MY SCHOOLHOUSE, LLC

Parent and Student Handbook

Pre-K through 12th Grade | An Innovative Four-Day Academic Week

2026–2027 School Year

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WELCOME TO MY SCHOOLHOUSE

Dear Parents and Students,

Welcome to another exciting year at My Schoolhouse! This handbook contains the policies, procedures, and expectations that help our school community run smoothly, safely, and joyfully. Please read it carefully together as a family, and keep it as a reference throughout the school year.

— Ms. MyTrang (Mimi) Donahue, Director of Education

Our Mission

My Schoolhouse cultivates whole learners — students who master rigorous academics while developing the confidence, creativity, and entrepreneurial mindset needed to thrive beyond the classroom.

Nondiscrimination Statement

My Schoolhouse enforces a strict policy of non-discrimination on the basis of race, color, gender, religion, national or ethnic origin, or disability in its admissions, programs, activities, and all aspects of school operations.

SCHOOL HOURS & DAILY SCHEDULE

Weekly Schedule

My Schoolhouse operates on an innovative four-day academic week. Classes are held Tuesday through Friday, giving students and staff a three-day weekend.

Daily Program Hours

Early Morning Care	7:45 AM – 9:15 AM (optional, for families needing early drop-off)
Regular School Day	9:15 AM – 3:00 PM
Snack & Transition	3:00 PM – 3:30 PM
PM Tutoring Program	3:30 PM – 5:45 PM (latest dismissal)

Arrival Procedures

- The primary arrival point is the back entrance of the building — a secure, controlled entry point staffed at all times.
- Ring the doorbell at the back entrance; a staff member will answer and admit students. The door is never left open or unattended.
- Early Morning Care students may arrive beginning at 7:45 AM.
- Regular school day students may arrive no earlier than 9:15 AM. Students arriving after the start of the instructional day are signed in, and the reason for tardiness is documented.
- A staff member greets each arriving student, confirms identity, and checks on general well-being before the instructional day begins.

All arrivals and departures are recorded through the school's ProCare terminal:

- Kindergarten, primary-level, and unique-ability students — a parent or guardian signs the student in and out at the terminal using their own secure individual PIN code.
- Older, independent students sign themselves in and out using their own assigned PIN code.
- If a sign-in or sign-out is accidentally missed, administration reconciles the log entry to keep attendance records accurate.

Alternate Entrance — Front Lobby

When the back entrance is temporarily blocked or inaccessible (for example, due to construction, deliveries, or maintenance work), families are directed to use the front lobby entrance instead. Staff will post a visible sign at the back entrance and notify families in advance whenever possible. The same identity verification, sign-in, and supervision procedures apply at the front lobby entrance as at the back entrance — a staff member will greet each student and confirm identity before entry.

Departure Procedures

- Dismissal is conducted in order, with Primary Division students dismissed first.
- The primary pickup point is the back entrance — ring the doorbell and the student will be called for dismissal.
- When the back entrance is temporarily blocked or inaccessible, dismissal instead takes place at the front lobby entrance. Staff will post a visible sign and notify families in advance whenever possible.
- Every student is signed out at the time of dismissal, regardless of which entrance is in use. No student departs without a completed sign-out.
- Staff verify the identity of anyone presenting for pickup. If the individual is not recognized, a valid government-issued photo ID is required.
- Students are released only to individuals on the student's authorized pickup list.
- A headcount is conducted at the close of each program period to confirm every student has been accounted for.
- If a student is not picked up at the designated dismissal time, staff contact the parent or guardian immediately using the emergency contact information on file. Students remain supervised until released to an authorized individual.

Students who are not enrolled in the PM Tutoring Program must be picked up by 3:30 PM. A late pickup fee applies for pickups after this time. Current fee amounts are specified in the Tuition Payment Contract.

Attendance and Absence Policy

My Schoolhouse is built on individualized, mastery-based instruction, where each concept builds directly on the one before it. Consistent daily attendance is essential to keeping a student's learning on pace and ensuring a secure academic foundation.

Reporting an Absence

If a student will be absent, parents or guardians should notify the school as early as possible. Documentation should be submitted directly to the school to support the absence classification.

Excused vs. Unexcused Absences

Excused Absence	Documented illness, medical or dental appointments, family emergencies, or pre-arranged educational activities approved in advance by the school.
Unexcused Absence	Any absence that lacks supporting documentation or does not meet the criteria for an excused absence.

Attendance Records and Scholarship Compliance

Daily attendance is recorded through the ProCare terminal system described above. Accurate, consistent attendance tracking is required to maintain compliance with state scholarship program requirements (including Step Up For Students). Families are encouraged to help their student build the habit of tracking assignments and deadlines in their agenda or notebook to stay on pace with the class during any absence.

