

Somerset Academy Bethany



500-510 SW Bethany Drive
Port St Lucie, FL 34986



Somerset Academy Bethany
An Elementary Charter School
K – 5th Grade

What is a Charter School?

Charter schools are public schools that operate under a performance contract, or a “charter” which frees them from many regulations created for traditional public schools while holding them accountable for academic and financial results. The charter contract between the charter school governing board and the sponsor details the school’s mission, program, goals, students served, methods of assessment and ways to measure success. The length of time for which charters are granted varies but most are granted for five years.

The Florida Legislature, in authorizing the creation of public charter schools, established the following guiding principles: high standards of student achievement while increasing parental choice; the alignment of responsibility with accountability; and ensuring parents receive information on reading levels and learning gains of their children. Charter schools are intended to improve student learning; increase learning opportunities with special emphasis on low performing students and reading; and measure learning outcomes. Charter schools may create innovative measurement tools; provide competition to stimulate improvement in traditional schools; expand capacity of the public school system; and mitigate the educational impact created by the development of new residential units.

A charter school is statutorily required to (s.1002.33(9),F.S.):

- Be nonsectarian in its programs, admission policies, employment practices, and operations;
- Be accountable to the school district for its performance;
- Not charge tuition or fees;
- Comply with all applicable state and local health, safety, and civil rights requirements;
- Not discriminate on the basis of race, national origin, sex, handicap, or marital status;
- Subject itself to and pay for an annual financial audit;
- Maintain all financial records that constitute its accounting system in accordance with current law;
- Annually adopt and maintain an operating budget;
- Fully participate in the state’s education accountability program.

(Excerpted from www.floridaschoolchoice.org)

Somerset Academy, Inc. Mission

Somerset Academy, Inc. Promotes a transformational culture that maximizes student achievement and the development of accountable, global learners in a safe and enriching environment that fosters high-quality education.

Beliefs

- S-Set high expectations
- O-Objective
- M-Meaningful Curriculum
- E-Effective
- R-Resourceful and Responsible life-long learners
- S-Scholars who achieve proficiency and beyond
- E-Evaluate continuously and use data to drive curriculum
- T-Instructors who are highly qualified

SOMERSET ACADEMY, INC.

Principal / Corporate Address:
20801 Johnson Street
Pembroke Pines, Florida 33029

Alternate Mailing Address:
6340 Sunset Drive

South Miami, Florida 33143

Board Member Office Phone: 786.393.4455
Alternate Phone 305.669.2906

BOARD OF DIRECTORS

Todd German (Board Chair / Treasurer)
Ana Diaz (Vice-Chair / Secretary / Parent)
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Other Non-Voting Officers

Bernardo Montero, President
Suzette Ruiz, Vice-President

School Administration

Principal: **Erika Rains**

Administrator: **Lucia Hernandez**

Bethany Main Campus

SCHOOL SCHEDULE

7:00 AM	Doors open for students
7:30 AM	Classes Begin
11:05 - 12:10 AM	Lunches
2:30 PM	Dismissal
2:30-6:00 PM	Aftercare

EARLY RELEASE SCHEDULE

7:00 AM	Doors open for Students
7:30 AM	Classes Begin
10AM-11AM	Lunches
12:30 PM	Dismissal
12:30-6:00 PM	Aftercare

Bethany Satellite Campus

6:45 AM	Doors open for students
7:15 AM	Classes Begin
10:45AM-11:45AM	Lunches
2:30 PM	Dismissal
2:30-6:00 PM	Aftercare

EARLY RELEASE SCHEDULE

7:00 AM	Doors open for Students
7:30 AM	Classes Begin
10AM-11AM	Lunches
12:30 PM	Dismissal
12:30-6:00 PM	Aftercare

****Students are considered tardy after 7:30 AM if they attend Somerset Bethany Main Campus and 7:15AM if they attend Somerset Bethany Satellite. Parent/guardian must come into the front office to sign the student in.***

**** Students picked up late will incur a \$1.00 per minute late fee. This fee will be billed and is payable on a monthly basis..***

School calendar year:

Somerset Academy Bethany will adhere to the Saint Lucie County School District's calendar.
(Calendar subject to change according to Saint Lucie County School Board.)

Meals:

The Saint Lucie County School District will provide school meals. Free and reduced lunch applications will be made available during the first few weeks of school or online at www.stlucie.k12.fl.us.

A Message from Your Principal

Each family is part of something very special at Somerset Academy Bethany. Parental involvement is a key component to any child's academic, social and emotional success. At SAB, we believe it is a fundamental component for each child's wellbeing. Our top caliber faculty and staff have been chosen because they share in the belief of raising and educating children to their highest potential. Together we can achieve these goals.

