



POTENTIA ACADEMY

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2025-2026 STUDENT & PARENT HANDBOOK

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Chapter One: General Policies

Arrival & Dismissal.

The school day starts promptly at 7:55 am. Students may arrive on campus between 7:45 am and 7:55 am. The campus does not open before 7:45 am and students should not arrive before then. Potentia Academy is not responsible for the care of students before 7:45 am.

Parents should pick up their student at 3:05 pm, which is the end of the school day. Students not picked up by 3:15 pm will incur a charge to the student's account of \$1 per minute. Students who participate in afterschool tutoring must be picked up immediately at the conclusion of the tutoring session and no later than 4:05 pm, after which they will incur a charge to the student's account of \$1 per minute. Potentia Academy does not offer "after care."

Students, including those with a driver's license and a car, may not leave campus during the day, i.e., after the school day officially begins and before it officially ends, unless a parent or legal guardian confirms in writing the time the student is to leave.

We expect parents or legal guardians to be the person who picks up students at the end of the school day. If a parent needs for someone else to pick up their student, arrangements should be made in advance and in writing with the Principal. In such cases, the person picking up the student must present a valid picture ID.

As required by Potentia's registration application, parents who are separated or divorced must provide Potentia Academy with a certified copy of all custody and visitation orders. If parents become separated or divorced during the school year, they must promptly file a certified copy of all custody and visitation orders with the School.

Non-Discrimination.

Potentia Academy does not show preference or otherwise discriminate in any of its student policies, including admissions or scholarship policies, based on race, ethnicity, national origin, gender, or religion. We believe all children are equally precious in the sight of God and have an equal right to reach their full learning potential.

Visitors.

Except in the case of government inspectors or other officials, parents, and guardians, no visitors are allowed on campus during school hours except by arrangement in advance with the Principal. School staff reserves the right to refuse admittance to the campus to any visitor without an appointment. If approval has been granted, visitors must sign in at the School Office, state the reason for their business at Potentia Academy, be prepared to show a valid picture ID.

Chapter Two: Behavioral Policies

Alcohol.

Students are not permitted to bring any alcoholic beverage product onto Potentia Academy's premises and its use is strictly prohibited. Potentia Academy reminds students that the use of alcohol is illegal for minors and will result in suspension or expulsion from the School.

Behavior.

Potentia Academy intentionally and systematically encourages and honors certain behaviors, which are traditionally called virtues and include:

- Carefulness
- Cleanliness
- Compassion
- Cooperativeness
- Courtesy
- Dependability
- Diligence
- Fairness
- Friendliness
- Hard Work
- Helpfulness
- Honesty
- Integrity
- Kindness to Others
- A Love for Learning
- Obedience to Those in Authority
- Patience
- Perseverance
- Promptness
- Reliability
- Respect for the Feelings of Others
- Respect for the Property of Others
- Self-Control
- Self-Discipline
- A Sharing Spirit
- Taking Responsibility for One's Own Behavior
- Teamwork
- Tolerance of Others
- Trustworthiness
- Truthfulness
- Unselfishness

We aspire for our students not only to reach his or her full learning potential, but also to excel in virtuous behavior.

The nature of academic learning requires an environment that is free from disruptive behavior. A student's ability to control his or her behavior is a prerequisite for admittance to and attendance at Potentia Academy. We expect students to follow instructions given by the School's teachers and staff. We expect students to exhibit courtesy and respect for teachers, staff and their fellow students. We expect students to keep their hands, feet, and possessions to themselves, and avoid touching classmates, staff, or teachers. Teachers will address inappropriate behavior by calling a conference with the parents or guardians of the offending student. For the good of all students at Potentia Academy, disruptive, abusive, and non-compliant behavior will be met with suspension or expulsion.

Bullying.

Potentia Academy adheres to a zero tolerance policy on bullying. For a proper learning environment to flourish, students must be able to work in a safe and secure atmosphere. Students must conduct themselves politely and with respect and courtesy toward others. As noted above, Potentia Academy policy and common courtesy dictate that students avoid touching their classmates.

Physical, mental, verbal, and/or emotional intimidation of any kind is absolutely unacceptable. Also, inciting another student to engage in this type of behavior is itself an act of bullying. Students who engage in this sort of conduct will be suspended immediately. A conference will be held with the student's parents or guardians to determine whether the student's continued attendance at Potentia Academy is possible. Continued attendance at the School will be possible if, only if, the student is willing and able to comply with the School's policy against bullying.