ACADEMIC PROGRAM

Grade Levels Served

Early Childhood	Foundational readiness and early literacy instruction
Elementary	Mastery-based core instruction introducing the QuickNotes RRPS Method®
Middle School	Expanded STEAM-B coursework with growing independence
High School	College-preparatory coursework, including AP and honors classes

Instructional Model

Each school day is structured into two learning blocks:

- Knowledge Acquisition Block (morning) — direct instruction in core academic content
- Application and Integration Workshop (afternoon, for PM Tutoring participants) — students apply, practice, and reinforce concepts through guided study, peer learning, and enrichment

Grading and Progress Reports

Student progress is tracked through the Gradelink platform and shared with families each grading period through official report cards. Renaissance Star Assessments and periodic Stanford 10 benchmarking are used to monitor academic growth throughout the year.

Curriculum Highlights

My Schoolhouse emphasizes national standards over state-specific standards, so that students graduate well-rounded and academically competitive regardless of where they attend college or begin their career. Instructional materials and textbooks are selected based on the quality, rigor, and standards of the publisher, and their alignment with national benchmarks and the school's mission — not tied to any single publisher, so the school can continue adopting the strongest available resources over time.

- QuickNotes RRPS Method® — a four-phase reading and annotation approach used school-wide
- STEAM-B framework — Science, Technology, Entrepreneurship, Arts, and Business Mathematics
- Advanced Placement (AP) coursework for college-level rigor in high school
- Unique elective and enrichment courses not typically found in traditional schools, such as transpersonal psychology
- Weekly "Formative Friday" comprehension checks

All curriculum decisions are made with an eye toward meeting or exceeding national accreditation standards.

Enrollment and Tuition Assistance

Enrollment is completed through the school's official Registration Form, which collects student and parent information, program selection, and payment method. Current tuition rates, fees, payment schedules, late fee amounts, and withdrawal terms are governed by the official Tuition Payment Contract provided at enrollment — families should refer to that document for current pricing and terms, as figures are subject to change year to year.

My Schoolhouse participates in Florida's Step Up For Students scholarship programs, including the Florida Tax Credit Scholarship (FTC), Family Empowerment Scholarship for Educational Options (FES-EO), Unique Abilities Scholarship (UA), and the Personalized Education Program (PEP-FES). Families should confirm current eligibility, award amounts, and funding dates directly with Step Up For Students.

Required enrollment documents include:

- Registration Form
- Tuition Payment Contract
- Media Consent and Release Form
- Parent and Student Handbook acknowledgment (this document)
- Acceptable Use and Digital Citizenship Policy acknowledgment

Tuition and Payments

Tuition is due according to the schedule and amounts specified in the signed Tuition Payment Contract. Parents and guardians who sign the Tuition Payment Contract are financially responsible for all tuition and fees for services rendered to their student.

Late Payments

A late fee applies when tuition is not received by the due date, with an increased fee the longer payment remains outstanding. Current late fee amounts and timing are specified in the Tuition Payment Contract.

Returned Payments

A returned check or failed ACH payment fee applies in addition to any applicable late fee. Current fee amounts are specified in the Tuition Payment Contract.

Scholarship Payment Plans

Families on a scholarship-funded monthly payment plan remain financially responsible for tuition and fees for any services already rendered that are not ultimately covered by scholarship funding — including situations where scholarship funds are reduced, delayed, or not received.

Transfers and Withdrawals — Scholarship-Funded Students

Families withdrawing or transferring a student who receives Step Up For Students scholarship funding should refer to www.StepUpForStudents.org for full details on funding provisions related to transfers and withdrawals, including rules affecting funding after the 10th day of a new quarter.

STUDENT CONDUCT & DISCIPLINE

Our Approach to Behavior

Student conduct at My Schoolhouse is guided by a positive-reinforcement framework designed to support focus, accountability, and a love of learning, rather than punitive discipline alone.

The Lobby Dolly Reward System

Students earn "Lobby Dollies" — the school's classroom currency — for academic achievement, positive behavior, and demonstrated responsibility. The system is designed to teach real-world financial literacy: students learn to budget, save, and make spending decisions with their earnings. Each Friday is "Lobby Dolly Day," when students can cash in their accumulated earnings at the school's prize cart.

Code of Conduct

All students are expected to:

- Treat classmates, teachers, and staff with respect and kindness
- Follow classroom and campus safety rules at all times
- Take ownership of their learning and come prepared to participate
- Use school technology responsibly, in accordance with the Acceptable Use and Digital Citizenship Policy

Addressing Behavioral Concerns

Minor behavioral concerns are addressed directly by the classroom teacher, with communication home as appropriate. More significant concerns are documented and directed to the Director, who works with the family to determine next steps. My Schoolhouse maintains a zero-tolerance policy for behavior that threatens the safety of any student or staff member.

Requesting a Teacher Conference or Director Meeting

Parents who would like to schedule a conference with a teacher or a meeting with the Director should submit their request in advance, either by email or through the Administrative Assistant. Advance notice allows staff to prepare and helps ensure the meeting can be scheduled at a time that works for everyone.