We hope our third year will be as successful as our first two years. We appreciate the commitment by our clientele. Thank you to all of our parents, faculty and staff who work so very hard to help our children achieve. Parent/Instructor conferences will be held as needed during the year, and all parents should feel free to call and schedule a conference at any time. Our parents are always welcome. Progress reports and report cards detailing achievement will be issued periodically. A schedule of those issuances will be sent home during the first few weeks of school.

Challenge is important for all children, but not to be made so difficult that they feel lost or so easy they become bored. We will work with the scholars and parents to attain a balance for each child.

The twenty hours of requested volunteer time can be reached by helping with the lunchroom, classroom, field trips, front office work, donations, bus duty and fund-raisers. The time spent as a classroom volunteer is especially appreciated. This is not a drop-in affair. We schedule our parents to assist with meaningful academic intervention strategies. It is fairly prescriptive and a welcome help to the learning environment.

As your principal, I am committed and determined to provide our scholars with a safe and challenging environment. Our administration and staff will continue to hold high expectations to be met by our scholars. It is in the spirit of meeting this challenge, that I invite all of our parents to partner with our scholars, their instructors, coaches, guidance counselors and administrators in collaborating to help pave the path to the endless new horizons of greater scholar achievement. I personally look forward to seeing all of you at our school functions throughout the year.

Thank you for sharing your children with our family of faculty and staff at SAB. If you have any questions or needs, please contact us. We are here to serve you.

Principal Erika Rains

Somerset Academy Bethany

Handbook 2022-2023

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law. The intent of this law is to protect the accuracy and privacy of scholar educational records. Under this law, parents/legal guardians have the right upon request, to inspect, release, and challenge information contained within the scholar's educational records. Without prior consent, only authorized individuals having legitimate educational interest will have access to confidential and other kinds of information contained in those records. This Board approved directive for implementing the provision of the Family Educational Rights and Privacy Act is contained in the document "Scholar Educational Records," and is available through the Division of Scholar Services, Saint Lucie County Public Schools.

FERPA's legal statute citation can be found in the U.S. Code of Federal Regulations for Title 34; (20 USC section 1232g; 34 CFR Part 99). Educational records include a range of information about a scholar that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a scholar's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned; and,
- Personal information such as a scholar's identification code, social security number, picture, or other information that would make it easy to identify or locate a scholar.

Personal notes made by instructors and other school officials that are not shared with others are not considered educational records. Additionally, law enforcement records created and maintained by a school district law enforcement unit are not education records.

Parent(s)/legal guardian(s) are guaranteed the right, upon request, to inspect and review their children's records under federal and state laws. Parent(s)/legal guardian(s) are guaranteed a right of "meaningful" access to copies of their children's records. The parent's rights extend to any lawyer, lay person, or advocate whom the parent(s)/legal guardian(s) authorizes to represent him or her. Access must be granted within 45 calendar days from the initial request.

DRESS CODE POLICY

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days. Somerset Academy Bethany (SAB) reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. All students (KG through 5th grade) shall wear the school uniform.

A student in violation of the dress code may receive a detention, may be sent home and asked to return when in compliance, or SAB Admin may choose to call for an appropriate attire to be brought in for the student. If sent home, the student will be marked absent, unexcused. Parents select to have their children attend SAB with full acknowledgement of the expectations and policies. Purchasing uniforms from Aztec Graphix is a policy requirement. Parents may not purchase an article of clothing and have it embroidered with the SAB logo. **This is a copyright infringement.**

Uniform Policy

TOPS:

- School authorized from Ibiley Uniforms (or other fundraising items) on designated days.
- School authorized hoodies, jackets or outerwear.
- School club and athletic shirts on designated days only.

BOTTOMS:

- Skirts purchased from Ibiley Uniforms.
- Pants or slacks in black or khaki, worn at the waist, at all times (can be purchased anywhere).
- Black or khaki shorts, capris or skirts worn at the waist (can be purchased anywhere).
- No leggings, no holes, rips, frays and no sweatpants

HAIR: Hair must be neat and clean. No bandanas, scarves or flags are permitted.

HATS: No hats or caps are permitted within the building. Religious attire is permitted.

SHOES: Dress shoes or tennis shoes with backs & closed toed, only. No shoes with wheels, no crocs. Shoes must always be tied.

Uniform policy for Fridays:

- Any of the previously listed uniform pieces from Ibiley Uniforms.
- SAB Friday T-Shirts, hoodies, and any other purchased school fundraising items of clothing and jeans.
 1. No leggings or sweatpants
 2. Shorts must be fingertip length or longer
 3. No holes etc.
 4. No spaghetti straps

EMERGENCIES

Illness: The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. If a student becomes ill during the school day, and it appears they would be best cared for at home, the parent will be contacted. The school must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions, seizures, etc.). This notification heightens awareness in case of an emergency.