Students with a history of bullying, intimidation, and/or aggressive behavior towards others are not appropriate candidates for admission to Potentia Academy.

Students who witness other students bullying or being bullied have an obligation to report such behavior to a teacher or the Principal.

Campus Safety & Security.

The physical safety of students, teachers, staff, and visitors is of the utmost importance to Potentia Academy. To ensure this, the School employs both a security system that monitors all exterior doors and a security camera system that records and saves video and audio for up to a month.

Cameras are located in each classroom, all hallways, the lunchroom, and on all four exterior sides of the building. By applying for admission to Potentia Academy for their student, parents acknowledge the importance of this video and audio security system and agree to allow their students to be recorded on video and audio.

Tampering or playing with the School's security monitoring or security camera systems is strictly prohibited and will result in suspension or expulsion from Potentia Academy.

All exterior doors must remain locked. Classroom doors must be locked when the classroom is unoccupied. Violating this policy by unlocking or otherwise tampering with either exterior or interior doors will result in suspension or expulsion.

Cell Phones & Smart Watches.

Because smartphones and smart watches represent a significant distraction to learning, students may not bring either into class. Students who bring cell phones or smart watches to school must turn them off and store them with the Principal in the school office before homeroom begins in the morning. Students may not retrieve their phone or watch from the school office until they are ready to depart Potentia at the end of the day.

Dress Code.

Potentia Academy strictly enforces its dress code. All students must come to school properly, neatly, and cleanly dressed and groomed. Students must wear official uniformed shirts, which display the School's logo. Available shirt colors are navy blue, white, or red. Students must also possess at least one white, button-down Oxford shirt for special school events. Sweatshirts with the School's logo may be worn over the collared shirts. Navy fleece jackets displaying the official logo are also available and acceptable for wearing on campus. Cotton twill, chino-style skirts, shorts, and long pants are acceptable in the colors of khaki and navy blue. Female students must own at least one plaid skirt. Shirts, sweatshirts, pants, shorts, skirts, and jackets must be purchased directly from Harris School Uniforms. Students are not allowed to wear any other shirts, sweatshirts, pants, shorts, skirts, or jackets other than those specified above and purchased from Harris School Uniforms. Students must wear socks and closed-toe shoes. For student safety, sandals or open-toed shoes of any kind are not permitted. Students who come to school dressed in violation of Potentia Academy's dress code will be sent home and given an unexcused absence.

Drugs.

Students are not permitted to bring any drug or medication, legal or illegal, onto Potentia Academy's campus. The exception to this is legally prescribed medication as outlined in the "Medications" policy below. Students are admitted to Potentia Academy with the understanding that they do not possess, use, or sell illegal or illicit drugs. Students who bring illegal or illicit drugs onto the School's campus or who possess, use,

or sell the same will be expelled and their conduct will be reported to the proper authorities. Potentia Academy has a zero-tolerance policy for the use of illegal drugs.

Electronic Devices.

Electronic devices, such as Gameboys, MP3 players, portable DVD players, and iPods, are not permitted on campus.

Fire Alarm System & Fire Drills.

The faculty and staff of Potentia Academy will conduct monthly fire drills during the school year. We expect students to promptly and orderly follow all instructions by the School's staff during such drills. Tampering or playing with the School's smoke detectors, sprinklers, fire extinguishers, emergency lights, or fire alarm system is strictly prohibited and will result in suspension or expulsion from Potentia Academy.

Honesty.

Throughout recorded history, honesty has been a personal virtue that is celebrated and encouraged by almost every society and culture around the world. Likewise, dishonesty has been almost universally despised and punished. Our aim is for all students at Potentia Academy to be role models of scrupulous honesty in all their work and communication.

- **Personal Honesty:** We expect students to be honest in all their communication with teachers, staff, and students. It is unacceptable for a student to deliberately mislead others. The consequences of this behavior will include the notification of the student's parents regarding the details of the conduct. A suspension will likely result, the length of which will be calibrated to the severity and effects of the student's dishonesty. If the conduct persists, the Principal will schedule a conference with parents to determine whether expulsion from Potentia Academy is appropriate.
- **Slander:** Knowingly making false statements about another person, especially in a manner that damages their reputation or causes them harm, is a serious offense known as slander. Students who slander teachers, staff, or fellow students will face the same consequences as those stated above under the "Personal Honesty" section.

