

Somerset Academy Bethany

A State Designated High Performing Elementary School



STUDENT HANDBOOK 2026-2027

500 SW Bethany Drive

Port St Lucie, FL 34986

Phone: 772-201-1716

Fax: 772-201-1717

www.somersetacademybethany.org

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 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;
- Comply with all applicable state and local health, safety, and civil rights requirements;
- Not discriminate based on 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 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.

Somerset Academy Bethany Vision

It is the vision of the Academy to ignite an inclusive, project-driven STEAM community where every student emerges as a confident, ethical innovator and collaborator, bridging disciplines to solve global challenges with impact, empathy, and creativity.

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

Governing Board Members: <https://somesetacademyschools.com/board-members>

Governing Board Meeting Dates: <https://somesetacademyschools.com/board-meeting-dates>

School Administration

Principal: Erika Rains

Vice Principal: Lucia Hernandez

Student Enrollment/Lottery Policy

Students will be admitted to Somerset Academy Bethany regardless of race, gender religion or ethnic origin and our admission and dismissal procedures will be equitable for all students. All Somerset Academy, Inc. schools will implement the following enrollment/lottery policy:

1. Effective immediately, **Somerset Academy Bethany** will set and advertise a registration / lottery date.
2. The following groups of students will not have to participate in the lottery and will gain automatic admission/re-admission assuming they complete the **"Intent to Return" form and remain academically eligible.**
 - i. Current students enrolled at **Somerset Academy St. Lucie**
 - ii. Siblings of enrolled or accepted students at **Somerset Academy Bethany, Somerset College Prep, Somerset Academy St. Lucie, or Somerset Career Academy**
 - iii. Children of employees at **Somerset Academy Bethany, Somerset College Prep, Somerset Academy St. Lucie, or Somerset Career Academy**
 - iv. Children of governing board members
 - v. Children of an active-duty member of any branch of the United States Armed Forces.
 - vi. For Federal Grant Recipient Schools, preference will only be given to the following groups while within the active grant period. The school may resume implementing all preferences above once the grant cycle is completed.
 - i. Currently enrolled students
 - ii. Siblings of enrolled or accepted students of the grant recipient school
 - iii. Children of employees of the grant recipient school
 - iv. Children of founding board members of the grant recipient school
3. If the number of applicants is less than or equal to the number of available slots, each qualified applicant will be accepted and enrolled.
4. If the number of applicants meeting the established criteria of the charter exceeds the stated capacity of the school, or individual classroom or program, each child will be placed in a random **Somerset Academy Bethany, Somerset College Prep, Somerset Academy St. Lucie, or Somerset Career Academy** (the "Lottery").

5. Each application will be given a number, and all numbers for each classroom/program will be placed in a database. Numbers will be selected on a random basis, and all slots available per grade will be filled based on the rank order of their drawing. The remaining numbers will be used to create the waiting list (the list will be developed based on the rank order in which the remaining assigned lottery numbers are randomly selected).
6. There will be at least one school administrator, plus a member of the board and/or a representative from an independent auditing firm present at the Lottery.
7. After the Lottery is completed, students will be contacted in the rank order in which names were randomly drawn and established on the waiting list.
8. As openings arise throughout the year, the next child on the waiting list for that particular classroom will be offered the “seat”. If the school accepts applications during the school year and already has a waiting list from a previous lottery, the school may either re-draw all names to date (less those accepted/withdrawn/removed by request) or conduct periodic subsequent lotteries and add the names in the rank order drawn to the initial list created via a random lottery.
9. The parent has 72 hours to accept/refuse the space and complete all required documentation for admission into program. If the parent is not able to do so, the seat will go to the next child on the waiting list. Applicant names for parents who do not respond within 72 hours or who do not accept the available seat will be removed from the list and requested to reapply in the future if they would like to be considered at a later time.
10. If there are more seat than applications, the school may accept all students after the registration period has ended. If the school continues to accept applications after the initial registration period, the school will:
 - A) Conduct subsequent registration periods with advertised due dates and determine whether a lottery is necessary at the end of that period; or,
 - B) Conduct a “rolling” registration weekly. At the end of each week, determine whether or not a lottery is necessary.
 1. If the school receives more applications that week than the available seats, the school will:
 - a) Conduct a lottery;
 - b) Notify families that received available seat, and
 - c) Put remaining applications on a waiting list in the rank order their numbers are randomly drawn OR let families know they will be included in the next lottery when seats become

available.

2. If no lottery is necessary at the end of the week because the school has more seats than applications received, all eligible applicants will be accepted.
 3. Repeat steps *a* and *b* above at the end of each week or as long as the school continues to accept applications for each school year.
11. The school may choose the option of maintaining a waiting list application pool rather than a rank ordered waiting list. When the school chooses this option, it will conduct the lottery from all available applications received to date and stop when all available seats have been filled. Each time the school has available seats, it will conduct a new lottery.
12. The school may implement limited enrollment periods to target specified student populations in accordance with Florida Statute, Section 1002.33(10)(e).

<u>School Hours Schedule</u>		<u>Early Release Schedule</u>	
7:00 A.M.	Drop off begins	7:00 A.M.	Drop off begins
7:30 A.M.	Classes Begin	7:30 A.M.	Classes Begin
10:30- 12:30 P.M.	Lunches	10:30- 12:30 P.M.	Lunches
2:30 P.M.	Dismissal	12:30 P.M.	Dismissal
2:30- 6:00 P.M.	Aftercare (registration required)	12:30- 6:00 P.M.	Aftercare (registration required)

*Students are considered tardy if they are not in their seats at exactly 7:30 A.M. Parent/guardian must come into the front office to sign the student in if they arrive after 7:28 A.M. (end of car line).

* Students not registered for Aftercare who are picked up late will incur a \$1.00 per minute late fee. This fee will be billed and is payable daily.

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.)

<https://www.stlucie.k12.fl.us/pdf/School-Calendar-2026-2027.pdf>

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 <https://foodservice.stlucie.k12.fl.us/>

School Lunch applications must be completed yearly.

Meal prices are set by the St. Lucie County School District and subject to change. Pricing and menus can be found at the link above.

You may reload your student lunch account online by using the following link.