Injury: The procedures listed below will be followed for an injured student:

- 1) Instructor will administer first aid in the classroom if possible.
- 2) Instructors will send the student to the office if necessary, using the buddy system, after notifying the office that students are en route.
- 3) Instructors will notify the office if the student is unable to be moved.
- 4) Trained personnel will administer first aid.
- 5) The parent(s)/guardian(s) will be called, and the injury described. Emergency services will be called if the injury warrants such.
- 6) For certain injuries, the parent or guardian may decide to pick the student up from school. Emergency contact persons will be called if the parent or guardian cannot be reached. For this reason, it is imperative that emergency contacts be up to date.
- 7) An accident report will be completed and filed for most accidents.

HEALTH AND WELLNESS

To ensure the health and wellness of the students, employees and families of SAB, the school will be taking the following precautions

- Performing temperature checks when needed.
- Sanitize upon entry into the building and have sanitizing stations around the school

Additionally, we encourage the SAB community to follow the best practices recommended from the CDC:

- Washing your hands often with soap and water for at least 20 seconds.
- Applying hand sanitizer frequently throughout the day.
- Covering your cough or sneeze with a tissue.

FIELD TRIPS

SAB may plan field trips as a learning experience beyond the classroom walls. Parents may be allowed to assist as chaperone. Parents serving in this capacity may not have other children/non-students accompany them. Chaperone time will count as volunteer hours and will be added to the overall hours requested per family. The Guidelines for Chaperones Form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines. Chaperone spaces are limited and the selection of chaperones is at the discretion of the school if the number of volunteers exceeds the number of spaces available.

Participating in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or current academic standing. Any school discipline can negate participation in a field trip or school activity.

Parent permission must be given for students to participate in field trips. Money and permission slips must be turned in according to the instructions, prior to the field trip, or the student will not be permitted to participate. **All permission slips and money are due by the due date specified and no extensions will be given-NO EXCEPTIONS.** Students must wear the field trip sponsor's designated dress code on all field trips.

Two items are required in order to attend a field trip.

- 1) Field Trip Authorization forms must be filled out completely, signed and returned by **the deadline.**
- 2) Medical information needs to be up to date with the school.

*Note: additional items may be required based on the nature of the field trip, including the purchase of field trip specific T-shirts.

Field trip costs are predetermined based upon a certain number of participants who will share the total expense. Therefore, **field trip related fees are NOT REFUNDABLE after the due date.** The only consideration for a refund would be based upon a verifiable death in the family or an injury to the student that prohibits them from participation. The field trip environment is still considered a classroom and class rules are still enforced. Students may **not** be checked out of any off-campus field trip without prior approval from administration.

COMMUNICATION

Communication is essential for a positive and successful environment. SAB Administration and staff recognize this and will strive to facilitate open and frequent communications with parents. An annual survey may be conducted, as parental and community participation is crucial in aiding the school to identify areas of success and determining areas that need improvement. The use of Skyward messaging, information updates via the school website, Facebook, and Remind text blasts will be implemented to communicate school information.

Teachers will send weekly newsletters home, post newsletters to their webpages, and send other information home in the student's Communication Folders. Data chats will be conducted throughout the year to inform parents of students' progress.

In addition to the report cards and conferences, instructors have information on their websites regarding class assignments, projects and homework. If a parent has no internet access, a hard copy of the newsletter will be available upon request. Progress reports and/or report cards will be sent home on the following dates: 9/2, 9/16, 9/30, R-10/14, 10/21, 11/04, 11/18, 12/02, 12/16, R-1/06, 1/13, 1/27, 2/10, 2/24, 3/10, R-3/24, 3-31, 4/14, 4/28, 5/12, 5/26, R-6/01.

An interactive, online tool for monitoring scholar grades, SKYWARD Parent Portal, will be available for all scholars and parents. This tool will be updated in alignment with the above dates. Scholar access is their 562 number for the username and their date of birth, using two digits for the month and two digits for the date (with no year) as the password.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the school administration and staff to be available to both parent and student, and we welcome a conference with any parent. We do require, however, that appointments be scheduled with the main office. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled in advance. If there is a concern, it is SAB's policy to have the parent email the teacher first, then contact

administration if the issue is unresolved.

It is extremely important that any change of physical or email address, telephone number or pick-up authorization be completed by the legal parent/guardian in person in the front office. BY STATE LAW, proof of address must be provided for a change of address.

