Parent & Student Handbook

BALBOA SPORTS ACADEMY

WHAT'S INSIDE

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SECTION ONE

1 Our Program

Mission Statement

Our mission is Changing Lives - we prepare students for future success by providing a diverse student-centered environment that nurtures academic, social, and personal growth.

Vision Statement

Our vision is to engage students today.

Core Values

Diversity **Creativity** **Mastery**

Growth

Programs

At BSA, diversity of both population and thought are vital to our mission. All members of our community: students, families, and faculty are encouraged and expected to bring their full identities to school with them every day. Differences are not merely tolerated and accepted-they are celebrated. BSA believes all students deserve a rigorous and accessible education.

Student Learning Outcomes

At Balboa Sports Academy, we expect each of our students to:

- Achieve high academic standards.
- Create work that demonstrates innovation and originality.
- Cooperate in the classroom and community.
- Develop a growth mindset.

SECTION TWO

2 Student Dress Code

In order to promote a successful learning environment, students at Balboa Sports Academy must comply with the following personal appearance standards for all classes:

Shirts, Tops and Jackets	-Uniform shirts. -Collared shirts. -Acceptable colors: blue, white, gray, black. *Revealing shirts and blouses are not permissible.
Shorts and Skirts	-Must be no shorter than mid-thigh when seated. -Acceptable colors: khaki, navy, black, or gray may be worn. *No jean shorts allowed.
Pants	-Pants must be clean and in good repair. -Acceptable colors: khaki, navy, black, or gray may be worn. *No jeans are permissible. *Bagging/sagging clothes are not permissible.
Tattoos and Body Piercing	-Tattoos and body piercing, other than earrings, must not be distracting to the learning environment.
Hats and Sunglasses	*May NOT be worn.
Hair	- Must be clean, combed, and neatly trimmed or arranged. -Shaggy, unkempt hair is not permissible regardless of length.
Shoes and Sandals	-Shoes and sandals should be appropriate for school. *No flip flops or slides. *No Crocs may be worn.
General	-Clothing is to be neat, clean, in good repair, and appropriate to a typical school.

Please note: Students that are not dressed in the proper school uniform choices listed will not be allowed on the school transportation. If a student is dropped off at campus, parents will be notified to pick the student up and the student will not be allowed to return to campus without a proper uniform.

SECTION THREE

3 Attendance Policy

Absences

Balboa Sports Academy encourages consistent, on-time attendance for all class sessions: on campus, virtual, and hybrid/on-line. Please schedule appointments and trips during non-school time.

- Attendance is taken at the start of all classes.
- Parents or guardians must call/email the school and notify the Administrative Office by 8:15 a.m. if their child is going to be absent from school/class on a given day.
- A student may be excused from school/classes when the absence is due to:
  - Personal illness or injury (showing symptoms of illness).
  - Medical, dental, optometric, or chiropractic services rendered.
  - Attendance at funeral services for a member of the immediate family.
  - Exclusion for failure to present evidence of immunization.
  - Exclusion from school because students are carriers of a contagious disease.
  - Pre-approved sporting competition.
- If an absence is not excused by a parent or guardian within 24 hours, the student will be considered unexcused.
- After three days of consecutive absences due to medical reasons, parents must submit a doctor's note.

Hybrid Program Policy

Overview

The Hybrid Learning Program at Balboa Sports Academy (BSA) is designed to provide flexibility while maintaining academic accountability and instructional integrity. Students enrolled in the Hybrid Program are considered full-time students and are expected to meet all attendance and academic engagement requirements.

Hybrid Schedule Requirements

Students participating in the Hybrid Program must adhere to the designated Hybrid schedule as follows:

- **In-Person Attendance:** Students are required to attend campus two (2) days per week. Parents/guardians select the designated in-person days at the beginning of the school year. These selected days remain consistent unless formally approved by administration.
- **Remote Learning Days:** On non-campus days, students are required to work from home through the school's approved online learning platform.

Minimum Weekly Instructional Hours

Hybrid students must complete a minimum of:

> **15 instructional hours per week** (Equivalent to 3 hours per day, Monday–Friday)

These hours include:

- On-campus instructional time
- Online coursework completed at home

Time must reflect active academic engagement, including:

- Completing lessons
- Submitting assignments
- Participating in required academic sessions
- Meeting progress benchmarks within the learning platform

Attendance Accountability

Attendance for Hybrid students is monitored through:

- Physical presence on assigned in-person days
- Online platform log-ins and time tracking
- Course completion progress
- Assignment submissions

Students who do not meet the minimum 15-hour weekly requirement may be:

- Marked absent for the day/days in question
- Placed on academic probation
- Required to attend additional in-person instructional support
- Removed from the Hybrid Program and transitioned to full in-person instruction

Absences

In-Person Days — Students must follow standard school attendance policies for absences on designated in-person days. Excused absences must be documented according to school policy.