<https://www.stlucie.k12.fl.us/online-payments/>

Click here to view the full Staff Directory: <https://www.somersetacademybethany.org/staff>

Morning Arrival Policy

For the safety and supervision of all students, campus drop off does not begin until 7:00 A.M. Parents must remain in their vehicles at all times and follow the flow of carline. Please note that school staff are not available to supervise students prior to 7:00A.M. Children must never be left unattended before staff supervision is in place and the school is not responsible for the safety or supervision of any child left in the parking lot or at the gates before this time.

Important carline rules:

- We offer two drop-off lanes during morning arrival. Once a lane is selected, please remain in that lane for the duration of the drop-off.
- For safety and traffic flow, do not change lanes or attempt to cut across lanes after entering the drop off area.
- Drivers must remain in their vehicles at all times. Please do not exit your vehicle to switch drivers, assist with backpacks, or for any other reason during drop-off
- Drivers must drive at a walking speed, never exceeding 3–5 mph, and follow all directions from staff.
- Unloading happens only when your vehicle is fully stopped in the designated zone, and exits may only occur on the sidewalk/curb side once instructed by staff member.
- The car drop-off lane closes sharply at 7 :28 A.M.
- Students arriving after 7 :28 AM are considered tardy, and parents must park and accompany their child into the main office to sign them in—no exceptions, and no curbside release after the carline concludes.

Afternoon Dismissal Policy

To ensure the safety of students, staff, and families—and to promote a consistent, efficient dismissal process—Somerset Academy Bethany operates a structured Carline & Bus-Rider Dismissal Policy. This policy

applies to all school-day arrivals and dismissals for carline and bus-connected routines.

1. Dismissal Start Time & Order of Release

Dismissal begins promptly at 2:30 PM. At that time, bus riders are escorted by designated staff to the bus loading zone, and car riders enter the carline staging area. Bus riders are always loaded first to minimize cross-traffic and ensure a secure routine.

2. Vehicle Guidelines & Traffic Safety

Parents/guardians must remain in their vehicles at all times during carline—exit of the vehicle, even momentarily, is prohibited. This practice is supported by multiple district guidelines and helps maintain visual control and consistent flow. Drivers must operate at a walking pace, not exceeding 5 mph, and obey all verbal directions and traffic flow instructions from supervising staff. Use of cell phones or other distractions is explicitly prohibited during carline.

3. Car-Tag Visibility & Authorization

Each family must display their **2026-2027 school-issued car-tag** clearly in the front windshield, aligned with the passenger side visor. Students will only be called when the tag is visible; cars without tags will be required to pull aside, park, and escort the driver into the main office to present photo identification before student release. COPIES OF CAR TAG or pervious year car tags NOT allowed.

4. Student Pickup & Transfer Procedures

When a tagged vehicle arrives at the staging area, staff announce the car-tag number, escort the child curbside, and facilitate loading through a single door. Once the student is seated and all doors are closed and staff sign off, the vehicle is cleared to move. After the carline window closes, any students not picked up will be escorted to the main office and must be retrieved in person by a guardian with proper identification.

5. Late Pickup & ID Requirements

Parents arriving after the carline concludes must park and enter the main office with their car-tag or photo ID to request student release. Students who are not picked up during the carline hours are escorted to the main office to await pickup; they are not dismissed curbside or left unattended.

6. Compliance & Enforcement

Failure to comply with procedures—such as exiting a vehicle in line, driving above the speed limit, or ignoring staff directions—will result in one or more of the following:

- Immediate redirection to the office for verification
- A written notice to the family (first infraction)
- Possible revocation of carline privileges or requirement to switch to office pickup (repeat offenses)

Weather-Related Dismissal Policy

In the event of lightning within a 2-mile radius, student dismissal will pause immediately for safety. Dismissal will resume once lightning is no longer within the 2-mile radius.

If you choose not to wait, you are welcome to park and walk up to sign out your child in person, but please note that you assume full responsibility for your child's safety upon early release during these conditions.

Somerset Academy Bethany does not operate a before school care program. After care program information can be found at this link: <https://www.somersetacademybethany.org/after-care-program>

Attendance Policy

Anytime a student returns to school after an absence, a note must be brought from home or uploaded online within three (3) days of the absence. Parents and guardians must understand that compulsory school attendance law states instruction in a standard school, be comprised of not less than 900 net hours for a student in or at the grade level of 4 through 12, or not less than 720 net hours for a student in or at the grade level of kindergarten through grade 3. **Even excused absences count against instructional hours.** Not meeting the minimum instructional hours requirements may be grounds for grade retention!

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.

Students are permitted up to five (5) excused absences per semester with a parent or guardian note, without requiring a doctor's note. These absences must be reported to the school office via email to the attendance clerk or via the school's website "Report an Absence'." Any illness-related absences beyond five per semester will require a note from a licensed medical provider in order to be excused.

Other acceptable excuses for scholars' absences are illness (physician's note required*), a death in the family, a dental or doctor appointment (doctor's note required), court appearance, a school-sponsored event or activity that has been previously approved or religious holiday.

Verifiable proof must still be submitted via email to attendance clerk or via the school's website "Report an Absences" within 3 school days of absence.

Notes/excuses may now be uploaded and submitted on the school's website at <https://www.somersetacademybethany.org/Report-an-Absence>

The final decision for approval will rest with the school principal. Scholars may be released from school to participate in a religious observance upon written request of his/her parent or legal guardian.

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. Students will not be permitted to be signed out after 2:00 P.M., as the school prepares for dismissal. 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.
4. Being "out of area" for a prolonged period of time.

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 advance. The absence is **not** considered excused. Students must be in attendance no less than 170 out of the 180 days before the school is in session. After 5 unexcused absences, the parents or guardians and the student may be required to meet with the 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. An excess of 7 absences will trigger an automatic formal letter at home. Please review Florida's attendance enforcement statute and truancy requirements at

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

The State Legislature finds that poor academic performance is associated with non-attendance, and that schools/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 be responsible for enforcing school attendance of all students. 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. For this reason, the school will reach out to the parents/guardians when a student's attendance or lack thereof, including tardies, are of concern. 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.

Report absences online here: <https://www.somersetacademybethany.org/Report-an-Absence>

Make Up Work – Excused Absences

Students are expected to make up all the work missed during an excused absence. Students are permitted one day per day absent to make up work. Teachers may grant additional time for 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. Students are responsible for asking for any/all work they need to make up.

