jane Smith would be: jane@dreamacademyschools.org).

General, as well as specific information, including the Dream Academy e-newsletter, calendar, daily bulletin, etc., will be sent via Email & Text Link. Please note school calendar can be viewed on our school website: www.dreamacademyschools.com

Dream Academy Financial Policy

Dream Academy is a nonprofit corporation. Our financial policy is to make sure every family can afford an education with us. In order to sustain operations, we need to ensure timely funding. We accept all Florida Scholarships as well as cash payments.

Tuition = \$7500
Technology fee = \$250
Registration fee = \$250
Total = \$8000

Cash Payment

Cash-paying families will be invoiced for tuition in equal quarterly amounts on or around September 1, November 1, February 1 and April 1. Registration and Technology fees will be included in the first invoice. Payment is due upon receipt. For enrollment within the school year, there will be no prorating of tuition, however, it will be charged from the quarter of entry. The amount will be billed immediately for the current quarter. No refunds will be issued, and in the case of withdrawal, see the withdrawal

Financial Policy, CONT.

policy. Additional payment options may be available which would need to be handled and approved at the time of enrollment.

Scholarship Students

Admission Prior to Scholarship Application and/or Approval Dream Academy believes in providing opportunities to ALL students regardless of their situation. We will accept enrollment, pending funding for those that would otherwise qualify for the various options above. Students can start immediately, with the agreement that families agree to adhere to the following:

- Complete and Submit ALL Application Information in a TIMELY Manner •
Provide Dream Academy with the Application # within 15 days of Enrollment •
Check Status WEEKLY and provide Dream Academy updates
- Complete any other applications and documentation as requested by Dream Academy pertaining to potential scholarship funding

Failure to complete an application and/or documentation by established deadlines will result in the suspension of student access and invoicing for Tuition Due. If the scholarship is denied for Income or Available Funding Reasons, please contact Dream Academy ASAP. If alternative payment arrangements are not made within 15 days, the student will be withdrawn and the laptop and any other materials must be returned. Payment will be required for the Quarter(s) enrolled. Invoices are due 15 days from issuance.

Approval of Scholarship Payments

The Florida Department of Education and the Scholarship Granting Organizations will email Payment Approval requests. Payments should be approved within 5 Days of notification. FAILURE TO APPROVE will result in invoicing for full tuition and Failure to Approve will be reported to the Department of Education and the Scholarship Granting Organization, which may result in the Scholarship being revoked and future opportunities being impacted. If at any time you need assistance please don't hesitate to contact your scholarship organization and Dream Academy.

Internal Scholarship

For some scholarships, a student might not obtain the full amount of Dream Academy tuition, registration fees, and technology fees. We at Dream Academy understand that there may be a shortage in funds that are awarded to the child vs the total amount due to the school. In the event that a parent is not financially able to pay these differences, Dream Academy will put these differences in the Dream Academy internal scholarship program for up to 50% of tuition and fees. To be considered for this program, parents will need to provide the last 30 days of paystubs for all within the household, and the total household member count. This is the information that was sent/uploaded to your scholarship application as well. The guidelines come from calculations up to 200% of the federal poverty level: [Income Guidelines for Reduced Fees | USCIS](#)

Withdrawal

Withdrawal deadlines for tuition purposes are as follows:

Withdrawals after these dates will be responsible for full tuition for the current billable term September 1, October 1, January 1, and April 1.

Please Note:

Enrollment and agreement to this financial policy will constitute a contract between the student's family and Dream Academy.

DREAM ACADEMY PHYSICAL EXAM & IMMUNIZATION REQUIREMENTS

SCHOOL ENTRY PHYSICAL EXAM REQUIREMENTS

Due to requirements of other regulatory agencies, Dream Academy requires *ALL* students to have an updated physical *annually*.

Florida law requires that we must have on file an up-to-date shot record and a medical examination form signed by a Florida physician, showing current immunization information for each child registered at Dream Academy.

The following students are required by Florida law to be examined by a physician (School Entry Health Exam, 3040):

1. A student ENTERING Kindergarten
2. A student ENTERING Florida Schools for the first time/or from out of state
3. A student ENTERING 7th grade

Dream Academy further requires *ALL* enrolled students must have an updated physical *annually*.

Students entering 6th grade must have a Scoliosis Screening done and provide the school with documentation prior to the start of school.

Please make sure your student's medical arrangements are made early. Medical examinations and/or immunizations ARE REQUIRED upon enrollment. The Health Department has several clinics throughout the area should you need to obtain an appointment outside your child's primary. Please be sure the office receives this information as soon as possible in order that we may comply with the law. Officials from the Pasco County Health Department and the Department of Education monitor our records and it is necessary to keep this information current.