Remote Days — Failure to log in, participate, or complete coursework on remote days will be considered an unexcused absence.

Academic Progress Expectations

Because BSA operates on a mastery-based model, Hybrid students must:

- Stay on pace with projected course completion dates
- Maintain steady weekly progress
- Meet semester completion benchmarks

Students who fall significantly behind may lose Hybrid privileges.

Parent & Student Responsibility

Enrollment in the Hybrid Program requires:

- Parent supervision and accountability on remote days
- Reliable internet access
- A personal device for at-home coursework
- Commitment to the selected in-person schedule

Failure to uphold these responsibilities may result in program reassignment.

Policy Acknowledgment

By enrolling in the Hybrid Program, families acknowledge and agree to:

- The 15-hour minimum weekly academic requirement
- The designated in-person attendance commitment
- Ongoing progress monitoring standards

SECTION FOUR

4 Arrivals / Pick-up / Visitors

Drop Off

Elementary/Middle & High school parents may drop off their child at school as early as 15 minutes prior to their academic session. Students must exit the building no later than 15 minutes after their academic sessions to ensure a smooth transition of incoming students.

School Visitors

We welcome visitors to our campus and encourage appointments to ensure we can provide the best experience and attention possible. While walk-ins are accepted, all visitors must check in at the front entrance upon arrival. For the safety and security of our students and staff, all visitors must be escorted while on campus and in classrooms. Thank you for helping us maintain a safe and organized school environment.

> -Parents must call/email to notify the Administrative Office in advance when a student needs to leave school early.

SECTION FIVE

5 Enrollment / Dis-enrollment Policies

For Private Pay Students

- Enrollment contracts for private pay students are required to be signed and submitted annually for each student before the start of the school year.
- Written thirty-day notice is required upon departure of the school program before the end of the enrollment contract.
- Enrollment contracts will be terminated upon dis-enrollments.
- Deposits received will be forfeited. No refunds.

STEP Up Scholarship Students

Step Up Scholarship Tuition Approval Requirement

Families using the Step Up for Students Scholarship must approve their student's tuition payment in their EMA (Education Market Assistant) account each quarter.

Once the quarterly scholarship payment is available, parents will receive a notification from Step Up for Students to review and approve the tuition invoice submitted by the school. Approval must be completed within 3 days of the quarter opening.

> If tuition approval is not completed within 3 days, your student will temporarily lose access to their courses until the tuition has been approved. Access will be restored once the approval has been completed in EMA.

These funds are deposited into the parent's EMA account after enrollment is verified by the school and the Florida Department of Education.

We strongly encourage parents to log in to their EMA account immediately when notified so that tuition approvals can be completed promptly and your student's academic access is not interrupted.

If you need assistance accessing your EMA account or completing the approval process, please contact the school office.

SECTION SIX

6 School Rules & Policies

Academic Probation

Students may be placed on Academic Probation if he/she has met any of the following criteria:

- Earned an academic grade of "F" in two or more classes.
- Has not maintained an overall GPA of 2.0 or higher.
- Has 10 or more unexcused/excused absences.
- Academic probation may result in expulsion/involuntary withdrawal and/or grade retention.

Honor Code

If a student is unsure of the requirements for any activity or assignment, to avoid a violation of the Honor Code, he/she is responsible for checking his/her understanding with the teacher. Violations of the Honor Code include, but are not limited to, the following areas:

Cheating

In copying, a student is taking the work of another, either on classwork, homework, or on a test, and claiming it as his/her own. At Balboa Sports Academy, cheating includes, but is not limited to:

- Copying and/or offering any work, tests, etc. verbally, in written form, or by electronic means.
- Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means.
- Bringing in and using unauthorized information during class time, including information stored in an electronic device.
- Offering or receiving information under circumstances when information is not to be shared.
- Copying or receiving the work of other students or teachers.
- Having anyone, including parents or tutors, complete assignments and submit the work as one's own.
- Presenting collaborative work as independent work and independent work as collaborative. (In-group work, one person should not and will not bear the burden for the entire group assignment.)
- Fabricating or "fudging" data, information, or sources. Attempting to pass off made up material as the result of genuine efforts.
- Pressuring other students to violate the Honor Code.