Make Up Work – Unexcused Absences

If less than or equal to 10 days total unexcused absences, it is up to individual instructors whether they will accept missing work due to unexcused absences. If the scholar has 10 or more days of unexcused absences for any course, no credit shall be granted for make-up work.

Grade Scale

The grading system and the interpretation of the letter grades which represent the equivalent numerical grades are as follows:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

Grades and Progress Reports

Grades are updated in Skyward on the **15th** and the **last day of each month**. Progress reports are posted in Skyward every two weeks. When progress reports are available, a REMIND message is sent to notify parents to log in to Skyward and review their student's grades. Parents are also encouraged to monitor their student's grades in Skyward on a weekly basis.

Gradebook Categories

- **50%** – Assessments
- **10%** – Classwork

- **30%** – Products (projects, papers, presentations, etc.)
- **10%** – Participation

Assessment Retake Policy

Students may retake an assessment if they meet all of the following requirements:

1. Complete all test corrections at home.
2. Submit the completed test corrections to the teacher and complete any additional practice assigned by the teacher.
3. Schedule the retake with the classroom teacher to take place **after school** or **during lunch**.
4. Complete the retake **before the next unit assessment is administered**. Retakes will not be permitted after the next unit test has been given.
- 5.

Conduct Scale

Our conduct scale ranges from 1 to 4 and reflects how a student's behavior impacts learning in the classroom:

- A 4 indicates behavior that supports and enhances learning for everyone.
- A 3 means the student's behavior is interfering with their own learning.
- A 2 reflects behavior that disrupts the learning of others.
- A 1 means the behavior is not conducive to anyone's learning — in other words, it's completely unacceptable.

Our goal is for all students to consistently aim for a 4 by demonstrating respect, responsibility, and a commitment to a positive learning environment.

“Home-learning” policy

The purpose of homework is to develop effective study habits. It is also used to reinforce concepts taught or to work on assigned projects. If a scholar does not understand his/her assignment after trying to do it at home, please send a note or email to the instructor indicating the problem.

The school requires scholars to have an assignment of agenda/planner provided by the school. If lost, the student can purchase a replacement for a \$5 fee. It can assist your scholar in keeping track of the homework. Assignments must be completed on time and properly written. The only acceptable excuse for incomplete homework is the scholar's verified illness. If a scholar fails to bring in homework, he/she should complete it for the following day, or as the instructor's permit. Instructors only have to accept excused absences for full credit. Any unexcused absences are up to the discretion of the instructor. Instructors keep daily records of homework assignments, which are used in determining quarterly grades. Always complete work, even if it is late.

Parents may help in the following ways:

- Show an interest in your scholar's work

- Provide a place and time for quiet study
- Encourage home reading and listen to your scholar read
- Review the homework for neatness and completeness
- Refrain from doing the work for your scholar
- Discuss problems related to home study with your scholar's instructor

****It is important to note that "home learning" is the responsibility of the scholar and family.****

Exceptional Student Education

The Exceptional Student Education Program (ESE) is implemented in accordance with St. 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). For more information, or if you have any questions regarding the evaluation process, please contact the school's ESE specialist.

Refer to the staff directory on the school's website for contact information.

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, contact the school's ESOL Coordinator.

Refer to the staff directory on the school's website for contact information.

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 dresses 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. Dress code also applies on the school bus, as it is an extension of the school.

Uniform Policy

There is a uniform store on the school's website where shirts may be ordered. Samples of uniform shirts are kept in the main office for families who need to see sizing prior to making online purchases.

Lanyards: Students in grades 3–5 are required to wear their school-issued ID and lanyards **at all times** while on campus and at off campus trips. Students in grades K–2 must wear their ID and lanyards during all school-related field trips and off-campus activities.

Tops:

All school shirts will have the school logo in school colors and be purchased from the official school uniform vendor and all outerwear will be school uniform vendor issued :

- School authorized shirts from sanctioned vendors/distributors (or other fundraising items) on designated days.
- School authorized hoodies, jackets or outerwear.
- School club and athletic shirts on designated days only.

Items purchased from your choice of vendors:

Bottoms:

- Pants or slacks in black or khaki, worn at the waist, at all times (may be purchased anywhere).
- Black or khaki shorts, capris, skorts or skirts worn at the waist (can be purchased anywhere).
- No leggings unless worn under appropriate pants/shorts/skirts, no holes, rips, frays and no sweatpants

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

Head coverings: No hats or caps are permitted within the building. Religious attire is permitted. No sunglasses permitted in door unless medically necessary and documentation is on file with the school.

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

Uniform policy for Fridays:

- Any regular uniform pieces from school sanctioned vendor/distributor of uniforms.
- SAB Friday T-Shirts, hoodies, and any other purchased school fundraising items of clothing and jeans.
- No leggings, spandex, joggers or sweatpants
- Shorts must be fingertip length or longer
- No holes, rips or frays etc.
- No spaghetti straps

Dress Down policy:

All Fridays and half days are "dress down days" for \$1.00. Children can wear appropriate non-uniform clothing and donate \$1.00 to the dress down fundraiser. Their clothes must be **school appropriate**. Rips, frays, tears, holes or offensive/obscene language/images are not permitted.

**Markings, prints, or designs on clothing will be considered out-of-dress code if they display any reference to drugs, weapons, etc. (school administration reserves the right to decide if the display is school-appropriate). **

Clothing Items not permitted:

Wearing any of these items will result in a dress code violation (Repeated dress code violations will result in detention(s) and/or referral(s). Please see our discipline, Matrix.