Dream Academy requires that ALL students have an up-to-date immunization record (DH680) and a current physical exam (DH3040) in the student file, and or exemptions. Thank you for your cooperation in this area.

IMMUNIZATION REQUIREMENTS

Florida law 232.032, Immunization against communicable diseases; school attendance requirements; exemptions, requires that **EVERY STUDENT, K THROUGH 12th GRADE** must provide the school with evidence that they have been immunized and/or have exemptions through the Florida Health Department.

The following immunizations are required:

Kindergarten Through 12th Grade

(Children entering, attending, or transferring to Florida schools)

1. Four or five doses of DTaP
2. Four or five doses of IPV
3. Two doses of MMR
4. Three doses of Hep B
5. One Tetanus-diphtheria-acellular pertussis (Tdap)
6. Two doses of Varicella (kindergarten effective with 2008–2009 school year, then an additional grade is added each year thereafter). Varicella vaccine is not required if there is a history of varicella disease documented by the health care provider.

Additional Immunization Requirements for 7th Grade Entry

Effective with the 2009–2010 school year (then an additional grade is added each year thereafter), in addition to compliance with all other immunization requirements, children entering, attending, or transferring to the seventh grade in Florida schools must complete the following:

- One Tetanus-diphtheria-acellular pertussis (Tdap)

Note: All medical examination forms are obtained from the physician, **not** the school.

It is important that **SPECIFIC DATES** be available for each immunization for the school record. The above-listed immunizations are required **BEFORE** a student may begin school. Students without proof of required immunizations or medical/religious exemptions **will not be permitted to continue school** and will be sent home due to a lack of proper immunization documentation.

SCOLIOSIS SCREENING REQUIREMENT

Students entering **6th grade** must have a Scoliosis Screening done by their medical provider and provide the school with documentation **prior to** the start of school.

Please make sure your student's medical arrangements are made early. Medical examinations and/or immunizations **ARE REQUIRED upon enrollment**. The Health Department has several clinics throughout the area should you need to obtain an appointment outside your child's primary. Please be sure the office receives this information as soon as possible so that we can comply with the law. Officials from the Pasco County Health Department and the Department of Education monitor our records and it is necessary to keep this information current.

Dream Academy requires that ALL students have an up-to-date immunization record (DH680) and a current physical exam (DH3040) in the student file, and/or exemptions.

Thank you for your cooperation in this area.

Expectations for Success - Student Expectation Policies

It is important to be aware of and meet your student's expectations to ensure successful movement toward your final graduation goals. Individualization is our primary focus and strategy for goal acquisition. We aim to prepare self-aware, self-managing, self-pacing, self-motivating, self-advocating, and lifelong learners. Responsible decision-making is a crucial character trait we insist on in our student's practice and mastering.

Our curriculum and core philosophy mandates a flexible student-driven educational experience; therefore, our policies will reflect student decision-making and responsibility. Learning and progression is the ultimate goal and therefore constant production expectation must be maintained.

Learning Expectations

1. Your curriculum and learning are personally tailored to your unique goals through collaboration with your Lead Educator. State graduation standards, college credit programs, post-graduation entrance requirements, and hands-on skilled apprenticeships will be addressed in your Progression Chart.
2. Regular communication with your Lead Educator is mandatory.
3. Dream Academy Schools reserve the right to mandate any curriculum, classes, assignments, projects, workshops, curriculum interventions, etc.
4. Your educational environment is your choice.
 - A. Campus - We offer a daily open campus Monday - Friday in select locations. This is a tutor based traditional learning environment with two Learning Coaches, desks, school supplies, and your laptop. It is expected students are engaged in learning in a disruption-free environment during our educational hours. Hours vary depending on campus location. You will receive Lead Educator-specific information and expectations. Students who come to our campus are offered the exact same content as our remote students.
 - B. Remote - We are now servicing nationwide. We understand there are some students in which in-person is difficult, ineffective, and not preferred. Although some states or regions may call for in-person requirements, we acknowledge, respect and encourage student and family decisions to use our remote option. Remote students must show at least a 4-hour daily active session log and/or completion of all Lead Educator assigned work.
5. Ongoing communication and a weekly check-in with the Lead Educator are required. The student is responsible to make all scheduled in-person or remote instructional appointments with their Lead Educator.
6. Learning levels - We do not pass students along based on calendar years. Instead, we progress through skill mastery. We are structured with 4 levels. Students must meet all the requirements of each level to promote to the next level.

Learning Levels

Beginning Learners (Ages 4-5) will be working on basic school-entry skills to ensure success. These skills include Numbers, Letters, Phonics, Basic Reading, and Basic Math.

Foundational Learners (Ages 5-10) will gain the skills necessary to succeed in further education. This includes skills across all traditional topics, such as Reading, Writing, Science, Math, History, Art, and Personal Health and Wellness.