Plagiarism

The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers.

Violations include, but are not limited to, the following:

- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work.
- Using another's ideas without proper citations.
- Incorporating portions of another's writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using "unique" phrases without citations.
- Using graphics, charts, diagrams, or illustrations without citations.

Electronics

- Electronics, including but not limited to cell phones, personal laptops, personal iPads, personal iPod, and Mp3 players are ONLY allowed in class for academic purposes at the discretion of each teacher.

> *Balboa Sports Academy School will not assume liability for the loss of any personal property.

The use of computers and the Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner.

1. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.

2. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.

3. We require that students and parents/guardians accept the following rules for acceptable on-line behavior.

- Students will use the school Internet access only for educational purposes.
- Students will use respectful, appropriate language at all times.
- In written and oral reports, students will give proper credit to all programs, books, articles, and data obtained from the Internet.
- Students will respect the rights of copyright owners and will not reproduce any work protected by copyright.

- Students will not try to gain unauthorized access to any other system.
- Students will never give out personal information (such as their address or telephone number), send pictures that are personally identifiable, or agree to a personal encounter with someone they meet online.
- Students will promptly report any messages/communications that are inappropriate or make them feel uncomfortable to the teacher.
- Students will not attempt to bypass or shut off the security measures on the school's computers or network.
- Students will obey the Computer Usage rules posted in the classroom.

4. Violations will result in a loss of access as well as other disciplinary or legal action.

Medication Policy

Students are not allowed to keep any medication in their possession while they are on school property.

- All medications, including prescription medication and over the counter medications, must be turned into the front office.
- The student's parents/guardians and prescribing physician must complete and sign a medication form in order for the medication to be dispensed to the student.

School Property

All students are expected to respect school property, which includes student ipads, textbooks, and chromebooks.

- Students and parents/guardians will be expected to cover the charges for any damaged property.

Sexual Harassment

Sexual harassment of or by any student shall not be tolerated. Balboa Sports Academy considers sexual harassment to be a major offense that will result in disciplinary action up to and including dismissal of the offending individual and may lead to personal legal and financial liability.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone from or in the educational setting constitute sexual harassment when:

1. Submission to the conduct is made either as an explicit or implicit condition of employment, status, or promotion.

2. Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the harassed individual.

3. The harassment substantially interferes with an individual's work, academic performance or creates an intimidating, hostile or offensive environment.

4. Submission to, or rejection of, the conduct is the basis for any decision affecting an individual regarding benefits and services, honors, programs, or other available activities at or through the work or educational setting.

Harassment can take many forms. Everyone must be sensitive to the feelings of others and must not act in a way that might be considered harassment by someone else. Forms of sexual harassment include, but are not limited to, the following:

1. Verbal Harassment: Derogatory comments, jokes or slurs, deprecating sexual remarks, inappropriate slang references to women or men or unwelcome sexual advances.

2. Physical Harassment: Unnecessary or offensive touching or impeding or blocking movement.

3. Visual Harassment: Derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures.

4. Textual & Virtual Harassment: Derogatory comments, jokes or slurs, deprecating sexual remarks, inappropriate slang references to women or men, unwelcome sexual advances and/or pictures, via computer or cell phone.

5. Sexual Favors: Unwelcome sexual advances, requests for sexual favors carried out verbally or physically. The illustrations stated above are not to be construed as an all-inclusive list of prohibited acts under this policy.

A written record of each action taken regarding a student who is determined to have engaged in prohibited conduct pursuant to the policy and complaint procedure will be placed in the offending student's file, provided, the report shall not be entered or filed unless and until the student is given notice and an opportunity to review the comment thereon. A student also shall have the right to enter and have attached to any derogatory statement to be placed in the file, his or her comments thereon. The record to be placed in the file will reflect the conduct, or alleged conduct, the nature, scope, and findings of the investigation, the warning given, or other discipline imposed.

An individual who feels that he/she is being harassed should immediately report such an incident to an administrator. There will be no retaliation against an individual by the administration for making a complaint of sexual harassment. The administration will resolve these complaints in as thorough and confidential a manner as possible.

SECTION SEVEN

7 Parent Information

Communication

Communication between school and home is an integral part of Balboa Sports Academy's program of success.

- Balboa Sports Academy provides parents/guardians with access to their student's grades through the school's online platform. We encourage parents/guardians to regularly log in.

To obtain access, contact the Administrative Office.