*****Parents or guardians must submit copies of any documents which indicate who has legal access to the child and his/her records, during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the Pupil Identification Form, friends and strangers will be denied access to a student, in the absence of verified parental consent. Even if we know you are a parent, if you do not have court specified rights to pick a child up, we will need to secure permission prior to releasing the student.**

PARENT VISITS AND VOLUNTEERS

Parental involvement and volunteering are integral parts of our school community. It has been our experience that parental involvement plays a key role in the day to day functioning of our school. In every area, from direct classroom support to front office, cafeteria and clinic, active volunteering is critical to students' continued success. In addition to the following guidelines, SAB will also follow the volunteer guidelines put in place by St. Lucie County Public Schools in order to be in compliance with the Jessica Lunsford Act. **UNDER NO CIRCUMSTANCES SHOULD PARENTS ENTER THE SCHOOL AND GO DIRECTLY TO A CLASSROOM.** All school visitors and volunteers will be required to have a driver's license or ID card scanned through the front office. Volunteers must pass an immediate computerized background check. **Each visitor/volunteer will receive a pass that must be worn in a visible location.**

Guidelines for Visitors and Volunteers

All SAB families are requested to complete a minimum of 20 volunteer hours annually. Arrangements should be made in advance and a time agreed upon with the classroom teacher or school personnel.

- Parents and/or legal guardians are allowed to volunteer at the discretion of the classroom teacher and administration.
- Classrooms and cafeteria volunteers may not have other children/non-students with them.
- It is the responsibility of the parent volunteer to log in and out on the sign-in sheet for off campus volunteering activity. Failure to do so will result in hours not accounted for during the totaling process.
- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Visitors/Volunteers are expected to dress appropriately for an elementary school.
- Cell phones must be turned off or placed on vibrate while on campus.
- Comparing and criticizing teachers and students is unacceptable.
- Please remember to keep what happens in the classroom confidential. Do not discuss the lives or learning of the students with other students or adults who are not in the

classroom.

- Punctuality and reliability are expected, since classroom teachers plan for volunteer assistance. If you are unable to come at your scheduled time, please call the office, send a note, or try calling someone else to see if can substitute for you.

Volunteers are NOT ALLOWED to administer any kind of medication to a student.

- Chaperones on a school field trip are considered volunteers and must have all pertinent paperwork and background check done prior to attending the field trip.
- Field trips and overnight chaperones must have a Level 2 clearance by St. Lucie County Public Schools.
- Under NO circumstances may any volunteer contact other parents or individuals for non-supportive, negative or derogatory communication as a representative of the school. If there is a concern, it must be addressed with the instructor(s) first at the appropriate time. If not satisfied after this communication, the parent shall contact the school administration.

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups are available through the main office or Sign-Up Genius, and opportunities are announced throughout the school year. Parents are required to log the volunteer hours in the front office.

The following are examples of ways to be involved:

- PTSO participation
- Attending general meetings
- Helping in the classroom
- Helping with classroom items at home
- Making copies
- Donations
- Room parent duties
- Attending student orientation/open house
- Cafeteria duties during lunch
- Helping with drop off/pick up
- Campus maintenance
- Helping with school events
- Etc.

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES

Books and materials are expensive and should be cared for properly. Books must not be written in or on, unless it is a consumable workbook. Charges will be assessed for damaged or lost books/materials, based upon replacement costs. Students will be expected to provide all basic supplies such as paper, pencils, etc. as required by the classroom teacher. Any additional supply needs will be requested in writing by the teacher.

LOST AND FOUND

Lost items should be turned in to the school office. Anytime a student loses an item, they may ask the teacher's permission to come to the office to claim it during non-instructional time. Items unclaimed at the end of each semester will be donated to various charitable institutions.

****PLEASE HAVE YOUR CHILD'S FIRST AND LAST NAME ON ALL PERSONAL PROPERTY. ****

MEDICATION

The administering or dispensing of any medication (including non-prescription medication) to students by employees of SAB without specific written authorization by a physician is forbidden. If it is necessary that a child take any medication while they are in school, the parent must sign an authorization form and have the form completed by their physician. The medication will be kept under lock in the office and will be administered by a trained staff. Parents may also choose to come and administer medication to his or her child when necessary.

*Physician Authorization forms can be obtained in the main office and website.

PARENT TEACHER STUDENT ORGANIZATION (PTSO)

SAB encourages parents/guardians to become active members supporting the school and the organization. Officers will be elected yearly according to the organization's bylaws and district/state guidelines.

The PTSO will sponsor fundraisers throughout the school year. Monies generated in fundraising events may be used to purchase materials and equipment for the students, faculty, staff and general school purposes, as determined by the PTSO Board. Meetings are held regularly and are open to everyone. All members are eligible to vote on issues brought before them for consideration during the general PTSO meetings.

ATTENDANCE POLICY

ANYTIME A STUDENT RETURNS TO SCHOOL AFTER AN ABSENCE, A NOTE MUST BE BROUGHT FROM HOME WITHIN THREE (3) DAYS OF THE ABSENCE.