Intermediate Learners (Ages 10-14) will begin their transition to the advanced skills needed to succeed in High School and Beyond.

Upper-Level Learners (Age 14+) will prepare for life after Secondary School. Four Graduation Paths paths will be available, following Florida and Nationally Accepted Curriculum Requirements. Students may choose a Traditional Diploma, a Career-Focused Diploma that includes a specialized career certificate, a Military-Ready Diploma aligned with recruitment requirements, a Dual AA/HS Diploma which provides an Associate in Arts Degree as well as a High School Diploma. Graduation Requirements.

***Remediation will be used for students that enter at an age that dictates a certain placement, but a skill level that will negatively impact success.*

1. Pacing - All courses are set with pacing. Standard full credit courses have 12-week pacing. Students will be expected to complete half a semester (0.5 credit) every six weeks. New enrollees mid-year will need to complete initial courses by the calendar end date. The pacing requirement does not apply to our dual enrollment students as their pacing requirement is set by their college institution. Adult Ed students are completely self-paced.

2. Testing - Students are regularly tested for growth. This gives us valuable information to guide instruction. It is also mandated in certain states for their scholarship funding. Students must test to gain access to their course/courses.

Assessments

Dream Academy will continue to require the MAP Growth Assessment in Fall, Winter, and Spring for Beginning, Foundational, and Intermediate Learners. The assessments will allow us to isolate any needs and opportunities. We have also established minimum thresholds for progression to the next level. MAP Tests are NOT High Stakes Tests, they are used to measure growth and identify strengths and weaknesses. We have also added additional reports based on these scores that we will be sharing with families to provide amazing insight into your student.

Upper-Level students will take the PERT Test at the beginning of the year to provide an assessment of College and Career Readiness. This will also help drive their Graduation Path and define any areas of weakness. Upper-Level Students will also be required to take the MAP Growth Assessment in the Spring* to assess growth.

***ALL Students new to Dream Academy will still be required to complete MAP Growth Testing upon entry to establish a baseline and determine placement.*

Attendance Expectation

- Attendance is performance-based.
- Attendance is flexible and allows learning to take place at any time, day or night, and, therefore, we measure attendance based on the following:
 1. The number of hours logged into coursework
 2. Successful completion of assignments promptly
 3. Ongoing communication with the online teacher and staff

A student is considered in violation of the attendance policy if he/she: 1. Is not passing an online course

AND

2. Not logging in to that class full time (5-7 hours per week/course=full-time school)

In addition to the attendance expectations listed above, students are also expected to:

- Read announcements, check grades and due dates daily
- Check email and respond to any communication from teachers, advisors or school daily
- Work on course assignments during a time of their choice

Courses are available 24 hours a day, 7 days a week.

Please communicate attendance issues to your Lead Educator or administration so your absence time can be documented to protect you and the school.

Academic Placement

All students will be placed in appropriate core courses according to Dream Academy assessments (MAP/PERT testing) and diagnostic exams, Lead Educator recommendations, and/or final approval is given by the Administration. MAP/PERT testing is given upon onboarding with Dream Academy and twice per academic calendar year at the initiation of the school year and the conclusion of the school year. Learning Level assignment is selected by completion of entry MAP/PERT assessments with acknowledgment of prior/current grade level. This process is done in collaboration with the Enrollment Coordinator and President of Academics.

Grades and Academic Reports

Grades

The work of all students is reported in letter grades. Lead Educators are required to assign a final grade for each student registered in a course. This Letter-Grade is based on an understanding and mastery of content and concepts taught in the course. (Content is considered the 'Information' portion of the course, while the term 'Concept' refers to applying the information in a practical manner.)

The following grades are used to report the quality of student work.

A+	Mastered all concepts
A	Mastered most concepts, comfortable with the remaining
B	Comfortable with concepts discussed, a good understanding of content
C	Basic understanding of content and concepts discussed
D	Some understanding of content, able to identify most concepts
F	Did not meet the basic level of understanding of most course content
P	Passed (achievement at grade C level or better)
NP	Not passed
I	Incomplete
IP	In Progress
DR	Deferred Report

Grades A, B, C, and D may be modified by a plus (+) or minus (-) suffix. Grades A, B, C, and P denote satisfactory progress toward the diploma. A grade of D may be applied toward a diploma unless otherwise prohibited by program requirements. However, courses in which a grade of D is received must be offset by higher grades in the same term for students to remain in good academic standing. A grade of F yields no unit or course credit.