*Also see **Academic Honesty** in Chapter Three: Academic Policies.*

Language.

Respectful language is essential on the part of all students and parents. Use of foul, obscene, or sexually suggestive language is never acceptable, nor is the use of profanity or curse words. Ridicule or verbal harassment of classmates, parents,

teachers, or school staff will not be tolerated. Violation of this policy will result in suspension or expulsion from Potentia Academy.

Respect for Property.

Potentia Academy expects all students to respect the property of their classmates, teachers, school staff and the School itself. Students who intentionally and negligently damage the property of classmates, Potentia Academy, and/or its employees are responsible for the cost of repair or replacement. Stealing is unacceptable behavior and will result in suspension. The Principal will then schedule a conference with the parents to determine whether the student may continue at the School.

Tobacco.

Potentia Academy takes seriously its responsibility to educate students in the conditions necessary for a healthy lifestyle. Students are not permitted to bring any tobacco product onto Potentia Academy's premises. Use of any tobacco product by students, staff or parents on the School's campus is prohibited. Potentia Academy reminds students that the use of tobacco products is illegal for minors, very harmful to your health, and highly addictive. A healthy lifestyle does not include the use of tobacco products in any manner.

Students are also reminded of the influence they have on their peers and classmates and their responsibility to be a positive role model, especially for younger students. Violation of the School's tobacco policy will result in suspension and possible expulsion.

Weapons.

No weapons of any sort are allowed on campus, including but not limited to guns, Tasers, knives, brass knuckles, black jacks, swords, and daggers. This policy includes objects such as B.B. guns, airsoft guns, paintball guns, pocketknives, and Swiss army knives that could potentially be used as weapons. Household items that could be used as a weapon, such as axes, hatchets, or machetes, are not allowed on campus.

Potentia Academy has a zero tolerance policy for weapons on campus. Students who violate this policy will be immediately suspended and a conference between the parents or guardians and the Principal will be called to determine whether it is possible for the student to avoid expulsion.

Chapter Three: Academic Policies

Absenteeism and Attendance.

Daily and prompt attendance to class is a pre-condition for a student to reach his or her full learning potential. The directors and teaching staff of Potentia Academy expect students to attend every day in which school is in session and arrive to school on time in order to benefit from our instructional program. Furthermore, making habitual the virtues of punctuality, self-discipline, and responsibility will benefit the student throughout his or her life.

According to Florida Statute §1003.24, each parent or legal guardian of a child within the compulsory attendance age is responsible for the child's school attendance as required by law.

Excused absences include student illness, a medical appointment, observance of a religious holiday, bereavement due to the loss of an immediate family member, or some other significant family emergency deemed acceptable by the Principal. To obtain an excused absence for days missed, late arrivals, or early departures, parents should notify the School in writing the reason that the student was/will be absent. In the case of scheduled or predictable events, such as medical appointments or religious holidays, parents should notify the School in advance of the absence. If at all possible, parents should schedule medical appointments outside of school hours. Students who are absent more than three days because of illness should provide documentation from a physician in order to obtain excused absence status.

Unexcused absences are any absences that cannot be defined as one of the types of excused absences listed above. Family trips or vacations do not warrant excused absence status. In cases of dispute, the Principal will have the final authority to decide whether an absence is excused or unexcused.

Students may make up work missed due to excused absences, including submission of missed assignments and sitting for make-up quizzes and tests. Students may not sit for make-up quizzes and tests missed due to unexcused absences. The late submission of assignments due to unexcused absences will result in a reduction of the final grade for that assignment by one letter grade for each day the assignment is late.

For extended absences, especially those due to serious illness, the student's teacher will implement a plan to assist the student in catching up with the rest of the class. Typically, students are given one day for each day of excused absence to complete make-up work, unless unusual circumstances indicate an extension. The Principal must approve an extension.

For students in grades 7-8 at Potentia Academy, in addition to a passing grade in the course, the student must be present for a minimum of 90% of the class time, e.g. forty days of a forty-five day academic quarter.

For students in grades 9-12 at Potentia Academy, in addition to a passing grade in the course, the student must be present for 135 hours of class time in that course in order to be awarded successful completion of a one-credit high school course or 67 & ½ hours for a one-half credit course.