- Your assistance with the following will facilitate your child's school success:
  - Make sure the office has your current contact information, including your email address and telephone information. Contact the office immediately if your contact information changes in any way.
  - Balboa Sports Academy frequently sends out information regarding upcoming events and requests for assistance via email. Please be sure you are receiving these email newsletters about school events and make sure your web browser does not filter them out. If you are not currently receiving emails, please contact the administrative office immediately.
  - Please respond in a timely manner to all emails and other communications that require action on your part. Some examples of these items are field trip permission slips, RSVPs, attendance questions, etc. Inaction and delays impede the success of your child's school experience.
  - Please notify administrators of any problems or changes (medications, family dynamics, sleep patterns, etc.) that may affect your child's school performance.

Lunch & Break

-Students should bring a ready-to-eat lunch and snack or money to purchase items.

-As a precaution against food allergies and food reactions, we discourage all students from sharing foods.

-Personal delivery services are not allowed on campus (uber eats, door dash, etc.) to maintain security on the premises.

-Students must remain on campus during Break times.

Educational Support Policy

If a student becomes pregnant while enrolled at school, we are committed to supporting their health and academic success. In order to ensure the student's well-being and to accommodate the physical demands of pregnancy, we require that they transition to full time online learning for the duration of their pregnancy. This

allows the student to maintain their education in a flexible and supportive environment. We encourage open communication with the students and their families to provide the necessary resources and assist in making this transition as smooth as possible. The school is dedicated to offering ongoing support throughout this process.

SECTION EIGHT

8 Transportation

Transportation may be offered at various times to students. Transportation to and from BSA is a privilege. Students that cannot or will not follow the transportation rules will be banned from BSA transportation.

1. Students will follow directions of the bus manager/driver.

2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.

3. Students will wait in an orderly line and avoid playing.

4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the bus driver for a hand signal, and they have looked in both directions for traffic; left, right, left.

5. Students will signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up the object.

6. Students will go directly to their assigned seat when entering the bus. Keep the aisles and exits clear.

7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.

8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.

9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.

10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.

11. Students will not extend their heads, arms, or objects out of the bus windows.

12. Students will be totally silent at railroad crossings.

13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.

14. Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. Only in the event of an emergency, as determined by the principal or their representative, will a student be allowed to ride a different bus. Notification of this emergency must be sent to the school in a written note signed by the parent/guardian. The school administrator may provide a bus pass granting permission.

15. Students will keep their bus clean and in good, safe condition.

16. Students are allowed to "Bring Your Own Device" (BYOD) but shall be prohibited from using such devices during the operation of the school bus in a manner that interferes with the communication equipment or the bus driver's operation of the school bus. The bus driver may allow wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules.

17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

SECTION NINE

9 Academics

Supplies

Students are responsible for bringing their own school supplies during the entire school year. Students should always be prepared with:

- Headphones
- Lined paper.
- Pencils/pens.
- Backpack/school bag.
- Additional supplies requested by each teacher for PBL Learning.

Grading Scale

93–100 **A**	90–92 **A–**	87–89 **B+**	83–86 **B**
80–82 **B–**	78–79 **C+**	73–77 **C**	70–72 **C–**
68–69 **D+**	63–67 **D**	60–61 **D–**	59-Below **F**

Credit Recovery

Students may make up 3 credits per academic year. An academic year runs from August through July which includes Summer School.

Course Completion Policy

All courses at Balboa Sports Academy are year-long courses designed to be completed over the full academic year.

Students are expected to complete all course requirements by the last day of the school year (Spring) in order to receive a final grade and earn credit for the course.

Failure to complete coursework by the designated deadline may result in:

- An incomplete grade and/or
- Loss of credit for the course, which may impact promotion or graduation status

Students and families are encouraged to monitor progress regularly and communicate with teachers to ensure all coursework is completed on time.

10

SECTION TEN

High School Graduation Requirements

Subject	BSA Graduation Requirements (24 credits)	NCAA Eligibility Requirements
Social Studies	History/Social Science, 3 credits (3 years) (World History, U.S. History & Economics/Government required)	History/Social Science (2 years) (World History & U.S. History or 1 semester of U.S. History & 1 semester Government/Civics)
English	English, 4 credits (4 years- 9th-12th)	English (4 years- 9th-12th)
Science	Laboratory Science, 3 credits (3 years) *4 Recommended for University	Laboratory Science (2 years) Natural/physical science (Biology, Chemistry, &/or Physics required) 1 year of lab science
Mathematics	Mathematics, 4 credits (4 years) (Algebra 1, Geometry, Algebra 2 required) & Precalculus or College Readiness Math	Mathematics, 3 years of Math, Algebra 1 or higher
Fine Art	Fine and Performing Arts, 1 credit (1 year) (Art, Music, Speech and Debate or Practical Arts)	—
Electives	Electives, 6 Credits	—
Foreign Language	Language other than English, 2 credits (2 years), 3 years recommended (must be in the same language)	—
Physical Education	Physical Education, 1 credit (1 year) to include Health	—
Additional (NCAA)	—	**1 additional year of English, math, or Natural/Physical Science. **4 additional years of English, math, natural/ physical science, social science, foreign language, comparative religion or philosophy