Grade Points

Grade points per unit are assigned by the Registrar as follows:

GRADE	GRADE POINTS	GRADE	GRADE POINTS
A+	4.0	C-	1.7
A	4.0	D+	1.3
A-	3.7	D	1.0
B+	3.3	D-	0.7
B	3.0	F	0.0
B-	2.7	NP	0.0
C+	2.4	U	0.0
C	2.0		

As indicated, a plus (+) or minus (-) suffix added to a grade raises or lowers the grade point value, except in the case of A+, which carries the same number of grade points as the A grade. Courses in which students receive a grade of P or S may count toward the satisfaction of degree requirements, but these grades, as well as DR, I, IP, and NR, are disregarded in determining the grade-point average. (If a grade of I is later removed and a letter grade assigned, units and grade points are included in subsequent GPAs.) NR indicates that no grade was received from the instructor.

Grade-Point Average

The grade-point average is determined by dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. For example, if a student takes three courses and receives grades of A-, B-, and C+, then the GPA for the term equals the total grade points (8.7) divided by the total course units (3). The GPA is 2.9.

Correction of Grades

All grades except DR, I, and IP are final when filed by the instructor in the end-of-term course report. Thereafter, a grade change may be made only in case of a clerical or procedural error or other unusual circumstances. No grade may be revised by re-examination or, with the exception of grades of I and IP, by completing additional work. Students who are dissatisfied with a grade should review their work with the instructor and receive an explanation of the grade assigned.

Transcript Revisions

- All grades for a completed term are accessible no later than two weeks after the last day of final examinations. If grades are not available, they have not been received from the instructor and are still being processed.
- If a grade is missing, contact the instructor of the course.
- If a grade is different from what was expected, contact the course instructor for an explanation.

All grades except DR, I, and IP are final when filed by the instructor in the end-of-term course report. Thereafter, a grade change may be made only in case of a clerical or procedural error or other unusual circumstances.

Grade Revision

Students who are dissatisfied with a grade may request a review of their work with their instructor and an explanation of the grade assigned.

Incomplete (I) Grade Removal

An instructor may assign the I grade when work is of passing quality but is incomplete for a good cause (such as illness or other serious problems). If the work is not completed by the end of the next full term, the I grade lapses to an F, NP, or U as appropriate. The school may extend the completion deadline in unusual cases.

Policy On Repeated Courses

Courses may be repeated only according to the following guidelines:

1. To improve the grade-point average (GPA), students may repeat only those courses in which they receive a grade of C- or lower; NP or U grades may be repeated to gain unit credit. Courses in which a letter grade is received may not be repeated on a P/NP or S/U basis. Courses originally taken on a P/NP or S/U basis may be repeated on the same basis or for a letter grade.
2. Repetition of a course more than once requires the approval of the school and is granted only under extraordinary circumstances.
3. Credit for a course is given only once, but the grade assigned each time the course is taken is permanently recorded on the transcript.
4. For students who repeat a total of 4 classes or less, only the most recently earned letter grades and grade points are computed in the GPA. After repeating 4 classes, however, the GPA is based on all letter grades assigned and total units attempted.
5. Certain programs may place additional restrictions on the repetition of courses required for those programs

Student Withdrawal and/or Transfer

Release of Records

Per Family Educational Rights and Privacy Act (FERPA), student records are only available to those who are listed on student intake forms. If the student is 18 years of age or older, school records will not be released to a parent, or guardian, without the student's written consent and/or POA. All unexpected record requests will be verified. It is a standard procedure that the administration is notified of an intent to withdraw and Dream Academy property to be returned (i.e. Tablet and/or Chromebook). Therefore, for your student's security, unexpected record requests will be verified through you. Please note - no records can be released until your student school property is returned and financial obligations for the quarter are met.

Records requests will need to be created via email to records@dreamacademyschools.org. Please note that record requests can take up to 14 business days, during school operating hours, and all property must be returned before records are released to the parent/ guardian and/or school.

Policy on Academic Integrity

Integrity in Assessments and Assignments

Assessments, such as quizzes, and tests, are a critical part of any academic program. They offer important information about a student's progress toward mastery. This information is helpful only when accurate. Authenticity can only be accurate if the assessment represents the student's work alone. Unless otherwise instructed by a teacher or by a specific assessment, students are expected to honor the following principles while taking assessments for honor code and plagiarism:

- The student alone will take assessments.
- Students will not copy or redistribute any part of an assessment in any way—electronically, verbally, or on paper.
- Students will treat the assessment as a “closed book”—meaning that they may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless the teacher or the specific assessment otherwise instructs (for example, a teacher may allow students to specifically reference certain pages in a book as part of the assessment).
- Students will treat the assessment as a “single browser”—meaning that during the assessment they may not log in a second time to their course, or open course or related materials on another tab/browser or on another computer or device.
- Answers will represent only the student's work, free of any outside assistance.
- The student will not plagiarize in any way.