Notice of Concern and Disciplinary Referrals

Behavioral and academic concerns may be documented using the school's official Notice of Concern form, which is routed through secure school systems (Procare and Gradelink) or communicated directly and privately with the Director. A Notice of Concern for student behavior is also known as a referral.

When a student's conduct exceeds what can be addressed through a standard Notice of Concern, the incident is documented using a Disciplinary Referral form, commonly known as the "pink slip." These are the official forms used to record student conduct incidents.

Consistent with Florida Department of Education guidance on student discipline, My Schoolhouse follows a tiered response based on the frequency and severity of the conduct:

- 1st Offense — Verbal warning, and the Director or teacher calls the student's parent/guardian.
- 2nd Offense — The student is ineligible to participate in extracurricular activities (including Lobby Dolly Day) for up to 5 days, and the Director meets with the student's parent/guardian.
- 3rd or Subsequent Offense — The student receives an in-school suspension not to exceed 3 days, loss of extracurricular activity privileges not to exceed 30 days, and the Director calls and sends a written letter to the parent/guardian notifying them of the discipline.

More serious incidents — including those involving the safety of students or staff — may result in out-of-school suspension or expulsion regardless of prior offense history, at the Director's discretion.

HEALTH & SAFETY

First Aid

My Schoolhouse maintains a fully stocked, readily accessible first aid kit at all times, including bandages, gauze, antiseptic supplies, gloves, and ice packs. Any illness or injury occurring during the school day is documented in the school's medical log.

Illness

A student who becomes ill during the school day is moved to a quiet, comfortable area, and the Director is notified. The parent or guardian is contacted to arrange pickup. No medication is administered without written parental authorization on file.

Return to School After Illness

To protect the health of the whole school community, a student who has a fever, or who is experiencing moderate to severe cold, flu, or COVID-19 symptoms, may not return to school until one of the following is true:

- At least 24 hours have passed since the student's last fever, without the use of fever-reducing medication, and other symptoms have significantly improved; or
- The student's symptoms have reduced to a non-contagious level; or
- The student's doctor has provided a written note clearing them to return to school.

Parents and guardians should notify the school of the reason for any illness-related absence, in accordance with the Attendance and Absence Policy.

Required Health Documentation

Florida law requires every enrolled student to have the following health documentation on file with the school:

- School Entry Health Exam — A physical examination completed within the 12 months before enrollment. Any form signed by a licensed U.S. health care provider is accepted; the State of Florida recommends using the standardized School Entry Health Exam Form (DH 3040).
- Immunization Record — The official Florida Certification of Immunization (Form 680), showing compliance with state grade-level requirements. Out-of-state immunization records must be transferred onto Form 680 through a doctor or the county health department.
- Seventh Grade Vaccine Requirement — Students entering or transferring into 7th grade must document an adolescent Tdap (tetanus, diphtheria, pertussis) booster dose.

Exemptions

- Medical Exemption — A temporary or permanent medical exemption must be documented on Form 680 by an authorized physician.

- Religious Exemption — A Religious Exemption from Immunization (Form 681) must be obtained directly from the local county health department.

Emergency Procedures

My Schoolhouse conducts monthly emergency drills (fire, severe weather, and lockdown) so that students and staff are prepared to respond calmly and safely to any emergency. Procedures are reviewed with families at enrollment.

Health & Safety Inspections

The school's facilities and safety practices are reviewed annually by the Palm Beach County Fire Department and the Florida Department of Health, and My Schoolhouse has consistently received satisfactory ratings in both inspections.

GENERAL SCHOOL POLICIES

Textbook and Materials Replacement

An annual materials fee covers core textbooks and digital resources. Lost or damaged materials beyond normal wear are billed to the family's account following an end-of-cycle inventory review.

Damaged School Property

Families assume financial responsibility for negligent or deliberate damage caused by their student to school property, furniture, materials, or technology. Restitution costs are communicated in writing prior to billing.

Uniform

My Schoolhouse may require a school uniform. Families will be notified of the uniform policy, including required items and where to purchase them, as required.

Drug Awareness

My Schoolhouse participates in the D.A.R.E. program and reinforces drug awareness education across grade levels. The school maintains a zero-tolerance policy regarding illegal substances on campus or at school-sponsored events.

Technology Use

Use of school technology is governed by the school's Acceptable Use and Digital Citizenship Policy, provided separately and acknowledged at enrollment.

Photo and Media Consent

At enrollment, families complete a Media Consent and Release Form indicating whether the school may use photos or videos of their child for educational, promotional, or website purposes. The school follows each family's consent or non-consent election on file.

Communication

Families are encouraged to stay in close contact with teachers and the Director through Gradelink, Procare, and direct communication. The Director maintains an open-door policy for questions and concerns.

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Family Acknowledgment

Please sign and return this page to the school office, or acknowledge electronically through the school's enrollment portal.

We/I have received, read, and understood the My Schoolhouse Parent and Student Handbook, and agree to comply with the policies and procedures described within.

Student Name	_____
Grade Level	_____
Parent/Guardian Name	_____
Parent/Guardian Signature	_____
Date	_____