Mock Schedule

9th Grade	10th Grade
World History	U.S. History
Biology	Chemistry
English 1	English 2
Foreign Language	Foreign Language
Algebra 1	Geometry
HOPE	Elective

11th Grade	12th Grade
Economics/Government	Pre-Calculus
Physics	English 4 or AP English
English 3	Environmental Science
Algebra 2	College and Career Prep
Financial Literacy	Elective
Elective	Elective

*This schedule is only a guide. The academic coordinator will review all students' credits to ensure that they are placed into their appropriate courses to meet their graduation requirements.

Timeline for Admission Testing

	Freshmen	Sophomore	Junior	Senior
Fall	—	—	—	SAT
Spring	—	—	SAT or ACT	SAT/ACT (If needed)

SECTION ELEVEN

11 Middle School Promotion Requirements

Eighth Grade Promotion Requirement

-Academic GPA of 2.0 and above for ALL subjects.

-The student may be placed on Academic Probation or retained from a grade if he/she does not meet these requirements.

-All students at Balboa Sports Academy are expected to meet the following requirements in order to matriculate into our high school program:

Core Courses (6th–8th course sequence)

Subject	Requirement
Social Studies	3 units (3 years= 6th, 7th, 8th)
English	3 units (3 years= 6th, 7th, 8th)
Mathematics	3 units (3 years= 6th, 7th, 8th) — Algebra 1 and Geometry can be used towards high school credit
Science	3 units (3 years= 6th, 7th, 8th)
Elective / Physical Education	6 units

SECTION TWELVE

12 School Violations & Disciplinary Actions

Behavior	1st Offense	2nd Offense	3rd Offense
Dress Code Violation	2	3	4
Excessive Unexcused Absences	After 5 — 2	After 10 — 3	After 15 — 4
Tardiness (unexcused arrival to school or class more than 10 minutes late)	After 1, Considered Skipping — 3	After 2 offenses — 3	After 3 offenses — 4
Plagiarism	2	3	4
Disruptive Conduct	2	3	4
Defiance/Disrespectful Behavior	2	3	4
Transportation Violation	2	3	4
Leaving School without permission	3	4	-
Electronic Use Violation	2	3	4
Bullying	3	4	-
Sexual Harassment	3	4	-
Assault/Fighting	3	4	-
Theft	3	4	-
Vandalism	3	4	-
Smoking	4	-	-
Arson	4	-	-
Possession of a Controlled Substance	4	-	-
Weapons Violation	4	-	-

1 = Parent Contact

2 = Meet with Administration

3 = Suspension

4 = Expulsion/Involuntary Withdrawal

SECTION THIRTEEN

13 International Students

Each student is required to follow the policies and procedures of Balboa Sports Academy, as defined in the Balboa Sports Academy Parent & Student Handbook, including students who are 18 years or older.

- All changes pertaining to a student must be reported within 48 hours. This includes a new address, new telephone number and/or new guardian.
- Each student is required to follow the policies and procedures for attendance. This includes arriving late to school and leaving early.
- Each student must notify Balboa Sports Academy's PDSO/DSO prior to leaving the US and is responsible for getting his/her form I-20 signed prior to leaving.
- In case of an emergency and a student must return to his/her home country, the student and guardian must report it to the attendance department and to the PDSO/DSO at least 24 hours before his/her departure.
- Each student must be approved by the administration at least 2 weeks prior for any prolonged absences. To be approved the student must submit a Contract of Independent Study (CIS forms are available in the Administrative Office). Assignments missed during ANY absence must be made-up within 1 day of returning to school/class in order to receive full credit.
- Each student is required to obtain medical insurance while studying at Balboa Sports Academy. Any student who needs to see a medical physician should contact his/her medical insurance company for available physicians.