- Students will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.
- Student written work should be completely free of plagiarism.

Plagiarism is copying another person’s work without providing a direct reference to the author, original print material, or website. Put simply, always give credit where credit is due. Students should ask their teachers if they have questions regarding citing sources. Web tools that check for student plagiarism are used regularly.

Unless the teacher or specific directions inform students of exceptions, they are expected to follow these principles while taking assessments and completing written assignments. Only by honoring these principles can they assure both academic and personal integrity.

Consequences of Honor Code Violations

- **First offense** – The student and parent will attend a conference with the school administration and teacher. The student will not receive credit for the assumed exam and or assignment till the conference. The student will be allowed to retake the assignment for a possible 50% of the original points while proctored in person and or remotely with a shared screen and camera on the student.
- **Second offense** – The student and parent will attend a conference with the school administrator. The student will not be allowed to rewrite the assignment. A score of “0” will be entered as a grade.
- **Third offense** – Recommended dismissal from the school/program.

Plagiarism

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that will not be tolerated are:

- Copying, paraphrasing, or summarizing another person’s work without citing that source.
- Using material, including photographs, from the Internet or any other source and representing it as your own, even if you have changed some of the words.
- Have someone else write the assignment or rephrase any portion of that assignment.
- Directly copying or rephrasing student aids (Cliff Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources.

The student will be allowed to complete the assignment for a possible 50% of the original points.

Consequences of Plagiarism

- **First offense** – The student and parent will attend a conference with the school administration and teacher. The student will not receive credit for the plagiarized assignment.
- **Second offense** – The student and parent will attend a conference with the school administrator. The student will not be allowed to rewrite the assignment. A score of “0” will be entered as a grade.
- **Third offense**– Recommended dismissal from the school/program.

Any person who suspects that a student may have violated the Honor Code and/or has plagiarized may report the suspected violation to their Lead Educator and/or President of Academics. Upon receiving the report, Dream Academy will review and take any/all proper procedures.

Disengaged Student Policy

The disengaged student is a student who has not completed any assignments, has no login activity, and or no communication with the student and or legal guardian//parent over an extended period of time.

Parents and Students will be contacted 3 times each via Text, Email, and Phone. If there is no response or activity, the Student will be dropped from enrollment and a report will be made to both the scholarship granting organization and the school district of residence.

Expectations for Success - Parent Expectation Policies

Dream Academy believes that the most effective way to support our students is through a team approach. A crucial component of an effective student support team is a strong parent/school partnership. You as the parent are truly valued and needed. Please review the following parental expectations:

1. **Communication** - Please maintain regular and open communication with the staff. We promise at least a communication return within 24-48 hours so it is reasonable to expect the same from you. Please reach out with questions or concerns to the Lead Educator, Learning Coach, and/or administration. Parents are required to communicate with Lead Educators 1x month at a minimum. This can be via text, TalkingPoints, or email.
2. **Scholarship Management** - Fulfill all requested scholarship obligations in a timely manner. We face deadlines placed by the scholarship organization. If you do not respond in a timely manner the consequence will be a loss of scholarship money and/or loss of your scholarship in its entirety. You may

- also be billed for any outstanding tuition.
3. Treat all staff with respect - We have staff on-site including junior staff members. If any staff member tries to assist you, even if it is not whom you wish to see, please show them respect.
 4. Follow all policies and procedures. There are times it is necessary to make a change here or there. You will always be notified. Please review all communications sent.
 5. Monitor your child's progress and make sure they meet attendance requirements and complete their assigned work.
 6. Provide and update your contact information. Monitor for school communications.

Parental Attitude and Cooperation

Dream Academy strives to work together with parents as we prepare our students for success in school and in life. While Dream Academy acknowledges parental responsibility and welcomes positive involvement, Dream Academy reserves the right to deny student admission or discontinue enrollment in the event that a parent exhibits behavior that is, but is not limited to: discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. In such a case, the decision of the Administrative staff regarding the suitability for continued enrollment or acceptance in the school will be final.

Parent Policy Consequences

There are natural consequences to all our actions regardless of our age. Student enrollment status and scholarship awards will be negatively impacted. If parent policy issues are ongoing it will lead to full termination in one or both.

Visitors and Guests

Dream Academy is a closed campus. To ensure campus security, all guests, including parents, alumni and others are required to sign in with the administration. If visitors enter school grounds, they will be required to provide valid photo identification to the administration to be on the school grounds. The presence of guests on campus and in the classrooms may be disruptive to the educational process. For this reason, the presence of guests on campus is strictly limited and controlled. No unauthorized guests are permitted on campus.

