

Somerset Academy Bethany



500-510 SW Bethany Drive

Port St Lucie, FL 34986

Phone: 772-201-1716

Fax: 772-201-1717

www.somersetacademybethany.org



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

What is a Charter School?

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

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

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

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

Somerset Academy, Inc. Mission

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

Beliefs

S-Set high expectations

O-Objective

M-Meaningful Curriculum

E-Effective

R-Resourceful and Responsible life-long learners

S-Scholars who achieve proficiency and beyond

E-Evaluate continuously and use data to drive curriculum

T-Instructors who are highly qualified

SOMERSET ACADEMY, INC.

Principal / Corporate Address:

20801 Johnson Street, Pembroke Pines, Florida 33029

Alternate Mailing Address:

6340 Sunset Drive, South Miami, Florida 33143

Board Member Office Phone: 786.393.4455

Alternate Phone 305.669.2906

BOARD OF DIRECTORS

Todd German (Board Chair / Treasurer)

Ana Diaz (Vice-Chair / Secretary /Parent)

David Concepcion (Director)

Matthew Cox (Texas, Director)

Taylor Smith (Director)

Other Non-Voting Officers

Bernardo Montero, President

Suzette Ruiz, Vice-President

School Administration

Principal: Erika Rains

Administrator: Lucia Hernandez

Bell Schedule

7:00 AM	Doors open for Students
7:30 AM	Classes Begin
11AM-12PM	Lunch Blocks
2:30 PM	Dismissal
2:30-6:00 PM	Aftercare (Registration Required)

Early Release Bell Schedule

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

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

* 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 on a daily basis.

School calendar year:

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

Meals:

The Saint Lucie County School District will provide school meals.

Free and reduced lunch applications will be made available during the first few weeks of school or online at <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://teacherweb.stlucie.k12.fl.us/online-payments/>

A Message from Your Principal

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

We hope our fifth year will be as successful as our last. We are entering our fifth year with much excitement, as we celebrate last year's successes. Somerset Academy Bethany has achieved a school letter grade of "A"!!! We appreciate the commitment by our teachers, students and families who worked so hard this past school year to make this happen. We fully recognize that the success of our school is a team effort. Thank you to all of our parents, faculty and staff who work so very hard to help our children achieve.

Parent/Instructor conferences will be held as needed during the year, and all parents should feel free to call and schedule a conference at any time. Our parents are always welcome. Progress reports and report cards detailing achievement will be issued periodically. A schedule of those issuances will be sent home during the first few weeks of school. We will, as usual, be holding quarterly Data Chats and we strongly encourage our families to attend.

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

The twenty hours of requested volunteer time can be reached by helping with the lunchroom, classroom, field trips, front office work, donations, bus duty, participation in PTO, and fund-raisers. The time spent as a classroom volunteer is especially appreciated. This is not a drop-in affair. We schedule our parents to assist with meaningful academic intervention strategies. It is fairly prescriptive and a welcome help to the learning environment. We do require our volunteers to submit an application, obtain a clear Level II background check and be drug tested. This is for the safety and security of all of our students.

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

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

Principal Erika Rains
Somerset Academy Bethany

Dress Code Policy

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

A student in violation of the dress code may receive a detention, may be sent home and asked to return when in compliance, or SAB Admin may choose to call for appropriate attire to be brought in for the student. If sent home, the student will be marked absent, unexcused. Parents select to have their children attend SAB with full acknowledgement of the expectations and policies. Purchasing uniforms from 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

“Pop-up stores” are held periodically throughout the school year for parents to make in-person uniform purchases. Additionally, 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.

Tops:

- 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.

Bottoms:

- Skirts purchased from sanctioned vendors/distributors of uniforms.
- 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.

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

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

Uniform policy for Fridays:

- Any of the previously listed uniform pieces from school sanctioned vendor/distributor of uniforms.
- SAB Friday T-Shirts, hoodies, and any other purchased school fundraising items of

clothing and jeans.