- Any shirt not purchased from the official school uniform vendor
- Any outerwear not purchased from the official school uniform vendor
- Any bottoms with frays, rips, or tears (regardless of whether skin can be seen or not)
- Any shoe that does not have a fully enclosed back and toe, and/or that is not considered a "street shoe"
- Sunglasses, hats, hoods, or headgear, head covering of any kind while in the building/classrooms (with the exception of religious exemption)
- Gang-related bandanas
- No spandex, leggings/jeggings/joggers/sweatpants unless covered by in-dress-code shorts or skirt
- Anything deemed risqué, revealing or immodest is not permissible.
- The wearing of or wrapping oneself in a blanket is not permissible. Blankets are not permitted on campus or on the school bus.
- No sunglasses in door (unless medically necessary)

Students in violation of the dress code will be asked to correct on site or to call home for appropriate attire. Please see dress code violation progressive discipline steps:

- 1st Offense: Warning
- 2nd Offense: Lunch detention
- 3rd Offense: 30 min after school detention
- 4th Offense: 1 hour after school detention
- 5th Offense: 1 hour Saturday school
- 6th Offense: 1 Day out of school suspension and behavior probation

- 7th Offense: 2 Day out of school suspension and behavior probation and not welcomed back next year.
- 8th Offense: Dismissal

Parents select to have their children attend SAB with full acknowledgement and understanding of the expectations, policies and consequences.

If the student is not in dress code they will not be unloaded from the car.

Purchasing uniforms from school sanctioned vendors 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 for Dress Down Days:

- Any regular uniform pieces from school sanctioned vendor/distributor of uniforms.
- SAB Friday T-Shirts, hoodies, and any other purchased school fundraising items of clothing and jeans.
- No leggings, spandex, joggers or sweatpants
- Shorts must be fingertip length or longer
- No holes, rips or frays etc.
- No spaghetti straps

Code of Conduct

Somerset Academy Bethany holds its students accountable for 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 the school's Code of Conduct will receive the following consequences:

Classroom Consequences may include the following:

1. Verbal Warning
2. Time out/ Loss of privileges

3. Parent contacted/ Detention

Administrative Consequences may include the following, in no particular order:

- School Discipline Referral
- Behavior Probation
- Out of School Suspension (OSS) - Referral sent home
- Dismissal from the program

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(s) will be called to pick up your student from school immediately.

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

Cafeteria 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. Students are expected to follow all cafe workers’ rules. Students are not allowed to leave the designated lunch area without the permission of the supervising faculty/staff. Misconduct during lunch may result in disciplinary sanction, including lunch detention/picking up trash during lunch.

Restroom Usage Policies

Students must sign out on the Hall Pass program each time they leave the classroom and must sign back in upon return to the classroom. Students must always take a hall pass with them. Students caught in the halls without a pass will be escorted back to class and may face consequences. A student caught vandalizing a restroom will face consequences, up to an including dismissal from the program. Expenses incurred because of damage by vandalism will be the responsibility of the parent of the offending student.

Computer Policies

- Students are responsible for logging out of the computer when they are done using it.

- If you do not log out and someone else misuses the computer, you will be the one facing consequences, not that other person.
- Computer Use Rules are on the desktop background. Not knowing is not an excuse.
- Misuse of computers will result in a consequence.
- Students are not allowed to leave campus with any school devices. No exception.

Student Use of Wireless Communication Devices (Grades K–5)

In accordance with **Florida House Bill 1105**, Somerset Academy Bethany enforces the following policy for students in **Kindergarten through 5th Grade**:

Students in grades K–5 are **prohibited from using cell phones or other wireless communication devices** at any time during the school day. Devices must be turned off and stored in backpacks or another designated location, and they may not be used for any reason while on campus.

Exceptions may be made only for:

- Documented medical needs (e.g., part of a student’s IEP or 504 plan),
- Emergency situations as determined by school administration.

The school is not responsible for any wireless communication device that a scholar chooses to bring to school.

All wireless communication devices are including but not limited to: any cellphones, electronic watches, I-pads, tablets, etc.

Violations of this policy:

First Offense: Scholar will submit the electronic device to the teacher. The device is given to the main office, and the scholar can get the device from the office at the end of the school day with a detention and parent notification.

Second Offense: Scholar will submit the electronic device to the teacher. The device is given to the main office, and the scholar can get the device from administration at the end of the school day, along with an afterschool Detention, and parent notification.

Third Offense: Scholar will submit the electronic device to the teacher. The device is given to the main office. This offense will result in a referral and suspension, behavioral probation, and the electronic device must be picked up by a legal guardian from the main office.

*A scholar who repeatedly abuses the technology policy may eventually earn further suspension and eventually, dismissal.

Ineligibility for Extracurricular Activities

To support students in achieving academic success, the school has established measures to assist those struggling academically. One such measure involves restricting participation in school-sponsored extracurricular and interscholastic activities until the student shows adequate improvement in their academic performance. Students deemed ineligible may be required to attend tutoring sessions during or after school to address their academic challenges. If a student demonstrates appropriate academic progress in the subsequent grading period, they may be reinstated; however, eligibility will only be granted once sufficient academic improvement is evident.

Students are considered ineligible if, at the end of a grading period, they receive a grade of D or lower in one or more subjects, according to the school's grading scale. Additionally, students may face indefinite ineligibility due to disciplinary reasons, as determined by the administration.

Academic Integrity

The school 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, the school encourages the student's own effort and insists on academic honesty.

Among the types of academic dishonesty not tolerated at Somerset Academy Bethany include 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.
- Utilizing artificial intelligence and submitting the work as one's own.
- Collaboration that results in identical responses to a product that should be individualized

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. **The**

use of artificial intelligence, such as ChatGPT, is considered academic dishonesty and will be treated as such.

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 Somerset Academy Bethany, any violation of it is considered a serious offense. Such offenses are cumulative. Students who violate the Academic Integrity policy face the following consequences:

First time violations:

- Counseling session with parent notification
- Automatic 0% on the work in question without the opportunity to make up the assignment or have alternate assignment
- Automatic Behavioral Probation for 1st offense

Subsequent violations:

- All of the above
- 3 Days OSS
- Possible dismissal
- Any additional consequences as decided by Administration

BULLYING POLICY

What is Bullying?

Systematically and chronically inflicting physical hurt or psychological distress or creating an imbalance of power on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property.

Adult intervention is one of the best defenses against bullying. Educators can first learn the warning signs as well as the myths of bullying, especially of social bullying, which research indicates is more difficult for adults to identify than other forms of bullying. Educators **MUST** intervene when they see

bullying occur and can send a clear message that the school does not tolerate bullying.

Some steps that our school is taking to ensure a bully-free school environment include the following: (1) identifying where and when bullying occurs; (2) training all school personnel to recognize bullying; (3) increasing adult supervision at campus "hot spots"; (4) creating an anti-bullying task force charged with educating students and staff; and (5) integrating anti-bullying materials into curriculum for discussion and role-play.

"Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual, religious, or racial harassment;
9. Public or private humiliation; or
10. Destruction of property.

**Legally defined by the Florida Statute [1006.147](#)

If you believe your student is being bullied by definition, please reach out to the school.

Bullying Complaint Form: [Bullying Complaint Form](#)

Together, parents and teachers can help students to establish a culture of acceptance, tolerance and respect.

Zero Tolerance Policy (1006.13, F.S)

The School enforces the Florida Department of Education Zero Tolerance Policy on school violence, crime, and the use of weapons. As an approach to reducing school violence, the intent of the policy is to provide a safe school climate that is drug-free and protects student health, safety, and civil rights. This policy requires the school district to impose the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts, such as:

- bringing or possessing a firearm or weapon to school, any school sponsored activity, or on school-sponsored transportation; shall also result in a referral for expulsion and mental health services pursuant to Section 1006.13 F.S.
- making a threat or false report, respectively, involving school or school personnel's property, school transportation, or school sponsored activity; shall also result in a referral for expulsion and mental health services pursuant to Section 1006.13 F.S.
- homicide;

- assault, battery, and culpable negligence;
- relating to kidnapping, false imprisonment, luring or enticing a child, and custody offenses;
- sexual battery;
- lewdness and indecent exposure;
- child abuse;
- robbery;
- robbery by sudden snatching;
- carjacking;
- home-invasion robbery

A student may also be referred for mental health services if deemed necessary by the threat assessment team. Florida state law requires the School District to link juvenile violent incidents to the action taken by the student's school and the District. The District is required to collect data about violent incidents involving students during each school year and transmit a report to the state. Certain infractions in the Code of Student Conduct may result in criminal penalties as well as administrative corrective strategies.

Vaping

- Possession of E-cigarettes or vaping of nicotine is prohibited and highly addictive. Possessing, using or sharing vapor devices is never allowed and will result in immediate dismissal.
 - Vaping unauthorized substances like THC or any form of marijuana or other substances is prohibited and will result in a suspension and/or recommendation for expulsion and possible criminal charges, and immediate dismissal.
- * Severe Clause: Fighting, drugs, weapons, profanity, defiance of school personnel, assault upon a student or staff member, and any continuous disruptive behavior that disrupts the learning environment may result in immediate dismissal.

SOMERSET ACADEMY BETHANY DISCIPLINE MATRIX

Expectation	Rules	Consequences	By whom
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 and involvement of law enforcement, as applicable.	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 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.	THE FOLLOWING ARE NOT ALLOWED • 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
SAB is a drug, vape, 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, including vape pens, 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.	THEFT, ROBBERY, EXTORTION, GRAFFITI, VANDALISM, AND PROPERTY DAMAGE ARE NOT ALLOWED: Students are not allowed to steal, attempt to steal, take or damage property of another or any school	Up to and including* immediate dismissal and involvement of law enforcement as applicable.	Admin

	property or equipment.		
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:

Lunch Detention	Behavioral Probation
After School Detention	Academic Probation
In-School Suspension	Out of School Suspension
Saturday Detention	

****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 after school. 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 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 detention. Detention takes precedence over any other after school activity or sport.

2. Scholars who fail to attend detention as scheduled, arrive late to detention, or who are asked to leave detention for misbehavior will be assigned one Saturday School. A skipped Saturday detention will result in a 2-day suspension.
3. Detentions not served in one school year may be carried over to the next school year at the discretion of the Administration.
4. Scholars will be notified of receipt of detentions.
5. An excessive number of detentions may cause a scholar to be liable for dismissal from Somerset Bethany or probation upon recommendation of the Administrative Team. Only the Principal may ask a scholar to withdraw from the Academy (mandatory withdrawal). Once a scholar is withdrawn, their re-admittance in the future will be at the discretion of the Principal.

**** After 3 detentions = 1 day suspension**

Under ordinary circumstances, one or more sanctions may be appropriate. However, a scholar may be placed on probation for all or part of one school year due to a previous school year's infraction. Scholars 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 scholar's permanent record and are maintained on file from year to year.

The sequence of consequences may include the following:

1. **Verbal Warning**
2. **Lunch Detention**
3. **30-Minute After-School Detention**
4. **1-Hour After-School Detention**
5. **2- Hour Saturday Detention**
6. **Referral to the Dean for Further Disciplinary Action, Including Possible Suspension**

In cases where behavior warrants suspension, please note that the suspension will be documented in the student's permanent record and kept on file from year to year. All suspensions will also result in the student being placed on behavioral probation.

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.

Behavioral Probation

Behavioral probation is generally issued for a period of nine weeks and serves to remind scholars of their commitment to proper behavior as a student at Somerset College Prep.

Students on behavioral probation will avail themselves of the following support:

- Weekly progress reports that must be signed by parent and returned to the Dean.
- Weekly check-ins with the Dean of Students
- Additional supports that are identified as beneficial during the probationary period

While on Behavioral Probation, you will not be permitted to participate in clubs, sports, or extra-curricular activities (other than academic tutoring). While on behavioral probation, if you violate your contract, you are subject to be dismissed, or your probation period may be extended.

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.

Right of SOMERSET ACADEMY BETHANY Scholar DISMISSAL

FS 228.056 10(a) 7 identifies the charter school's authority to develop and implement admission procedures and dismissal procedures. The charter contract between Saint Lucie School District and Somerset Academy, Inc.; affords the charter school the right of dismissal.

Rationale for dismissal:

Families and scholars who fail to meet the SOMERSET ACADEMY BETHANY Board established policies for continued enrollment include:

- Wearing Board approved uniform as designated by time and location and manner as per SOMERSET ACADEMY BETHANY policy.
- Attendance requirements as per FS 1001.41 requiring a minimum of 170 days of attendance.
- Behavior as per Somerset Academy Bethany policy.

Steps taken prior to dismissal

A. Documentation

1. Document uniform violations and notify parent.
2. Document discipline violations and notify parent.
3. Document parent volunteer hours and notify parent.
4. Document attendance and notify parents.

B. Conferences

1. Refer to the Discipline Committee as appropriate.
2. Hold conferences with parents and scholars regarding violations.

Dismissal Procedures

1. Letter to parent regarding intent to dismiss.
2. Final declaration of dismissal or option of withdrawal.
3. Transfer records to home-zoned schools.