It is the responsibility of the parents or legal guardian to submit the reason for each absence that has not been pre-approved by school administration. Justification for absences will be evaluated based on the policy below regarding excused or unexcused absences.

Acceptable excuses for student absences are illness, a death in the family, a dental or doctor appointment, court appearance, a school-sponsored event or activity that has been previously approved, or religious holidays.

Unexcused absences are those absences that are not justified according to the rules of this

policy by the parent or legal guardian. In addition, truancy, out of school suspension, expulsion and/or skipping are considered unexcused absences.

If you need to take your child out of school before the end of the school day, you must come to the school office to sign him/her out.

*Note: absences are only excused if a medical doctor's note is provided, there is a death in the family and verifiable proof is submitted to the main office, or proper legal documentation is submitted to administration. All notes must be submitted to the main office within 3 school days.

Skipping class is defined by one or more of the following criteria:

1. Failure to check out when leaving school before the end of the official school day.
2. Absence from class without parent or legal guardian's knowledge and/or permission.
3. Absence from class without instructor knowledge and/or permission.

Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the school. Notification must be made in writing in advance. The absence is not considered excused. Students must be in attendance for 170 out of the 180 days the school is in session. After 5 unexcused absences, the parents or guardians and the student may be required to meet with administration or an attendance committee. The student's future attendance will be monitored, and the student may be considered for retention, referral to truancy officers, referral to the district, or possible dismissal from the program.

ATTENDANCE AND TRUANCY POLICY/PROCEDURE

1. Teachers email attendance clerk when a student has 3 consecutive absences. The attendance clerk calls parent(s).
2. Data Specialist runs Absence Occurrence Report to determine Attendance Truancy monthly.
3. A Truancy Warning Notice will be sent home to parent(s) for all students meeting the following criteria:
 - a. 5 unexcused absences in a 30-day period
 - Or
 - b. 10 unexcused absences in a 90-day period at which point the truancy officer will be notified.
4. Parent(s) are to sign, date and return the Truancy Warning Notice.
5. Notify Assistant Principal or designee of any student not in compliance with the Truancy Warning Notice.
6. Signed Truancy Warning Notices are to be filed in Student File.

Make Up Work – Excused Absences

Students are expected to make up all work missed during excused absences. Students are permitted one day per day absent to make up work. Teachers may grant additional time for making up work if warranted by the individual situation. All assignments, including tests and exams announced in advance of the student's absence, must be made up on the day the student returns to school. Teachers may require that a student completes work assigned prior to a scheduled absence/leave.

Make Up Work – Unexcused Absences

It is up to individual instructors as to whether or not they will accept missing work due to unexcused absences. If an instructor chooses to accept make-up work, the student is permitted one day per day absent to make up the work. The individual instructor will determine how much credit to assign for make-up work as a result of an unexcused absence.

1003.26 Enforcement of school attendance.—The Legislature finds that poor academic performance is associated with nonattendance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. It is the policy of the state that each district school superintendent be responsible for enforcing school attendance

of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the district school board that require public schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools. District school board policies shall require the parent of a student to justify each absence of the student, and that justification will be evaluated based on adopted district school board policies that define excused and unexcused absences. The policies must provide that public schools track excused and unexcused absences and contact the home in the case of an unexcused absence from school, or an absence from school for which the reason is unknown, to prevent the development of patterns of nonattendance. The Legislature finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to improved student learning and achievement.

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String&URL=1000-1099/1003/Sections/1003.26.html

CODE OF CONDUCT

Somerset Academy Bethany holds its students accountable to the highest level of student conduct. We expect our students to treat others with respect and courtesy. The goal of the Code of Conduct is to assist students in developing self-discipline, character and responsibility for our school, the larger community, family and fellow students. The primary objective of this code is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships.

Students who violate SAB Code of conduct will receive the following consequences:

Classroom Consequences may include the following:

- Verbal Warning
- Time out/ Loss of privileges
- Parent contacted/ Detention

Administrative Consequences may include the following:

- Referral is given and administrative detention is given.
- In School Suspension (ISS)/Out of School Suspension (OSS) - Referral sent home.
- Dismissal from the program.

***Refer to disciple matrix for a more detailed break down**

Fighting, profanity, disrespect, sexually explicit behavior, destruction of property, disruptive

behavior will result in issuing a referral and an administrative review for possible immediate suspension from school (OSS) or dismissal from the program. Parent will be called to pick student up from school.

***Refer to discipline matrix for a more detailed break down**

LUNCH CONDUCT

Students will proceed through the lunch line in an orderly fashion, “first come, first served.” Students may not hold a place in line for other students. Students are responsible for cleaning up after themselves by placing their trash in the proper receptacles and helping to maintain a clean eating environment. Misconduct during lunch will result in disciplinary sanctions.