The Principal in consultation with the appropriate teachers will develop a remediation plan for students in grades 7-12, who have excessive excused absences due to prolonged or frequent illnesses. The goal of this plan is to, where possible, allow students, who otherwise have a passing grade in each academic quarter, to demonstrate mastery of the content taught in the course. If the student demonstrates such mastery, the Principal may grant a waiver of the attendance policy and give the student a passing grade in the course.

Each class period is 55 minutes long and students are required by law to be in class a certain amount of hours each year or they will not be allowed to pass the class. The Administration will keep track of the amount of time missed in each class. Every 55 minutes missed of a particular class will count as 1 absence. Parents will be notified when a student reaches 30 minutes missed from a class.

Academic Integrity.

We expect all students to adhere to the highest standards of academic honesty, which is the minimal condition for any successful learning environment. Academic dishonesty includes cheating on tests and quizzes, plagiarism, and the fabrication of schoolwork. Cheating is trying to get or give improper assistance or aid on a formal academic exercise, such as a test or a quiz. A simple definition of plagiarism is stealing the words or ideas of another person or source and presenting them as if they were your own. Fabrication is knowingly submitting false information as if it were correct and truthful data. Students who help other students cheat are themselves committing an act of academic dishonesty.

Academic dishonesty is a serious offense, which will lead to serious consequences. The teacher will assess a grade of zero (0%) for any test, quiz, or assignment on which a student has been found to commit any form of academic dishonesty. Parents will be notified immediately. If a student commits a second act of academic dishonesty during the same academic year, he or she will face a one-day suspension. A third offense will result in a three-day suspension and the Principal will schedule a conference with parents to determine whether the student may continue at Potentia Academy.

*Also see **Honesty** in Chapter Two: Behavioral Policies.*

Books – Textbooks and Library Books.

All textbooks and library books provided by Potentia Academy for your student's learning remain the property of the School. Often these books, especially textbooks, are very expensive. Students should exercise great care not to lose or damage these books. The replacement cost of lost or damaged books will be charged to the student's account.

Community Service Requirements.

Volunteerism and service to ones community represent longstanding American traditions that we celebrate and encourage at Potentia Academy. In order to help foster in the student a spirit of service and recognition of the needs of our community, each high school student must perform a minimum of 25 community service hours before graduation.

Community service activities must be approved by the Principal in advance and properly documented in order to count toward the total. Such service must be to the community and tasks done at Potentia's campus to not count. Please contact the Principal for more details and specific instructions.

It is important to remember that the Florida's Bright Futures Scholarship requires 100 hours of community service during high school for participation in the Florida Academic Scholars Program. Many other postsecondary scholarships and college/university grants require a record of significant community service as a condition for award. Likewise, evidence of community service is often a criterion for admission of some colleges and universities.

Grading Policies.

The Board of Directors of Potentia Academy believes that students are best served when they receive an accurate appraisal of their academic performance. Therefore, the Board has instructed the School's teaching staff to rigorously apply the following grading criteria:

A = Student performance demonstrates thorough mastery of the course learning outcomes and indicates an outstanding academic achievement of the highest order.

B = Student performance demonstrates mastery of the course learning outcomes and indicates an above average academic achievement.

C = Student performance clearly meets the general criteria for the course learning outcomes and indicates an average academic achievement.

D = Student performance meets the minimal criteria for the course learning outcomes and indicates a below average effort.

F = The student fails to meet the minimal criteria for the course learning outcomes and does not earn credit for the course.

Student grades are based on performance on examinations and tests, the completion of in-class and homework assignments, and class participation.

Grade Point Averages.

A student's grade point average is calculated by:

1. Using the chart below, assigning quality points to each course based on the grade received and the course's credit value.
2. Totaling all quality points earned.
3. Dividing the total of quality points by the number of credits attempted.

<u>Grade</u>	<u>Quality Points Earned</u>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

High School Graduation Requirements.

Graduation from high school (grades 9-12) occurs when a student successfully completes 24 credits in the approved course of study approved by the Board of Directors of Potentia Academy.