Extra-curricular Clubs, Activities and Field Trips

In order to participate in any extra-curricular activity a student must attend Somerset Academy Bethany. Students who are under academic or behavioral probation are not permitted to participate in **any** extra-curricular activities other than tutoring. It is the responsibility of the parent/guardian to provide transportation after the activity.

Information regarding field trips, clubs, sports and other extra-curricular activities are available on the school website.

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 each year of any student's chronic illness (i.e. asthma, diabetes, heart condition, 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 and notify parent.
1. Instructors will send the student to the office if necessary, using the buddy system, after notifying the office that students are enroute. Office will notify parent.
1. Instructors will notify the office if the student is unable to be moved. Office will notify parent.
1. Trained personnel will administer first aid and will notify parent.
1. The parent(s)/guardian(s) will be called, and the injury described. Emergency services will be called, if the injury warrants such.
1. 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.
1. An accident report will be completed and filed for most accidents/ injuries.

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 as, needed.
- Sanitizing students upon entry into the building
- Sanitizing stations around the school
- Daily sanitizing of the school, classrooms, bathrooms, etc.

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

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

Health Screenings

In accordance with Florida Statute 381.0056, St. Lucie Public Schools in cooperation with the St. Lucie County Health Department, will conduct health screening activities for selected student groups during the school year with written parent consent.

The screenings will include:

- Height and Weight, which will include Body Mass Index (BMI) calculation for grades 1, 3 and 6
- Vision Screening for grade 3
- Vision and Hearing Screenings for grades K, 1, and 6
- Scoliosis Screenings for grade 6

In addition to these screening activities, your child will receive first aid and care in the event he/she is injured or becomes ill while at school. You will be informed, in writing, if your child fails to meet any of the screening standards. You are encouraged to seek further professional assistance. If you DO NOT want your child to participate in school health screenings.

PLEASE NOTIFY THE SCHOOL in writing and include your child's name and grade. For more information: <https://www.stlucie.k12.fl.us/departments/student-services/health-services/#1727188917281-227a1b16-7070>

Medication

The administering or dispensing of any medication (including non-prescription medication) to scholars by employees of SOMERSET ACADEMY BETHANY without specific written authorization by the parents and physician is forbidden. If the scholar must take any medication while in school, the parent must sign an authorization form and have it completed by their physician. Please obtain this form from the main office or the Health Information page of the school website. The medication will be kept under lock and key in the office and will be administered by trained personnel. A parent may also choose to come to school and administer medication. If a medication is expired, discontinued, or it is the end of the school year and the parent/guardian does not pick up the medication within one week (5 days) of expiration/discontinuation or by the last day of school, the medication will be destroyed as per SLPS policy.

- All students coming from Private Schools or from outside of Saint Lucie County must provide school with a copy of FLORIDA SHOT RECORD and FLORIDA SCHOOL ENTRY PHYSICAL.
- If a scholar has a medical condition, the school nurse must be notified each school year so appropriate steps are taken to maintain the health of the scholar.
- If a scholar's medical status changes at any time during the year, the school nurse must be notified as soon as possible.
- If a scholar takes any type of medication during the school day, that medication MUST be kept in the office and have a completed Physician Authorization Form.
- If a scholar has any emergency medical plans in place, a copy of that plan must be provided to the school nurse as soon as possible.

A student is permitted to possess and use medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription. The medication must be regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. [HB 1537](#)

*Physician Authorization forms can be obtained in the main office and website: <https://www.somersetacademybethany.org/health-information>

Severe Weather Information

Somerset Academy Bethany 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. Additionally, in the event of lightning within a 2-mile radius, dismissal will be temporarily held until it is safe to proceed.

Safety and Security

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. If applicable, a visitor's badge will be issued to you, and you **MUST wear the badge at all times while on campus.**

Threats to schools are NO joking matter. Individuals found guilty will face legal consequences and school-based consequences that could lead to expulsion. Parents, talk to your children about being responsible with social media postings, and remember to immediately report any concerns, suspicious activities, or postings to 911 or contact Treasure Coast Crime Stoppers at 800-273-8477.

You can also contact your school administrators, teachers or campus resource officers. If you see something, say something!



Restrooms

Multi-stall restrooms are clearly labeled "Girls" and "Boys" and should be used according to each student's biological sex. For students with special circumstances, single-stall restrooms are available in various locations across campus.

Restrooms have Vape Sensors that are triggered by vaping, smoking, and spraying of aerosol items. The spraying of any body sprays, perfumes or cologne in the restrooms or locker rooms will result in a detention.

Transportation

Families may apply for transportation on the school's website. Somerset Academy Bethany offers transportation for all areas in the county in the form of "depot stops." Transportation is first-come, first-served, and must be used regularly to maintain an active seat on the bus. Students riding the bus should be at their bus stop at least 10 minutes prior to their scheduled pick-up time.

Students in grades 3 or higher may be left at a bus stop without an adult (if the student is comfortable doing

so). Students in grade KG to 2nd **MUST** have an adult present at the bus stop to be let off the bus. If a parent or guardian is not at the stop to meet a K-2nd grade student, the bus will return the student to the school. Parents or guardians who are not present at the bus stop will need to come to the school and pick up their students.

Missing a pickup time more than twice will result in a student bus suspension for the third time, and parents will need to pick their student up from school. Somerset school buses are shared between campuses and when a bus must return to the elementary school to bring a child back, that bus is then late to the middle high campus. Please be respectful of all our students at all our campuses and be at your bus stops on time.

On occasion, there may be interruptions to bus service that are outside of the school's control. Parents/Guardians are encouraged to sign up for the school's text-blast system to receive the most up-to-date notifications.

<https://somersetacademybethany.org/transportation>

Behavior on the Bus

Safety on the bus is of paramount importance. Misbehaviors on the bus will typically follow the sequence below:

Transportation Matrix

First Offense: Warning with parent notification

Second Offense: Change seat with parent notification

Third Offense: One day off bus w/referral

Fourth Offense: Bus suspension: 3 days

Fifth Offense: Bus suspension: 5 days

Sixth Offense: Bus suspension: 9 weeks

Seventh Offense: Bus Suspension: rest of school year

Field Trips

Field trips are planned by instructors/ the school to enhance classroom learning through educational experiences outside of school.