- No leggings or sweatpants
- Shorts must be fingertip length or longer
- No holes etc.
- No spaghetti straps

Emergencies

Illness: The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. If a student becomes ill during the school day, and it appears they would be best cared for at home, the parent will be contacted. The school must be notified of any student's chronic illness (i.e. asthma, diabetes, heart 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.
- 2) Instructors will send the student to the office if necessary, using the buddy system, after notifying the office that students are enroute.
- 3) Instructors will notify the office if the student is unable to be moved.
- 4) Trained personnel will administer first aid.
- 5) The parent(s)/guardian(s) will be called, and the injury described. Emergency services will be called, if the injury warrants such.
- 6) For certain injuries, the parent or guardian may decide to pick the student up from school. Emergency contact persons will be called if the parent or guardian cannot be reached. For this reason, it is imperative that emergency contacts be up to date.
- 7) An accident report will be completed and filed for most accidents.

Health and Wellness

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

- Performing temperature checks 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 from the CDC:

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

Child Abuse and Neglect Policy

The Florida Legislature passed new laws in the 2014 Session to protect the safety and welfare of children after a series of articles in the Miami Herald found that the deaths of 479 children were the result of abuse and/or neglect.

All Somerset Academy employees and agents of Academica are required by law to report any suspected case of child abuse, abandonment or neglect, as well as alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student. It is the responsibility of every staff member to report all cases of suspected abuse to HRS. Any teacher who must contact HRS must inform the administration for the appropriate follow-up.

Any case of abuse involving a member of the staff will be reported to the administration and to HRS. Staff members are to report cases to HRS at 1-800- 96-ABUSE, document the report in their anecdotal records and log the phone call in to the principal. Such indicators may include but are not limited to:

- Unexplained bruises or welts
- Unexplained burns
- Unexplained fractures
- Unexplained cuts abrasions

*Failure to report misconduct may result in penalties up to termination of employment and revocation of an educator's certificate.

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 in grades 3 or higher may be let off at a bus stop without an adult (if student is comfortable doing so). Students in grade KG to 2nd MUST have an adult present at the bus stop in order 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 student. Missing a pickup time more than twice will result in a student bus suspension on the third time, and parents will need to pick their student up from school. Somerset school buses are shared between campus 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 of our students at all of our campuses and be at your bus stops on time.

Field Trips

As a learning experience, instructors may plan field trips. Parents may be asked to assist the instructor as a chaperone. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. The Guidelines for Chaperones Form and a Volunteer Application must be signed and submitted prior to any parent chaperoning a field trip. Parents must be Level 2 Background Checked and have a clean Drug Test in order to be approved to chaperone trips. Parent chaperones are required to adhere to these guidelines. Chaperone spaces are limited and the selection of chaperones is at the discretion of the school if the number of volunteers exceeds the number of spaces available.

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

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

Students must wear the field trip sponsor's designated dress code on all field trips.

THE SCHOOL UNIFORM POLICY DOES NOT CHANGE FOR FIELD TRIPS.

Three items are required for an eligible student to attend a field trip:

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

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

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

Communication

Communication is essential for a positive and successful environment. SAB Administration and staff recognize this and will strive to facilitate open and frequent communications with parents. An annual survey may be conducted, as parental and community participation is crucial in aiding the school to identify areas of success and determining areas that need improvement.

The use of Skyward messaging, information updates via the school website, Facebook, and Remind text blasts will be implemented to communicate school information. Data chats will be conducted quarterly to inform parents of students' progress. Parents are responsible for signing up for the data chats when the links become available. Teachers will send weekly newsletters home or out through their class Remind, post newsletters to their webpages, and send other information home in the student's Communication Folders.

In addition to the report cards and conferences, instructors have information on their websites regarding class assignments, projects and homework. If a parent has no internet access, a hard copy of the newsletter will be available upon request. The school posts all pertinent

information on the school's official Facebook page and sends out all posts/reminders via text blast. The school may also send reminders and information to parents through the school's Skyward messaging system.

An interactive, online tool for monitoring scholar grades, SKYWARD Parent Portal, will be available for all scholars and parents. The gradebook will be updated on the 1st and 15th day of the 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>

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

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

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

Parent Visits and Volunteers

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

Guidelines for Visitors and Volunteers

All SAB families are requested to complete a minimum of 20 volunteer hours annually 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 can substitute for you.

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

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

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

Instructional Books, Equipment, Materials and Supplies

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

Lost and Found

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

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

Medication

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

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

<https://www.somersetacademybethany.org/health-information>

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.

Attendance Policy

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

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 required is grounds for 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.