Any student who is unable to complete his/her educational program by his/her program end date must apply for an extension in writing. The request must be submitted 60 days prior to the program end date. Applications for extensions can be obtained from PDSO/DSO in the Administrative office. The program end date can be found on the student's I-20 form.

- After a student has completed his/her studies at Balboa Sports Academy and is not transferring to another US school, he/she is authorized to stay in the US 60-days after the program end date. The program end date can be found on the student's I-20 form. If the student is transferring to another US school, he/she should notify the PDSO/DSO immediately.

> For any I-20 Questions or Concerns please email:
> PDSO: Dr. Ashley Jones — ajones@americancollegiate.us

Progression into Core English

In order for a student to progress into our Core English Courses or Advanced ESL, we use the table below to determine the level of English the student will progress into. Students are able to take the TOEFL or IELTS, with the approval of administration to determine their next level of Core English.

Grade Level	TOEFL	IELTS	VOXY
English 9	40	3	300–450
English 10	50	4	450–600
English 11	60	5	600–750
English 12	70	6	750 & above

SECTION FOURTEEN

14 School Emergencies

Most situations begin long before they become emergencies. With this understanding, the school understands the positive impact that building relationships and educating all students, academically as well as socially and emotionally, has on school safety.

The school also fully embraces the benefits of preparedness. Consequently, we will train throughout the year for a variety of situations as a student body. As each situation that may occur is different, one of our overall strategies for emergencies is to empower our staff with the ability to use their knowledge and training to make the choices they think best for any specific circumstance.

Reporting Dangerous or Potentially Dangerous Situations

In the event that you do see or hear of something that has the potential to become dangerous, whether at school, outside of school, or online, immediately report it to a coach, teacher, administrator, or through email to zjones@americancollegiate.us. We encourage you to leave your name when using this email as it often helps a great deal in evaluating threats.

Classroom Teacher Qualifications

BSA strictly follows the requirements as laid out in Florida Statute section 1002.421(1)(h), which require that all classroom teachers hold baccalaureate or higher degrees, have at least 3 years of teaching experience in public or private schools, or have special skills, knowledge, or expertise that qualifies them to provide instruction in subjects taught.

SECTION FIFTEEN

15 Individuals with Disabilities Education Act

Parentally placed private school students with a disability do not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

Standards of Ethical Conduct

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
    1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
    2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
    3. Shall not unreasonably deny a student access to diverse points of view.
    4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
    5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
    6. Shall not intentionally violate or deny a student's legal rights.
    7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
    8. Shall not exploit a relationship with a student for personal gain or advantage.
    9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
    1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.

5. Training Requirement — All employees, educational support, instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Reporting Misconduct by Instructional Personnel and Administrators

All employees, educational support, instructional personnel and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

Reports of misconduct of employees should be made to Adam Godwin, who can be reached at adamrobertgodwin@gmail.com.

Reports of misconduct committed by administrators should be made to David Wisner.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services.

Policies and procedures for reporting misconduct by instructional personnel or school administrators which affect the health, safety, or welfare of a student are posted in the Staff Room and are also on our website.

Reporting Child Abuse, Abandonment or Neglect

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: https://reportabuse.myflfamilies.com/s/

Signs of Physical Abuse — The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse — The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect — The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, stealing food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

SECTION SIXTEEN

16

Student Housing Policy

This handbook provides important information about our housing policies, expectations, and resources, for students who are enrolled in Student Housing. We are committed to providing a safe, supportive, and structured living environment that promotes student success both academically and personally.

The Student Housing Policy ensures a safe, structured, and respectful residential environment that supports the academic and personal growth of all students residing in Academy housing, including both domestic and international students.

Housing Overview

Our student housing consists of shared apartments located near campus. Each apartment is supervised by live-in residential staff who ensure students are safe, supported, and following Academy guidelines. Housing is primarily for international and out-of-state domestic students in grades 8–12.

Eligibility for Housing

Housing is available to enrolled international and non-local domestic students in grades 8–12. Students must remain in good academic and behavioral standing to retain housing privileges.

Housing Assignments

Students are assigned to shared apartments based on age, gender, and availability. Roommate requests will be considered, but final placement is at the discretion of the BSA Housing Director. Housing assignments are valid for one academic year unless otherwise stated.

Arrival and Departure Procedures

Move-in and move-out dates are provided each semester. Students must complete check-in and check-out forms and return keys/access cards. Late departures or early arrivals must be pre-approved.

Health and Safety

Our housing policies prioritize student health and safety. Apartments are inspected regularly, and maintenance requests are handled promptly. Students are expected to follow safety procedures and emergency protocols.