Parent Chaperones

Parents may be invited to serve as field trip chaperones. Parents serving as chaperones may not bring other children on the trip. Approved chaperones may count their time on the field trip toward required volunteer hours.

To be eligible to chaperone, parents must:

- Submit a completed Volunteer Application.

- Sign and submit the Guidelines for Chaperones Form.
- Successfully complete a Level 2 Background Check.
- Have a current, negative drug test on file.

All chaperones are expected to follow school policies and chaperone guidelines at all times. Chaperone positions are limited, and final selection is at the discretion of the school when the number of volunteers exceeds available openings.

Student Eligibility

Participation in field trips is a privilege. Students represent the school and are expected to demonstrate appropriate academic performance and behavior.

To be eligible to attend a field trip, students must:

- Maintain a grade of C or higher in all classes, as reflected in Skyward (Grade 3-5).
- Have all teachers complete the required Learning Experience Elsewhere (LEE) forms verifying current grades.
- Remain in good disciplinary standing (no behavior probation).

Any suspension or disciplinary action may result in the loss of field trip privileges or participation in other school-sponsored activities. Students who do not attend a field trip will be assigned an alternative educational activity.

Permission and Payment Requirements

Parent or guardian permission is required for all field trips. Field trips forms are available on our school website. Field Trip payment must be submitted on our school website using the school store. Cash will not be accepted as a form of payment.

Permission forms and payment **must** be submitted by the specified deadline. Students who do not submit all required forms and fees by the deadline will not be permitted to participate. No extensions will be granted.

Field Trip Dress Code

Students are required to wear the official school field trip shirt on all field trips. Any bottoms may be worn, provided they comply with the school's dress code.

Requirements for Participation

The following items are required for a student to attend a field trip:

1. Completed and signed Field Trip Permission Form/ Slip submitted by the deadline.
2. Current and up-to-date medical information on file with the school.
3. Payment of the non-refundable field trip fee.
4. Completed Learning Experience Elsewhere (LEE) forms verifying eligibility for grades 3-5.
5. Official school field trip shirt.
6. School photo ID

Additional requirements may apply depending on the nature of the field trip.

Refund Policy

Field trip costs are based on a predetermined number of participants sharing the total expense. Therefore, field trip fees are non-refundable after the payment deadline.

Refunds will only be considered in the event of:

- A verifiable death in the student's immediate family; or
- A documented injury or medical condition that prevents the student from participating.

Conduct and Student Checkout

Field trips are considered an extension of the classroom, and all school rules and expectations remain in effect.

Students may not be checked out from an off-campus field trip without prior administrative approval. Such requests are strongly discouraged due to instructional responsibilities, student supervision, safety considerations, and liability concerns.

Communication

Communication is essential for a positive and successful environment. SAB Administration and staff recognize this and 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 school uses multiple communication methods to keep families informed, including Skyward messaging, the school website, the school's official Facebook page, and Remind text messages (see remind code on the next page).

Teachers provide regular updates through weekly newsletters distributed via Skyward email and/or students' Communication Folders. Information regarding class assignments, projects, homework, and grades is also available through Skyward. Parents who do not have internet access may request a printed copy of the weekly newsletter.

In addition to report cards and parent-teacher conferences, quarterly data chats are conducted to review student progress. Parents are responsible for scheduling a data chat/ Student led conferences when appointment links become available. The school will post important announcements, reminders, and updates on its official Facebook page and through Remind text notifications.

An interactive, online tool for monitoring scholar grades, SKYWARD Parent Portal, available for all scholars and parents. The gradebook will be updated on the 1st and 15th day of each month. Progress reports will be posted biweekly, and report cards will be posted every 9 weeks. 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. If a parent needs their password reset, they can use this link and submit a request. <https://www.somersetacademybethany.org/skyward>

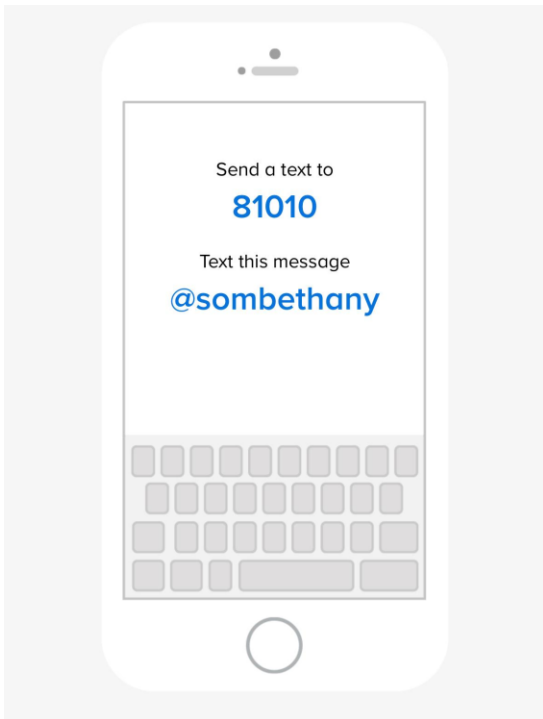
We encourage parents to reach out to the school office with any questions or concerns regarding their child. Our administration and staff are committed to maintaining open communication and are happy to meet with parents when needed. To ensure the availability of staff and minimize classroom interruptions, we kindly ask that all conferences be scheduled in advance through the main office. We ask that parents refrain from attempting to meeting with teachers before or after school without a pre-scheduled appointment.

If you are concerned, Somerset Academy Bethany's policy is to first contact the teacher via email. If further support is needed, the next step is to reach out to the Department Head or Grade Level Chair. Should the issue remain unresolved, it may then be brought to the attention of school administration.

It is extremely important that we have current and accurate contact information on file. Any changes to your physical address, email address, phone number, or authorized pick-up list must be made in person by the legal parent/guardian at the front office. In accordance with state law, proof of residency is required for any change of address.

*****Parents or guardians must submit copies of any document which indicates 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 and birth certificate. 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 up a child, we will need to secure permission prior to releasing the student.