Acceptable excuses for student absences are illness, a death in the family, a dental or doctor appointment, court appearance, a school-sponsored event or activity that has been previously approved, or religious holidays. Absences due to illness will only be excused if a doctor's note is submitted. Parent notes due to illness are noted in Skyward, but will not result in an excused absence. Absences are only excused if a medical doctor's note is provided, there is a death in the family and verifiable proof is submitted to the main office, or proper legal documentation is submitted to administration. All notes must be submitted to the main office within 3 school days. Notes/excuses may now be uploaded and submitted to the school's website at <https://www.somersetacademybethany.org/Report-an-Absence>

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. Student will not be permitted to be sign 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.

Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the school. Notification must be made in writing in advance. The absence is not considered excused. Students must be in attendance for 170 out of the 180 days the school is in session. After 5 unexcused absences, the parents or guardians and the student may be required to meet with administration or an attendance committee. The student's future attendance will be monitored, and the student may be considered for retention, referral to truancy officers, referral to the district, or possible dismissal from the program. An excess of 7 absences will trigger an automatic formal letter home. Please review Florida's attendance enforcement statute and truancy requirements at

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

The State Legislature finds that poor academic performance is associated with nonattendance 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.

Make Up Work – Excused Absences

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

Make Up Work – Unexcused Absences

It is up to individual instructors as to whether they will accept missing work due to unexcused absences. If an instructor chooses to accept make-up work, the student is permitted one day per day absent to make up the work. The individual instructor will determine how much credit to assign for make-up work as a result of an unexcused absence.

Code of Conduct

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

Students who violate 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
- In School Suspension (ISS)/Out of School Suspension (OSS) - Referral sent home
- Dismissal from the program

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

Fighting, profanity, disrespect, sexually explicit behavior, destruction of property, disruptive behavior will result in issuing a referral and an administrative review for possible immediate suspension from school (OSS) or dismissal from the program. Parent(s) will be called to pick student up from school immediately.

***Refer to discipline 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. Misconduct during lunch will result in disciplinary sanctions. Headphones are not permitted in the lunch line. Students are expected to follow all cafe worker’s rules. Students are not 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.

Electronic Device Policy

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

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

Ineligibility for Extracurricular Activities

In order to foster its students' academic success, the school maintains a number of provisions

for assisting those students who are deficient in their academic performance. Among these is the policy of limiting student participation in **all** school sponsored extracurricular and interscholastic activities until such time as s/he demonstrates sufficient improvement in his/her studies. Ineligible students may be required to attend tutoring during or after school in order to help them with the subject(s) in question. Should appropriate academic progress be shown the following grading period, a student will be reinstated. The student will not be declared eligible until they have demonstrated the appropriate academic progress.

Students are ineligible who, at the conclusion of a grading period, have received a D or lower in one or more subjects based on the school's grading scale. Students may also be ineligible indefinitely due to disciplinary reasons, as determined by Administration.

Academic Honesty

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.

Computer Policies

Students are responsible for logging off of the school computer when they're done using it. If a student does not log out of his/her profile and someone else misuses the computer, the student who did not log out will be the student facing the consequences. Computer use rules are on the desktop background of every school computer. Not knowing is not an excuse. Misuse of school computers will result in progressive consequences.

Restroom Usage Policies

To deal with an increase of bathroom related vandalism, the school is enacting institutionalized bathroom policies. Students must sign out on a bathroom log each time they leave the classroom and must sign back in upon return to the classroom, logging name, date and time leaving/returning. 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 as a result of damage by vandalism will be the responsibility of the parent of the offending student.

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

<p>SAB students are expected to resolve conflicts peacefully, which means reporting potential problems to instructors, counselors, staff, or administration.</p>	<p>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.</p>	<p>Up to and including* immediate dismissal and involvement of law enforcement, as applicable.</p>	<p>Admin</p>
<p>SAB students respect themselves, other students, and all, staff at all times.</p>	<p>THE FOLLOWING ARE NOT ALLOWED</p> <ul style="list-style-type: none"> › Disobedience/Disrespect › Defiance/Lying › Intimidation › Profanity/Vulgarity › Obscenity › Racially inciting statements › Sexual harassment › Hate crimes 	<p>Up to and including* immediate dismissal and involvement of law enforcement as applicable.</p>	<p>Admin</p>
<p>SAB is a drug, vape, alcohol and tobacco free learning environment.</p>	<p>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.</p>	<p>Up to and including* immediate dismissal and involvement of law enforcement as applicable.</p>	<p>Admin</p>
<p>SAB students are responsible citizens who respect their fellow students and their school.</p>	<p>THEFT, ROBBERY, EXTORTION, GRAFFITI, VANDALISM, AND PROPERTY DAMAGE ARE NOT ALLOWED:</p> <p>Students are not allowed to steal, attempt to steal, take or damage property of another or any school property or equipment.</p>	<p>Up to and including* immediate dismissal and involvement of law enforcement as applicable.</p>	<p>Admin</p>
<p>SAB students will come to school dressed according to the SAB uniform policy in all aspects.</p>	<p>Students will wear approved SAB uniforms purchased from the designated SAB vendor, with SAB logo.</p>	<p>Parent phone call. Student may be sent home and receive an unexcused absence. Excessive absences may result in retention or dismissal, etc.</p>	<p>Admin</p>