USE OF ELECTRONIC DEVICE POLICY

The use of electronic devices is strictly prohibited during school hours. All devices must be turned off and put away. Violations will result in the following consequences:

1. Teacher will confiscate the device(s) and keep it until the end of the school day. Student will get a one-time warning and may lose classroom privileges.
2. Teacher will confiscate the device(s) and turn it in to administration. Student will receive an after-school detention or other consequence determined by Admin – The device may be returned only to the parent or guardian.
3. Teacher will confiscate the device(s) and turn it in to administration. The device may be returned only to the parent or guardian.

INELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

In order to foster its students' academic success, SAB maintains a number of provisions for assisting those students who are deficient in their academic performance. Among these is the policy of limiting student participation in **all** school sponsored extracurricular and interscholastic activities until such time as s/he demonstrates sufficient improvement in his/her studies.

NORMS: Students are ineligible who, at the conclusion of a grading period, are failing ONE or more subjects based on the school's grading scale. Students may also be ineligible indefinitely due to disciplinary reasons, as determined by Administration.

LENGTH OF INELIGIBILITY:

The ineligibility period will last a minimum of a 10-school day period. Students who are ineligible may **not** participate in team/club functions involving any extracurricular activity. Ineligible students may be required to attend tutoring during or after school in order to help them with the subject(s) in question. Should appropriate academic progress be shown the following grading period, a student will be reinstated. The student will not be declared eligible until they have demonstrated the appropriate academic progress.

ACADEMIC HONESTY:

SAB encourages each of its students to actively participate in the learning process. It is the school's expectation that students, over time, will be increasingly able to learn on their own and

produce work that shows their integrity and their efforts. The academically honest student:

- Prepares thoroughly for all assignments.
- Tries their best at all assigned tasks.
- Takes ownership of their talents and abilities.
- Seeks appropriate help when they fail to understand.
- Makes proper use of the efforts and thoughts of others.
- Takes pride in each assignment as an example of their own skill and effort

To recognize the efforts of each student and to promote the fundamental principles of mutual trust and respect, SAB encourages the student's own effort and insists on academic honesty.

Among the types of academic dishonesty not tolerated at SAB are the following (but not limited to):

Cheating - Student use, or attempted use, of unauthorized materials in any academic situation or solicitation of someone else to "do work for which he is responsible. Examples of cheating or violation of testing protocol include but are not limited to:

- Using open notebooks, texts, or other course materials without permission.
- Exchanging answers with another student on **any** graded assignment (classwork, homework, tests, quizzes, etc).
- Copying another's test answers with or without his permission.
- Possessing "cheat notes."
- Demonstrating an intent to cheat.
- Providing answers for any assignment.

Students must comply with the testing procedures specified by the teacher. Violations of testing procedures will be considered under the cheating policy but may not be given the same consequence.

Fabrication - Inventing or falsifying information. Examples include:

- Inventing lab data.
- Citing sources not used.

Copying - Examples include:

- Copying homework or papers from another person or allowing someone to copy homework or papers.
- Acquiring answers from the internet or other electronic sources and purporting them as one's own.
- Using teacher edition texts or teacher answer keys or test copies.

Deception/Misrepresentation - Lying about student work or academic records.

Examples include:

- Forging a teacher's or parent's signature on any document
- Taking credit for group work without having contributed as required

Electronic Dishonesty - Using network access inappropriately. Examples include:

- Using another's computer account
- Invading another's files
- Using material from another's stored files (e.g. network storage, flash drive)
- Damaging or deleting another's computer files

Plagiarism - Plagiarism is the use, intentional or not, of the writing or ideas of others and representing them as one's own. Text manipulation is plagiarism. Paraphrasing the ideas of someone else is plagiarism. Credit **must** be given to all outside sources, including, but not limited to: research materials, online databases, internet sources, encyclopedias, charts, graphs, pictures, quotations and paraphrasing and summaries of another's written or spoken words. Plagiarism, regardless of intent or degree or amount, is theft and violates academic integrity. Students uncertain about what material to cite should consult teachers for guidance and advice.

Penalties for Violations of Academic Integrity - Because academic honesty serves as a measure of personal integrity and provides a foundation for the academic strength of SAB, any violation of it is considered a serious offense. Such offenses are cumulative. Students who violate the Academic Integrity policy face the following consequences:

- i. Counseling session with parent notification and **NO** opportunity to redo the assignment/no alternate assignment.
- ii. 0% on the work in question without make up and parent notification.
- iii. Academic probation for 1st offense.
- iv. Possible dismissal subsequent offenses.
- v. Any additional consequences as decided by Administration.