- Four credits of English Language Arts
- Four credits of Mathematics, including...
 - One credit in Algebra I
 - One credit in Geometry
- Three credits of Science, including...
 - One credit in Biology I
 - Two credits with a laboratory component

- Three credits of Social Studies, including...
 - One credit in World History
 - One credit in U.S. History
 - One-half credit in U.S. Government
 - One-half credit in Economics with Financial Literacy
- One credit in Physical Education, which includes the integration of Health
- Eight elective credits, which typically come from Potentia Academy's CCREST Program (College & Careers Readiness Education for Students in Transition)

Only students who are registered in a course of study at Potentia Academy during the final semester of their high school matriculation may receive a high school diploma from Potentia Academy and participate in commencement exercises. Potentia Academy does not award high school diplomas to former students who complete the requirements for their high school diploma at another school or in an alternative-learning venue.

Summer Study Assignments.

Research indicates that unique learners are at risk during the summer hiatus of losing the academic gains made during the academic year. Therefore, Potentia Academy requires returning students to complete a modest number of assignments in mathematics, reading, and writing during the summer break.

Transferred Credits.

Because Potentia Academy is dedicated to academic excellence and student mastery of subject materials, the Principal shall review all credits for high school matriculation earned at other institutions. These credits will be compared with the baseline, standardized test and other individualized assessments that students undertake upon admission to Potentia Academy. Student performance on the test and assessments will determine the degree to which the Principal may accept transferred credits.

Chapter Four: Student Health

Communicable Diseases.

Potentia Academy takes seriously the health and safety of its students and asks parents to abide by the following policy. Students who are ill, especially those with respiratory illnesses, such as colds and influenza, must stay home and not attend school.

Potentia staff and teachers will be glad to help students develop a plan to catch up with their schoolwork once they have recovered. Parents should not allow worries about their student getting behind academically to motivate them to send their child to school when ill and, thus, spread diseases to other students.

Students may not enter the school building if they are running a fever higher than 100.4 degrees Fahrenheit. We strongly encourage parents to take their student's temperature each morning ***before*** transporting their student to campus.

Students may also not attend school if they are exhibiting the following symptoms: sneezing or coughing persistently; have a runny nose or a sore throat; suffer from chills, body aches, or fatigue; or have suffered from vomiting or diarrhea in the last 24 hours. Students should not attend school until 24 hours after their fever breaks. Students who show evident signs of illness, including such conditions as "pink eye" (viral or bacterial conjunctivitis), will not be accepted into class at the beginning of the school day. The Principal will call parents whose children develop such symptoms during the day and parents must pick up their child as soon as possible.

While such scenarios can be very difficult for families in which both parents work, this policy is necessary for the well-being of the student population as a whole, as well as teachers. It is important for families to arrange for backup care for times when such emergencies arise. Parents, who intentionally send their student to school while ill with a communicable disease, will be asked to meet with the Principal to determine whether the child may remain a student at Potentia Academy.

As was the case when the COVID-19 pandemic erupted, when new health emergencies arise Potentia Academy will follow the recommendations issued by the Center for Disease Control and local representatives of the Florida Department of Health. Parents will be notified promptly when Potentia Academic is required to alter its policies.

A condition for admittance to Potentia Academy is that the student record of immunizations is current and documented by Florida Department of Health form DH 680, a copy of which must be submitted with the registration application (See the "Immunizations" section below).

Hygiene.

To prevent the spread of diseases at Potentia Academy, we require students to vigorously wash their hands for at least 20 seconds with soap, rinsing them thoroughly each and every time they use the restroom.

If a student has to cough or sneeze, it is important that the student covers his or her mouth. However, the student should avoid doing so with their hand, but rather cough or sneeze into their elbow. Keeping students' hands free of germs will help avoid the spread of illness to classmates. The healthier the student population is, the more they will learn.

Students must arrive at school bathed and well groomed. We expect students to bathe daily, brush their teeth before coming to school, and use deodorant each morning. Students who arrive at school exhibiting body odor or other poor personal hygiene will be sent home and given an unexcused absence.

Immunizations.

All new students seeking admittance into Potentia Academy are required to present, at the time of entry, valid documentation that they have received the required immunizations against the communicable diseases identified by the Palm Beach County Health Department or provide a *Certificate of Medical Exemption* (temporary or permanent), or a *Certificate of Religious Exemption* based on medical reasons or religious tenets. The *Certificate of Religious Exemption*, DH Form 681 is available only through the Palm Beach County Health Department. It is not available from private physicians.