Emergency Preparedness

Dream Academy Schools has developed an Emergency Protocol which is updated each

year. This plan is given to all faculty members at the beginning of the school year who then share the information with students. It includes the steps to follow for drills and real emergencies such as COVID, fire, tornadoes, hurricanes, active shooters, and lock down. The plan also designates who is on various emergency teams such as medical, stretcher, student release, and search and rescue. During the event of a drill or real emergency, students are to remain under the supervision of their Lead Educator or Learning Coach until dismissed to go back to class or to be released to go home by the administrator in charge. Students will be released to the designated evacuation area by the student release team. Students would only be released to those adults authorized on the student's Emergency Card. Parents/Guardians: In case of major emergencies, please do not contact the school. We have an emergency protocol system, which allows us to send a phone, text, or e-mail message to parents and guardians providing important information about the emergency. We will do everything in our power to ensure the safety and well-being of students until parents or guardians arrive.

Code of Conduct

Dream Academy Schools is an academic institution that relies on the goodwill and common sense of its faculty and students to maintain an atmosphere that is conducive to the pursuit of knowledge. Behavior that distracts other members of the school community from pursuing this goal will result in an appropriate response from the faculty, staff, and school administrators. Disruptive behavior in class or on campus is a distraction. This applies to Dream Academy school-sponsored events and travel to and from said events. We believe our students should cultivate a sense of responsibility for their own conduct as well as for the general well-being of the academic community of which they are a part. Students are expected to be actively engaged in academic pursuits throughout the class day.

Student Expectations

Our school-wide expectations for students include being responsible, self-reliant, problem-solving, and respectful. There is really never a circumstance where a choice is not available. It is permissible to attend or work remotely. Therefore disruptions are not tolerable. We will inform the student they are becoming disruptive, then suggest a working modification, however, if disruptive behavior continues we will ask them to leave campus for the day. If campus attendance should ever become too problematic our remote option is still available and a plausible alternative. The student maintains all their standing except presence on campus. They maintain their classes and their learning coach. The student is still eligible to receive all the needed support. Remote students are as well held to the same behavioral expectations. They must keep their communications appropriate and respectful to staff and peers. Both in-person and remote students are responsible to follow all school and learning coach directives.

Expectations

1. Maintain continual self-paced passing curriculum progression
2. Both student and parent regularly communicate with the Lead Educator
3. Keep on-campus interactions educationally appropriate and disruption-free
4. Cooperate with all Dream Academy policies and requests

Consequences

1. Direction /redirection
2. Student notification/warning
3. Parent notification & Behavior Report Filed
4. Detention or suspension depending on the severity of the behavior
5. After 3 Behavior Reports, Intervention and or other services are required
6. Student and/or parent conference and or other service providers
7. Expulsion of the student

Dream Academy's disciplinary policies are intended to teach students to be responsible for their choices and limit the disruption to quality instructional time. The following are examples of behaviors and possible consequences for infractions. This list is not all-inclusive and students may be disciplined for any violation of this Student Handbook or other conduct that is not congruent with Dream Academy's rules and standards. Students are expected to use good judgment regarding their actions at all times. Dream Academy reserves the right to discipline students for any infraction of Dream Academy's rules, regulations, and policies in the manner deemed most appropriate given the circumstances of the situation.

Harassment

Dream Academy is committed to providing a working and learning environment that is free of unlawful discrimination including sexual harassment. In keeping with this policy, Dream Academy will not tolerate any inappropriate harassment, sexual conduct, or sexual harassment by or towards any of the students at school or at school-sponsored or school-related activities. Dream Academy also prohibits retaliatory behavior or action against individuals who complain, testify, or otherwise participate in the complaint process established by this policy. Dream Academy will take appropriate action to prevent and correct behavior that violates this policy. All Dream Academy employees will receive training in what constitutes sexual harassment, what state and federal laws stipulate and what actions employees and students should take to report such conduct. The Chief Executive Officer of Dream Academy Schools ("CEO") or designee will also ensure that students receive age-appropriate information related to the school's policy on sexual harassment and how to report such conduct.

Bullying

What is Bullying?

“Bullying” includes “cyber-bullying” and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property
2. Causing a substantially detrimental effect on the student or student’s physical or mental health
3. Substantially interfering with the student’s or students’ academic performance
4. Substantially interfering with the student or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school

“Bullying”, as defined in this subsection (b), may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyber-bullying” includes the creation of a webpage or we blog in which the creator assumes the identity of another person or the knowing impersonation of another person, as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. “Cyber-bullying” also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Bullying is contrary to State law and the policy of the school administration. the law also prohibits bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military

service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

This Policy is consistent with subsection (a-5) of this Section [free exercise of religion]. Nothing in this Section is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution.