USE OF ELECTRONIC DEVICE POLICY

The use of electronic devices is strictly prohibited during school hours. All devices must be turned off and put away. Violations will result in the following consequences:

4. Teacher will confiscate the device(s) and keep it until the end of the school day. Student will get a one-time warning and may lose classroom privileges.
5. Teacher will confiscate the device(s) and turn it in to administration. Student will receive an after school detention or other consequence determined by Admin – The device may be returned only to the parent or guardian.
6. Teacher will confiscate the device(s) and turn it in to administration. The device may be returned only to the parent or guardian.

SAB DISCIPLINE MATRIX

Expectation	Rules	Consequences	By whom
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SAB students will contribute to keeping the campus safe for everyone.	No student shall possess, sell, use, or furnish any type of weapon, or dangerous object, including, but not limited to firecrackers, matches, lighters, stink bombs, etc.	Up to and including* immediate dismissal	Admin
SAB students are expected to resolve conflicts peacefully, which means reporting potential problems to instructors, counselors, staff, or administration.	No student is permitted to threaten to cause or actually cause physical injury to another. Spectators and instigators will be treated the same as fighters. Bullying is not allowed and will be dealt with accordingly..	Up to and including* immediate dismissal and involvement of law enforcement as applicable.	Admin
SAB students respect themselves, other students, and all staff at all times.	<p>THE FOLLOWING ARE NOT ALLOWED</p> <ul style="list-style-type: none"> • Disobedience/Disrespect • Defiance/Lying • Intimidation • Profanity/Vulgarity • Obscenity • Racially inciting statements • Sexual harassment • Hate crimes 	Up to and including* immediate dismissal and involvement of law enforcement as applicable.	Admin
Expectation	Rules	Consequences	By whom
SAB is a drug, alcohol and tobacco free learning environment.	No student shall possess, sell, furnish, use, or be under the influence of any alcohol, tobacco, narcotic, or controlled substances. Possession of drug paraphernalia is not allowed. Prescriptions should be kept in the main office with required documentation.	Up to and including* immediate dismissal and involvement of law enforcement as applicable.	Admin
SAB students are responsible citizens who respect their fellow students and their school.	<p>THEFT, ROBBERY, EXTORTION, GRAFFITI, VANDALISM, AND PROPERTY DAMAGE ARE NOT ALLOWED:</p> <p>Students are not allowed to steal, attempt to steal, take or damage property of another or any SAB property or equipment.</p>	Up to and including* immediate dismissal and involvement of law enforcement as applicable.	Admin

SAB students will come to school dressed according to the SAB uniform policy in all aspects.	Students will wear approved SAB uniforms purchased from the designated SAB vendor, with SAB logo.	Parent Phone Call. Student may be sent home and receive an unexcused absence. Excessive absences may result in retention or dismissal, etc.	Admin
SAB students will attend all their classes.	Students may not leave campus without written permission and proper identification from person picking up the student	Unexcused absence: Excessive absences may result in retention or dismissal	Admin
SAB students are expected to be in class on time.	All students are expected to be in class on time. Entering the classroom late disrupts the educational process as per SAB tardy policy.	Excessive tardies may result in a referral to the Attendance Committee for possible actions.	Admin

“Up to and including” refers to the following possible actions:

- | | |
|-----------------------------------|-------------------------------------|
| Recess Detention | Lunch Detention |
| ASD After School Detention | SS Saturday school |
| ISS In-School Suspension | OSS Out of School Suspension |

****SAB does follow SESIR guidelines set forth by the State/St. Lucie County District.**

Detentions/Suspensions

1. Detentions are held on specific days set forth by Administration. Detentions may take place during lunch or recess. Detention must be served when scheduled. Students present for any part of a school day will be expected to serve a detention if it is scheduled for that day. Acceptable reasons for missing a detention include student illness or a doctor’s appointment. Written proof of a doctor’s appointment will be required upon the students return to school. If such proof is not provided upon the students’ return, they will be considered to have skipped the detention. Detention takes precedence over any other after school activity or sport.
2. Detentions not served in one school year may be carried over to the next school year at the discretion of Administration.
3. Students and parents/guardians will be notified of receipt of detentions.
4. An excessive amount of detentions may cause a student to be liable for dismissal from the program or to be placed on probation upon recommendation of the Administrative Team. Only the Principal may ask a student to withdraw from the Academy (voluntary withdrawal).

*Under ordinary circumstances, one or more sanctions may be appropriate. However, a student

may be placed on probation for all or part of one school year due to a previous school year's infractions. Students who have been suspended two or more times in a school year may be placed on probation for the first quarter of the following year. Suspensions will be recorded in the student's permanent record, and are maintained on file from year to year.