Students must comply with health policies, including vaccination and illness reporting requirements. Counseling and medical support resources are available through BSA.

Facilities and Responsibilities

Students must keep living spaces clean and orderly. Shared responsibilities (e.g., dishes, trash) are expected to be divided fairly among roommates.

Maintenance issues must be reported promptly to BSA's housing staff. Regular room inspections will be conducted. Damage or misuse of property may result in charges to the parents/guardians of the student(s) responsible.

Daily Life and Supervision

Students live in a supervised environment with curfews and structured check-ins. Quiet hours and shared responsibilities help maintain order and respect in the apartments. Staff are available 24/7 to assist students and handle emergencies.

All students are under the supervision of live-in residential staff and housing monitors. Students must attend weekly check-ins and safety meetings. Emergency protocols and evacuation procedures must be followed at all times.

Rules and Expectations

Only assigned students may reside in the apartments. No unapproved guests may stay overnight. Quiet hours are enforced from 9:00 PM to 7:00 AM on school nights and 10:00 PM to 8:00 AM on weekends.

Curfew is strictly enforced:

- Weekdays: 9:00 PM
- Weekends: 10:00 PM
- Exceptions require written approval from a parent/guardian and BSA's Housing Director.

Students must follow Academy rules while in housing. This includes, but is not limited to, curfews, respectful behavior, roommate agreements, and residential staff instructions. Possession of tobacco, alcohol, drugs, weapons, and inappropriate media is not permitted.

Code of Conduct and Discipline

Students must follow BSA's Code of Conduct and Rules while in housing and while on campus. Violations may result in disciplinary action, including removal from housing.

Student Communication Requirements

Students must check in daily with designated residential staff. Emergency contact information for parents/guardians must remain up to date.

Communication and Parent/Guardian Involvement

We maintain open lines of communication with parents/guardians. Parents/Guardians will be contacted in the event of emergencies, rule violations, or health concerns. Regular updates and reports are provided to help parents/guardians stay informed.

What Parents/Guardians Can Do

- Stay in contact with your child and housing staff.
- Encourage healthy routines and accountability.
- Inform staff of any concerns or special circumstances.
- Review the Student Housing Policy and Agreement Form with your child.

Appeals and Complaints

Students or parents/guardians may appeal housing decisions or submit complaints in writing to the BSA Housing Director within five (5) business days of the issue.

Amendments and Review

This policy and handbook are reviewed annually and may be updated by the BSA administration as needed.

Student Housing Cleanliness Policy

To maintain a safe, healthy, and respectful living environment, all students residing in school housing are required to keep their assigned rooms clean and in good condition at all times.

Weekly Room Inspections will be conducted by school staff to ensure compliance.

Inspection & Enforcement Process

- **First Failed Inspection:** If a student's room does not meet cleanliness standards, a formal warning will be issued, and a $75 cleaning fine will be assessed.
- **Second Failed Inspection:** A second failure will result in an additional $75 cleaning fine.
- **Third Failed Inspection:** Upon a third failure, Balboa Sports Academy reserves the right to remove the student from school housing.

Housing Removal

If a student is removed from housing due to repeated non-compliance:

- The student and their parent/guardian will be fully responsible for securing alternative housing
- No refunds or housing credits will be issued
- The student's enrollment status may be reviewed if housing was a required component of their program

Students are expected to take responsibility for maintaining cleanliness, including but not limited to: trash removal, proper organization, sanitary conditions, and general upkeep of their living space.

SECTION SEVENTEEN

17 Student Athlete Policy

1 Purpose & Philosophy

Balboa Sports Academy believes that athletics are an extension of the academic program. Participation in athletics is a privilege, not a right, and student-athletes are expected to represent Balboa Sports Academy with integrity, discipline, and excellence both academically and athletically.

Athletic participation is contingent upon compliance with all academic, behavioral, attendance, and eligibility requirements outlined below.

2 Academic Eligibility Requirements

Minimum GPA Requirement

All student-athletes must maintain:

> A minimum cumulative GPA of 2.5

Eligibility will be reviewed:

- Weekly (progress checks)
- At grading periods
- At semester end

Students who fall below a 2.5 GPA may:

- Be placed on academic probation
- Be temporarily suspended from practice and/or games
- Be removed from athletic participation if GPA is not improved within the designated probation period

Academic Progress (Mastery-Based Model)

Because Balboa Sports Academy operates on a mastery-based, self-paced model:

- Student-athletes must remain on track with projected course completion dates.
- Falling significantly behind academically may result in loss of athletic eligibility.
- Coaches and administration may request weekly progress reports.