Reporting and Investigation

Dream Academy Schools may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. If Dream Academy Schools decides to conduct an investigation after a complaint of cyberbullying with sufficient evidence, it may require a student to cooperate and share content over the course of the investigation. Appropriate federal and state laws governing student privacy rights will be followed in the investigation of the incident. Dream Academy Schools does not tolerate any instance of bullying on the premises of the school as well as any off-campus school-sponsored activities.

Consequences of any instance of bullying from students, parents, or teachers and staff will be met with a "three-strike" consequence system:

1. Verbal warning and communication with respective parent/ guardian and mediation of involved parties using Restorative Practices
2. Written warning to be kept on file and mediation of involved parties
3. Expulsion of student or teacher/staff member

Any investigation will be completed within ten (10) school days after the date that the report of the incident of bullying was received. Dream Academy Schools will assist any and all parties involved with finding and receiving appropriate interventions, such as assisting finding services for school counseling, mental health counseling, school psychologists, and any other available community-based services.

Any reports and investigations of bullying will include:

- The frequency of victimization
- Student, staff, and family observations of safety at a school
- Identification of areas of a school where bullying occurs
- The types of bullying that are common or occurring
- Bystander intervention or participation.

Any reprisal or retaliation against any person who reports an act of bullying will be subject to the same disciplinary actions, and may also be subject to expulsion. Any investigation that leads to a finding of a false accusation will result in a meeting between the school director as well as the parties responsible for the false accusations. Mediation

between all parties will be conducted and mandatory. Other possible repercussions will be considered and could potentially lead to suspension from the program considering the severity of the accusations. The completed investigation will be available internally for Dream Academy Schools staff and available to involved parents and guardians.

Please report any incidents of bullying to the site director; all reports will be handled with confidentiality. Reports can be made via phone at 727-900-5186 or email at bullying@dreamacademyschools.org. Complaints are addressed by Jamie Maloney, Chief Executive Officer of Dream Academy. Anonymous reporting may be done in writing and mailed to DREAM ACADEMY C/O ADMINISTRATION, 6012 US HWY 19 N., New Port Richey, Fl 34652. Dream Academy School's bullying policy was developed following state guidelines as well as through discussions with the board of directors and parents/ guardians. The policy is consistent with the mission of Dream Academy and is upgraded annually, so please contact the CEO with any questions or suggestions about the bullying policy or procedures.

This policy is reviewed regularly based on the outcomes and effectiveness of the policy that includes, but is not limited to, factors such as the frequency of victimization, student, staff, and family observations of safety at a school, identification of areas of a school where bullying occurs, the types of bullying utilized and bystander intervention or participation.

Firearms, Drugs, Battery & Student Information Reporting System

It is the policy of Dream Academy to put a priority on Student and Staff Safety, therefore, the following processes will be in place to ensure ZERO TOLERANCE:

Battery on Staff

1. The President of Operations shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel; and,
2. The President of Operations shall notify the Police within 3 days of each incident of battery.

Firearms

For purposes 1 and 2 only, school grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity, or on a public way within 1,000 feet of a school.

1. The president of Operations shall immediately notify a local law enforcement

- agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.
2. The President of Operations shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds.
 3. The President of Operations shall notify the local jurisdiction police department of such incidents.

Personal Property

Students shall assume full responsibility for their own personal property. Dream Academy will make every effort to help protect personal property, but will not be held responsible for it. Students should not bring expensive items or large sums of money to school. Students should never leave books, clothing, electronics, or other personal possessions unattended, including, but not limited to, backpacks. All personal property is the individual's responsibility. All students are expected to use assigned cubbies for books and belongings. Items found by staff members will be turned into "lost and found," located within the Learning Center office. Students should check this area when looking for lost items.

Backpacks

Backpacks may not be left outside of cubbies or on-campus unattended. Any backpacks found on campus unattended will be confiscated and may be retrieved from the Learning Center Office.

Parking Lot/Automobiles

Parking in any of the Dream Academy parking lots is at the student's own risk. Students may not go in any car (their own or faculty's) during the school day. Permission from a Lead Educator and or Learning Coach is necessary for anyone wishing to go to the parking lot during school hours. Cars may not be left overnight in any parking lot without permission from the Administration Office.

Work Permits and Employment

Work Permits and Employment State law requires that students who are under 18 years of age and who plan to work obtain a work permit. All permits expire at the end of summer and must be renewed in September of each year. Students must maintain a 2.0 G.P.A. to receive a work permit. Work permits will be issued at the student's local Learning Center or by email.

On-Campus Relationships

Students should not engage in any behavior considered unsuitable by the Administration. This policy applies to Dream Academy students visiting any Dream Academy Learning Center, at any school event, whether on or off-campus. Public Displays of affection should be limited. Students who violate this policy may be subject to disciplinary consequences.