Parent Volunteer Hours and Rules

To maintain harmony and a positive atmosphere, all volunteers must abide by the following rule: 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 principal. Failure to follow these procedures can constitute loss of privilege to volunteer in classes. Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups are available through the main office. Other opportunities are announced throughout the school year.

Parents are requested to log the volunteer hours with the front office staff. Parents are requested to volunteer 20 hours per family, per year, or prorated to two hours a month if their children are accepted after school has begun. If there are extenuating good-cause circumstances that prohibit a parent or parent stand-in from completing the requested volunteer service hours, the parent will be instructed to meet with administration to explore an alternative means of involvement.

We appreciate the additional hours beyond the required 20 that many of you will contribute. This helps the

school, your scholar and all children at SAB.

Section 1002.33(10)(e)5., F.S., states that a “charter school may limit the enrollment process only to target the following scholar populations: ...scholars who meet reasonable academic, artistic, or other eligibility standards established by the charter school and included in the charter school application and charter or, in the case of existing charter schools, standards that are consistent with the school’s mission and purpose.”

Consequently, if a new charter school includes the parent volunteer requirement in its application and charter, or if the requirement is consistent with the mission and purpose in an existing charter school, the parent volunteer contract is enforceable under Florida law.

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 the 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 for their first student and 15 hours for every student thereafter.

Arrangements should be made in advance and at a time agreed upon with the classroom teacher or school personnel.

- Parents and/or legal guardians who meet clearance criteria 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 they 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 Level 2 clearance.
- 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 an appropriate time. If not satisfied after this communication, the parent shall contact the grade chair, then 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 volunteer hours in the front office.

The following are examples of ways to be involved:

- PTO 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.

Parent Teacher Organization (PTO)

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. The PTO 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 PTO 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 PTO meetings.

Books, Equipment, Materials and Supplies

All instructional books, electronic devices, and materials provided by the school are valuable resources and must be handled with care. Students are expected to keep these items in good condition. Writing in or on books or electronic devices is not permitted unless the item is a consumable workbook designated for that purpose. Families will be financially responsible for the replacement cost of any lost or damaged books, electronic devices, or school-issued materials.

Students are expected to bring basic classroom supplies such as paper, pencils, and other essential items as specified by their teacher. Any additional or specialized supply requests will be communicated in writing by the classroom teacher.

Lost and Found

Lost items should be turned into 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. ****

Scholar Gifts

Please DO NOT send or bring gifts such as balloons, flowers, etc., to school. 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.

Fundraising

Clubs and organizations on campus will occasionally have fundraisers for the purpose of lessening the cost of their activities. **Unauthorized Sales on Campus**--No unauthorized sales are permitted on school grounds during or after school hours, except for approved school fundraisers. Students found selling items on campus will face disciplinary actions.

Deliveries

Students/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 dean or school's administration directly. At no time may parents approach the student or the student's parents directly. Violation to this policy may result in possible dismissal of the student.

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 Somerset Academy Bethany.

School Curriculum

Instruction shall be based on the Florida State Standards in language arts, mathematics, science, social studies, the arts, health and physical education, and foreign languages.

Student Progression Plan

SAB follows the districts student progression plan.

Student Services

Our school partners with students, families, and the community to create a safe, positive, and supportive learning environment where all students can thrive. An essential role of our Mental Health Counselor is to serve as a student advocate, providing support for students' emotional, social, behavioral, and personal well-being. Through collaboration with staff, families, and community resources, the counselor helps students develop the skills and resilience needed to reach their full potential.

Support services, including individual and small-group counseling, are an integral part of our

student wellness program. Throughout the school year, classroom lessons, workshops, and presentations are provided to promote social-emotional learning, mental health awareness, conflict resolution, and positive decision-making. These services are designed to support students' overall development and success both in and out of the classroom.

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 school's website. Parents and students can view grades, attendance records, discipline reports, activity announcements and notes from instructors. SKYWARD is an excellent tool to keep a student's parent/ guardian 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 school's website.

<https://www.somersetacademybethany.org/staff>

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

NOTICE OF RIGHTS UNDER 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.

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (FERPA), and corollary state law, Section 1002.22, Fla. Stat., afford parents and students who have attained 18 years of age ("eligible students") certain rights with respect to each student's education records. These rights are:

- (1) The right of privacy with respect to the student's education records.

Personally identifiable records or reports of a student, and any personal information contained in these reports, are confidential. The School District of St. Lucie County will not release the education records of a student without the written consent of the eligible student or the student's parents or guardian, except to the extent FERPA and state law authorizes disclosure without consent.

- (2) The right to inspect and review the student's education records within 30 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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.

- (3) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of a student's privacy rights.

Parents or eligible students may ask the School District of St. Lucie County to amend a record that they believe is inaccurate, misleading or otherwise in violation of a student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of a student's privacy rights.

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (4) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school, school system, or institution of postsecondary education in which a student seeks or intends to enroll or is already enrolled.

- (5) The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Other disclosures without prior consent; parents' right to limit:

- School administrators may disclose directory information about a student without the consent of either the student or his/her parents(s)/guardian(s) unless, within ten (10) days after enrolling or beginning school, the student or parent/guardian notifies the school in writing that any or all directory information should not be released. Directory information includes the student's name and grade level. A limited release of information is required for participation in student athletics as described on the Parent and Player Agreement, Permission, and Release form.
- Military recruiters and institutions of higher education have access to the name, address, and telephone listing of each secondary school student unless, within 10 days of enrolling in or beginning school, the student or the parent notifies the school in writing that such information should not be released without the prior written consent of the parent.

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 9461 Brandywine Ln, Port St. Lucie, FL 34986. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

Annual Notice Regarding Disclosure of Student Directory Information

Federal and State laws require that Somerset Academy Bethany, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, the school may disclose appropriately designated directory information without written consent UNLESS you advise the school 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 phone numbers, for school annuals, newspapers, honors lists, and printed materials or programs for extracurricular activities.

Charter school students are students of St. Lucie County Public Schools.

Non-discrimination policy: [Anti-Discrimination Policy WEB - SOMERSET ACADEMY, INC..pdf](#)

Procedures for addressing concerns: <https://somersetacademyschools.com/procedures-addressing-concerns>

Florida Parental Bill of Rights link: <https://www.fldoe.org/ParentalRights/>

Let's have a great year, Lightning Bolts!!