LEVEL ONE CONFLICT RESOLUTION PROCESS

Any parent/guardian who has a problem with the school procedures must follow the Conflict Resolution Process to address his/her concerns:

1. Meet with the instructor or team of instructors
2. Meet with the other staff personnel: discipline committee member, guidance counselor, ESE coordinator, etc.
3. Meet with SAB Administration

LEVEL TWO CONFLICT RESOLUTION PROCESS

For an infraction which may lead to a suspension or recommendation for dismissal, the following steps listed below may be followed:

1. Meet with the instructor or team of instructors
2. Meet with the other staff personnel: discipline committee member, guidance counselor, ESE coordinator, etc.
3. Meet with SAB Administration
4. Meet with Board's designated Parent Liaison for conflict resolution.
5. Appear before the Board of Directors for a final appeal.

Annual Notice Regarding Disclosure of Student Directory Information

Federal and State laws require that SAB, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, SAB may disclose appropriately designated directory information without written consent UNLESS you advise SAB to the contrary.

Parent(s) or former students shall have 30 days from the date of this notice to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes:

- A student's name, address and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Current grade level
- Participation in officially recognized activities and sports

- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.

SEVERE WEATHER INFORMATION

SAB will follow the same instructions as Saint Lucie County Public Schools in case of severe weather emergencies. Parents should watch the local news for information about school closings. Site based decisions will only differ from that of the district in cases of extreme emergencies and will be communicated to parents via email and text blast.

Safety System

If you visit the school, you MUST enter through the front door of the main office and check in with the front office staff. You MUST have your picture identification with you so that the front office staff can verify your identity. A visitor's badge will be issued to you and you MUST wear the badge at all times while on campus.

Scholar Gifts

Please DO NOT send or bring gifts such as balloons, flowers, etc., to scholars. Office space is very limited and we do not have the staff to deliver these. If you send these, they will be held in the front office for pick up at the end of the day.

Deliveries

Scholars/parents may not order food to be delivered to the office for the student.

STUDENT RIGHTS

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, suspension or dismissal.

Parents who have a conflict with a student other than their own child are requested to speak to the Administration. At no time may parents approach the student directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment,

violence or other verbal or physical conduct against a student or employee will NOT be tolerated.

Prior to suspension or dismissal, the student has the right to a fair hearing as outlined by the Code of Conduct. Dismissal offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds or possession of tobacco products/drugs.
3. Being under the influence or possession of alcoholic beverages on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance or possession of products such as lighters.
6. Harassment of students, faculty, staff, parents, substitutes or visitors.
7. Repetitive disruptive behavior.
8. Rude or vulgar language, gestures, pictures or actions.
9. Actions deemed to be unsafe or containing the potential to disrupt the educational setting at SAB.

Guidance Department

The SAB Guidance Department works with students, parents, and the community to foster a positive and supportive learning environment. The essential role of the academic advisor is to be a student advocate. Advisors assist with personal, academic, social, and post-secondary concerns that can aid the student in order to reach their full potential.

Support systems such as individual/group counseling are an integral part of the counseling program at Somerset Academy. Classroom activities and presentations are developed throughout the year to assist students with their personal, social, career, and educational development.

WHAT DOES YOUR ADMINISTRATOR DO?

- Administers and assists with standardized testing.
- Assists with conflict resolution.
- Carries out schedule and class changes.
- Participates in Parent/Instructor conferences.
- Assists in the process of transitioning from childhood to adolescence.
- Assists with personal/social, and academic development.

SKYWARD

Parents are encouraged to use the electronic grade book software (SKYWARD) to monitor their child's academic performance and progression. SKYWARD is accessible via the internet and through a link on the Academy website. Parents and students can view grades, attendance records, discipline reports, activity announcements and notes from instructors. SKYWARD is an excellent tool to keep the parent aware of their child's day to day

progress. However, for email correspondence, please email directly from your email or use the link on the SAB website.

Exceptional Student Education

The Exceptional Student Education Program (ESE) is implemented in accordance with Saint Lucie County District Procedures for Exceptional Education. Student exceptionalities will be addressed on an individual basis as needed. Parents and instructors work closely with the ESE Specialist to provide proper placement and to develop an individualized educational plan (IEP).

English Language Learners Program

The screening and placement of Limited English Proficient (LEP) students will be met in accordance with district procedures. For further information you may contact the ESOL Coordinator.

PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S HOMEROOM
TEACHER:

I have read the SAB Parent/Student Handbook, including uniform policy and the Student Code of Conduct and agree to cooperate with all of the policies contained therein.

The Code of Student Conduct was reviewed by me at the time of registration, along with the Parent/Student Handbook, and I agree to abide by all of its contents. In addition, the parent/guardian has reviewed the rules and policies set forth by SAB with the student.

Name of Student: _____

Parent Name: _____

Grade: _____

(Signature of Parent/ Guardian)

(Date)

(Signature of Student)

(Date)