The required immunizations and dosages for high school students are as follows:

- **DPT (Diphtheria, Whooping Cough, Tetanus)**

Students entering grade 9, 10 or 11 – required to have a Td (Tetanus/diphtheria) booster.

Students entering grades 10, 11 or 12 – five (5) doses of **DTP/DT**

- The 5th dose is NOT required IF the 4th dose was administered on or after the child's fourth birthday.

- **Polio** (Trivalent Oral Polio Vaccine or TOPV) - *Four (4) doses*

- The 4th dose is NOT required IF the 3rd dose is administered on or after the child's fourth birthday.

- **MMR (Measles, Mumps, Rubella)** Students entering grade 9, 10 or 11 – Fully immunized means two doses of measles vaccine, one dose of mumps vaccine and one dose of rubella vaccine. (The MMR is recommended to meet this requirement.)

➤ *Grades 11 and 12* – One dose MMR

- **Hepatitis B (three-shot series)** Only students entering grade 9, 10 or 11 are required to begin the Hepatitis B Vaccine series.

The *Florida Certification of Immunization* that includes temporary and permanent medical exemption sections is available from either private physicians or the Palm Beach County Health Department:

- Documentation of Immunization.....DH Form 680 (November 1996), Part A-1
- Documentation of Temporary Medical Exemption.....DH Form 680, Part B
- Documentation of Permanent Medical Exemption.....DH Form 680, Part C

Medications.

If a parent or guardian wants his or her student to receive medication during school hours, he or she must submit a completed "Physician's Authorization for a Student at School" form. The form details the name of the medication, the dosage, and the time intervals at which the student is to receive it. This form requires a physician's signature and contains a statement of parental permission, which must be signed by the parent or guardian. A separate form must be submitted for each medication a student is to receive. Medications must be in the original package or bottle from which they were obtained from the pharmacy.

Potentia Academy staff will not administer medications for students with contagious diseases. If a student has a contagious disease, he or she should be recuperating at home.

Physical/Health Examination.

All students seeking admittance to Potentia Academy, who are entering school in the State of Florida for the first time, must present, at the time of entry, present valid documentation that they have received a health examination performed within one year prior to enrollment.

Students entering the seventh grade must present, at the time of entry, present valid documentation that they have received a health examination.

Irrespective of the grade they are entering, students transferring from another public or private school within the State of Florida to Potentia Academy must present, at the time of entry, valid documentation of the health examinations required for kindergarten and, if applicable the seventh grade, for review by the Principal.

In all cases, health examinations must be documented by a State of Florida Department of Health Examination Form (DH Form 3040) completed by your physician or public

health professional. These forms are available from the Palm Beach County Health Department or your private physician.

Chapter Five: Student Accounts

Contact Information.

When information originally submitted on the registration application changes, parents should promptly inform the Principal. In particular, all contact information such as addresses and phone numbers should be updated immediately. In case of emergency, it is essential that all phone numbers for parents, guardians, and emergency contacts are always current. It is the parents' responsibility to ensure that all such information is kept current.

CCREST Fee.

Student accounts are assessed an annual intern fee of \$1,000 for those students participating in the College & Careers Readiness Education for Students in Transition (CCREST) program in order to cover the extra costs associated with activities integral to its delivery.

Convenience Fee.

Families who make payment for tuition or fees using a credit card will be charged a convenience fee of 3.5%. There is no extra charge for payments made with check or debit card.

Delinquent Accounts.

Payment on invoices to student accounts is due on the first day of the month. Student accounts with an unpaid balance on the tenth day of the month will be assessed a fee of 2% of the delinquent balance. A student's account must be current, i.e., have no unpaid balance, for the student to return to Potentia Academy in the spring semester. Potentia Academy will not release final report cards, transcripts, and graduation diplomas for students whose accounts are in arrears. If their account is in arrears from the previous academic year, registration applications will not be accepted and students may not return to Potentia Academy for a new academic year until payment is made and the account becomes current.

Florida's School Choice Scholarships.