Technology

The Internet and other online resources provided by Dream Academy are intended to be used to support the instructional program and further student learning. The Dream Academy facilities are to be used in a responsible, efficient, ethical, and legal manner. Technology and Computer Use: Dream Academy supports and encourages the appropriate use of technology in the classroom by students, faculty, and staff. All students have access to free wireless internet on campus. Because the internet contains an unregulated collection of resources, Dream Academy cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Faculty shall supervise students while using online services at the school site, and may ask staff and student aides to assist in this supervision. The IT Administration oversees the planning and maintenance of each campus' technological resources and may establish guidelines and limits on their use. Campus administration will ensure that all students using these resources receive training in their proper use.

User Obligations and Responsibilities

Students are authorized to use the Dream Academy's online services in accordance with user obligations and responsibilities specified below: Campus administration or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the campus administration or designee shall be final.

- The student in whose name a network account is issued is responsible for its proper use at all times. Users shall keep their passwords private. They shall use the system only under their own account.
- The school's network and computers shall be used only for purposes related to education. Commercial, recreational, political, and/or personal use unrelated to an educational purpose is strictly prohibited.
- Dream Academy reserves the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by the administration.
- The use of the Dream Academy network is a privilege, not a right, and inappropriate use shall result in a cancellation of all privileges.

- Students are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter or material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. (Harmful matter includes matter, taken as a whole, which to the average person applying contemporary standards, and appeals to the prurient interest and is a matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.)
- Users shall not use the network to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or school policy.
- Copyrighted material may not be placed on the Dream Academy network without the author's permission. Users may download copyrighted material for their own use only.
- Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading, or creating of computer viruses and/or any malicious attempt to harm or destroy school equipment or materials, or the data of any other user. Vandalism also includes installing non-approved software or hardware.
- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
- Users shall report any security problem or misuse of the services to the teacher or administrator. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Students who fail to abide by these rules shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. The student understands that the following is a non-exhaustive list of activities that will not be tolerated, and that violations may result in the loss of account privileges, as well as other disciplinary and/ or legal action:

- ◊ Sending or displaying offensive pictures or graphics
- ◊ Using obscene language
- ◊ Cyber-bullying, harassing, insulting, threatening, or abusing other network users
- ◊ Violating copyright laws
- ◊ Using another user's account and password
- ◊ Damaging computers, personal or network files
- ◊ Installing or using unapproved software (i.e. games, file-sharing systems, etc.)
- ◊ Trespassing in another user's private files
- ◊ Attempting to circumvent network security

Social Networks

Social network sites such as Facebook, Instagram, Snapchat, and other digital platforms and distribution mechanisms facilitate student communication with other students. Facebook and similar directories are hosted outside of the Dream Academy Schools' server. Violations of school policy (e.g. harassing language, drug or alcohol policy violations, copyright infringement, etc.) or evidence of such violations in the content of online social networks or digital platforms are subject to investigation and sanction under the Student Code of Conduct and other school policies. The school's guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment.

Students at Dream Academy should:

1. Remember that the social network is an extension of the classroom. Students should not post anything on a social network site that they would not say, write, or do in their classroom. Use common sense, but if students are ever in doubt ask a Lead Educator, Learning Coach, or parent whether or not what they are considering posting is appropriate.
2. Know that speech considered inappropriate in the classroom is inappropriate on a social network site and could subject students to discipline. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks.
3. Not initiate nor accept social network friend requests with current or former teachers and/or staff.

Administration of Undesignated Asthma Medication, an Epinephrine Auto-injector, Glucagon, or an Opioid Antagonist

Upon any administration of an undesignated medication permitted by State law, the Director or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply. No one, including without limitation, parents/guardians of students, should rely on Dream Academy Schools for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physicians regarding these medication(s).

Self Administration of Medication

A student may possess an epinephrine auto-injector, for example EpiPen, or asthma medication prescribed for the student's discretion provided the student's parent/guardian has completed and signed a "Dream Academy Medication Authorization Form. The Maloney Foundation DBA Dream Academy Schools shall encourage no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.

A student's parent/guardian must identify and hold harmless the Dream Academy Schools and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising from a self-administration of an epinephrine auto-injector and or medication, or the storage of any medication by school personnel.

Administration of Medical Cannabis

The exclusive purpose of this policy is to comply with the mandate of F.S. 1006.062(8), to allow a student who is a qualified patient, as defined in F.S. 381.986, to use medical marijuana obtained in accordance with the law. Both the student and the designated caregiver possess valid registry identification cards and copies are within the student's file. Students and/or staff are not permitted to store and or distribute medication. After administering the product to the student, the designated caregiver immediately removes it from the school premises.

Medical cannabis-infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the school, would create a disruption to the educational environment or cause exposure to the product to other students.