SAB students will attend all their classes.	Students may not leave campus without written permission and proper identification from person picking up the student	Unexcused absence: Excessive absences may result in retention or dismissal	Admin
SAB students are expected to be in class on time.	All students are expected to be in class on time. Entering the classroom late disrupts the educational process as per SAB tardy policy.	Excessive tardies may result in a referral to the Attendance Committee for possible actions.	Admin

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

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

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

Detentions/Suspensions

Detentions are held on specific days set forth by the Administration. Detentions may take place during lunch, after school or during recess. Scholars will be given notice of detention. Detention must be served when scheduled.

- Scholars 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 scholar illness or a doctor’s appointment. Written proof of a doctor’s appointment will be required upon the scholar’s return to school. If such proof is not provided upon the scholars’ return, they will be considered to have skipped the detention. Detention takes precedence over any other after school activity or sport.
- Scholars who do not attend their scheduled detention will be permitted to reschedule the missed detention one time. Please note that failing to attend a scheduled detention will result in a 1-day suspension.
- Detentions not served in one school year may be carried over to the next school year at the discretion of the Administration.
- Students and parents/guardians will be notified of receipt of detentions.
- An excessive number of detentions may cause a student to be liable for dismissal from the program or

to be placed on probation upon recommendation of the Administrative Team. Only the Principal may ask a student to withdraw from the Academy (voluntary withdrawal).

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

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

LEVEL ONE CONFLICT RESOLUTION PROCESS

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

1. Meet with the instructor or team of instructors. If a student is in the ESE or ESOL program, the program coordinator may be present.
2. Meet with the instructor's department head/grade level chair
3. Meet with other staff personnel, as applicable: dean of discipline, guidance counselor, ESE coordinator, etc
4. Meet with the vice principal
5. Meet with the principal

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. If a student is in the ESE or ESOL program, the program coordinator may be present.
2. Meet with the instructor's department head/grade level chair
3. Meet with other staff personnel, as applicable: dean of discipline, guidance counselor, ESE coordinator, etc
4. Meet with the vice principal
5. Meet with the principal
6. Meet with the Board's designated Parent Liaison for conflict resolution.
7. Appear before the Board of Directors for a final appeal.

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, please reach out to the school.

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

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.

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. 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!



Scholar Gifts

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

Deliveries

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.

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.

Guidance Department

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

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

Skyward

Parents are encouraged to use the electronic grade book software (SKYWARD) to monitor their child's academic performance and progression. SKYWARD is accessible via the internet and through a link on the 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>

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.

English Language Learners Program

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

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.

Student Enrollment/Lottery

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 or new student application prior to the lottery date

- i. Current students enrolled at **Somerset Academy Bethany, Somerset College Prep or Somerset Career Academy**
- ii. Siblings of enrolled or accepted students at **Somerset Academy Bethany, Somerset Career Academy or Somerset College Prep.**
- iii. Children of employees at **Somerset Academy Bethany, Somerset Career Academy or Somerset College Prep.**
- iv. Children of governing board members
- v. Children of an active-duty member of any branch of the United States Armed Forces.

For Federal Grant Recipient Schools, preference will only be given to the following groups while within the active grant period. The school **Somerset Academy Bethany** 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 lottery (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 "space". 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 48 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 space will go to the next child on the waiting

- list. Applicant names for parents who do not respond within 48 hours or who do not accept the available space will be removed from the list and requested to reapply in the future if they would like to be considered at a later date.
10. If there are more spaces 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 spaces, 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 spaces become available.
 2. If no lottery is necessary at the end of the week because the school has more space than applications received, all applicants may 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 spaces have been filled. Each time the school has available space, 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).

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