Potentia Academy participates in four of Florida's School Choice Scholarships:

- The Family Empowerment Scholarship for Students with Unique Abilities or the FES-UA (*formerly the Gardiner Scholarship and the McKay Scholarship*)
- The Family Empowerment Scholarship for Educational Options (FES-EO)
- The Florida Tax Credit Scholarship (FTC)
- The Hope Scholarship

As a courtesy to families participating in one of Florida's School Choice Scholarships, Potentia Academy defers payment of tuition and CCREST fees until the scholarship

funding organization electronically transmits quarterly payment to the school. In return for this consideration, Potentia Academy requires that parents approve the payment of invoices releasing Family Empowerment Scholarship funds within three business days of notification by the school or the scholarship administrator. Failure to do so will result in a late fee of 2% of the balance owed. Additionally, Potentia Academy will rescind the deferment courtesy. Thereafter parents will be billed directly for the entire monthly balance due and will need to seek reimbursement from the scholarship administrator.

Florida Virtual School Tuition.

The cost for FLVS courses is covered under the provisions of the Family Empowerment Scholarship. However, Potentia Academy's tuition does not include the cost of taking an FLVS course. Therefore, parents, who opt for their student to take an FLVS class and pay for it using FES funds, will have correspondingly less available for Potentia Academy tuition and may have higher out of pocket expenses. Furthermore, Potentia Academy is a fulltime only institution. Transfer credits do not reduce the school's total tuition assessment. We encourage parents to undertake careful planning and budgeting when undertaking an FLVS course to ensure adequate financial resources to pay for both FLVS and Potentia Academy tuition.

High School Graduation Fee.

Student accounts are assessed a one-time high school graduation fee of \$300 for students graduating from the 12th grade. This fee covers costs for the graduate's participation in the graduation ceremony, including her/his cap, gown, and tassel; the student's high school diploma; and an official graduation transcript. The graduation fee may be paid in installments, but the full amount is due no later than April 1st of the student's high school graduation year.

Lost Textbooks/Curricular Materials.

The student's account will be charged for the replacement costs for all lost or damaged textbooks and other curricular materials.

Parental Volunteer Requirements.

Potentia Academy is a not-for-profit institution and has received designation by the Internal Revenue Service as a 501-(c)-3 charitable organization. Because the School's Board of Directors recognizes that private school tuition represents a significant financial challenge for many families, it makes an intentional effort to keep tuition and fees as low as possible. Potentia encourages parents to volunteer a minimum of twenty hours per family each academic year for the School. Either parent may perform the volunteer service or they may split the twenty hours between themselves.

Parents may volunteer by performing various approved volunteer tasks, including most importantly participating in school fundraising events. The Principal must approve all volunteer activities in advance. A list of recurring volunteer activities will be provided at

the beginning of each academic year. Other volunteer opportunities will arise during the year.

Parents who volunteer for approved activities will have their account assessed a credit of up to \$200, prorated to the number of volunteer hours performed.

Payment Options.

There are two payment options:

The ***Lump Sum Payment Option*** consists of one payment of \$15,000 (or \$16,000 for students in the CCREST program) due August 1, 2025. For families participating in one of Florida's School Choice Scholarship Programs, one payment of the difference of the tuition and, if applicable, the CCREST fee minus the total of the student's School Choice Scholarship.

The ***Ten-Month Payment Option*** consists of 10 payments of \$1,500 (or \$1,600 for students in the CCREST program) due the first day of each month beginning August 1, 2025 through May 1, 2026. For families participating in one of Florida's School Choice Scholarships, 10 monthly payments of 1/10th of the difference of the tuition and, if applicable, the CCREST fee minus the total of the student's School Choice Scholarship.

Registration Fee.

A registration fee of \$200 is required with the submission of the annual registration form and cannot be included in the "Payment Options" listed in the above section. Students may not begin attending Potentia Academy until a properly completed registration form is submitted along with the registration fee.

Returned Check Fee.

A fee of \$35 will be assessed to student accounts for each returned check of non-sufficient funds (NSF).

Transcript Fee.

A transcript fee of \$25 is required for transcripts requests. This does not include a student's official graduation transcript, the cost of which is covered within the high school graduation fee.

Tuition.

Annual tuition for Potentia Academy is \$15,000 per academic year.

Accounts of students who attend Potentia Academy for part of the academic year, including those who attend for a probationary period, will be assessed a prorated tuition. Students who attend ten school days or less during an academic quarter will be charged a prorated daily tuition fee of \$88.24 per day. Students attending more than

ten school days during an academic quarter will be charged a prorated quarterly tuition fee of \$3,750.