3 Attendance Requirements for Student-Athletes

School Day Attendance Requirement

Student-athletes must attend school on:

- Practice days
- Game days
- Travel days

Students who are absent from school (unexcused) on a practice or game day:

- May not practice that day
- May not participate in the game

Excused absences must be approved by administration.

Hybrid Student-Athlete Academic Requirement

Hybrid students must complete:

> A minimum of 3 academic hours per day (15 hours per week total)

For hybrid student-athletes:

- The required 3 hours must be completed prior to practice or game time.
- If the 3-hour minimum is not completed before practice or game:
  - The student may not practice that day.
  - The student may not participate in the scheduled game.

No exceptions will be made without prior administrative approval.

4 Conduct & Character Expectations

Student-athletes are expected to:

- Demonstrate sportsmanship at all times.
- Respect coaches, officials, teammates, and opponents.
- Follow all school behavior policies.
- Avoid profanity, bullying, harassment, or disruptive conduct.
- Represent Balboa Sports Academy positively on and off campus, including social media.

Violation of conduct expectations may result in:

- Suspension from practice
- Suspension from games
- Removal from the team
- School disciplinary consequences

5 Social Media Policy

Student-athletes must:

- Refrain from posting inappropriate, offensive, or harmful content.
- Avoid posting content that reflects negatively on Balboa Sports Academy, its athletics program, teammates, coaches, or opponents.
- Avoid public disputes related to team matters.

Inappropriate social media conduct may result in immediate suspension from athletic participation.

6 Health & Insurance Requirements

Health Insurance

All student-athletes are responsible for maintaining their own personal health insurance coverage.

> Balboa Sports Academy does not provide health insurance coverage for student-athletes.

Liability & Assumption of Risk

Participation in athletics involves inherent risks, including but not limited to physical injury.

By participating in Balboa Sports Academy athletics:

- Families acknowledge the risks associated with athletic participation.
- Balboa Sports Academy, Balboa School Corporation, and its administrators, staff, and coaches shall not be held liable for injuries sustained during practices, games, travel, or athletic events.
- Parents/guardians must sign a Liability Waiver and Assumption of Risk form prior to participation.

Physical Examination Requirement

All student-athletes must:

- Submit a current sports physical prior to participation.
- Provide updated medical and emergency contact information.
- Inform coaches of any medical conditions or limitations.

Failure to provide required documentation will result in ineligibility.

7 Practice & Game Participation Expectations

Student-athletes must:

- Arrive on time to all practices and games.
- Attend scheduled team meetings.
- Notify coaches in advance of absences.
- Maintain appropriate athletic attire and equipment.

Repeated tardiness or missed practices may result in reduced playing time or suspension.

8 Travel Expectations

During travel:

- Students represent Balboa Sports Academy at all times.
- Students must follow coach and staff directives.
- Students must follow hotel and facility rules.
- Curfew must be strictly observed.

Failure to comply may result in immediate disciplinary action and potential removal from the team.

9 Substance Use Policy

Student-athletes are strictly prohibited from:

- Using or possessing alcohol
- Using or possessing tobacco or vaping products
- Using or possessing illegal drugs
- Using performance-enhancing substances

Violation will result in immediate suspension pending investigation and possible removal from athletic participation.

10 Equipment Responsibility

Student-athletes are responsible for:

- Maintaining issued uniforms and equipment.
- Returning all school-issued items at the end of the season.
- Paying replacement costs for lost or damaged items.

11 NCAA & College Recruitment Responsibility

Student-athletes are responsible for:

- Maintaining required academic standards for NCAA eligibility.
- Completing necessary eligibility documentation.
- Communicating with the athletic department regarding recruitment opportunities.

Balboa Sports Academy may assist but does not guarantee recruitment placement.

12 Parent Communication

Parents must:

- Support coaching decisions.
- Follow proper communication channels.
- Schedule meetings appropriately.
- Avoid confrontations before, during, or immediately after games.

Concerns should follow the chain of command:

1. Student-athlete speaks with coach
2. Parent schedules meeting with coach
3. Athletic Director review (if necessary)
4. Administration review (If necessary)

13 Revocation of Athletic Privilege

Balboa Sports Academy reserves the right to:

- Suspend
- Remove
- Restrict participation

At any time due to academic deficiency, attendance issues, conduct violations, or failure to meet program expectations.

Athletic participation is a privilege and may be revoked at the discretion of administration.