



Alina Lopez
Principal



Jessica Mesa
Assistant Principal

Somerset Academy South Homestead

Middle/High

Home of the Hurricanes

A Tuition Free Miami-Dade County Public Charter School

305 N.E. 2nd ROAD
Homestead, FL 33030
Phone: (305) 258-7497
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Parent/Student Handbook

2017-2018

ADMINISTRATION

Alina Lopez
Principal

Jessica Mesa
Assistant Principal

Armando Delgado
Dean of Discipline

Laura Steele
Curriculum Specialist

School Hours

Middle and High School: 7:45 am – 2:45 pm

Breakfast: 6:45 am – 7:15am

Bell Schedule

First Bell: 7:35 am

Period 1 or 2: 7:45 am – 9:19 am

Period 3 or 4: 9:23 am – 11:02 am
(Morning Announcements: 10:57 am -11:02 am)

Period 5 or 6: 11:06 am – 1:07 pm

Period 7 or 8: 1:11 pm – 2:45 pm

The school runs the entire year on an alternate A / B block schedule

“A” days are Periods 1, 3, 5, 7

“B” days are Periods 2, 4, 6, 8

ACTIVITIES

Clubs

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum related or non-curriculum related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, non-curriculum related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

Non-School Sponsored Clubs

The State of Florida prohibits the participation of public school students in Fraternities or Sororities, or any other secret society whose active membership is comprised wholly or partly by public school students and its members are selected based on the decision of its members, and not on the rules of the school.

Fieldtrips and Special Activities

The Student Activities Office is responsible for coordinating fieldtrips and activities pertaining to clubs and classes. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. It is the student's responsibility to make up the work missed while on a fieldtrip. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

Grades 6-12

Students and parent(s)/guardian(s) must read and sign the Miami-Dade County Public Schools Contract for Student Participation in Interscholastic Competitions or Performances (See attached form FM-7155). In addition, alternatives to suspension may include exclusion from grade level class events and or activities.

ATHLETICS

Eligibility/Student Contracts

Any student interested in participating in interscholastic sports must purchase school insurance prior to participation at any level. Additional information on the school's athletic programs may be obtained from the Athletic Director.

A student is eligible to participate in interscholastic sports if he/she:

- Undergoes a physical evaluation no earlier than April 1
- Presents an original birth certificate
- Has a cumulative high school grade point average of 2.0 or above on a 4.0 un-weighted scale
- Is in ninth grade and was regularly promoted from the eighth grade the immediate preceding year
- Adheres to the principles of good sportsmanship and the ethics of competition at all time
- Student athletic contract must be signed along with all other FHSAA pre participation forms

Students are declared ineligible:

- By the principal due to lack of attendance, improper conduct, or other valid reasons
- After four (4) consecutive academic years from the date he or she first enrolls in the ninth (9th) grade
- Upon reaching the age of 19 years 9 months

Free/Reduced Lunch Program

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provides free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of next school year**.

Students Reduced Breakfast	\$0.30
Students Paid Breakfast	\$2.50
Students Reduced Lunch Price	\$0.40
Students Paid Lunch Price	\$3.50

Educational Excellence School Advisory Committee (EESAC)

The EESAC has the responsibility of monitoring, evaluating and revising the vision, mission and implementation plans of the school. Members obtain feedback from their constituents and express them at meetings and conferences. Within the EESAC are members of the Staff, School's Administration, Student Body, PTSI and Dade Partners, all of whom work collaboratively to support the school with resources that are available. Equipment, supplies and materials are purchased to support the schools strategic and action plans with expenditures focused on identified key performance areas. Meetings will be held on select Wednesdays at 4:00 pm in the school cafeteria. Please see the school website for specific dates.

Parent-Teacher Student Involvement Group (PTSI)

The Somerset Academy South Homestead School's Parent-Teacher Student Involvement Group works to support our school. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

School Insurance

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will provide 2017-2018 enrollment information to the parents.

Emergency Contact Information

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/Emergency Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

No Faxing of documentation will be acceptable.

Health Screening

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

Scoliosis Screening - The Florida Legislature Statute, 381.0056, and School Board Rule 6Gx13-5D1.021 School Health Services Program, mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools and Easter Seals Miami-Dade. Parents will be notified of the school's scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of

students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

Immunizations (Requirements for School Entry)

1. A complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level.
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months.
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

Note: Student’s that do not meet these requirements must be removed from school until all the requirements are met.

Parent Portal

Parents/guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time, you can see and update personal information, see your child’s information - including grades, attendance, and bus route information, and have access to the *Parent Resource* link, which takes them to sites such as School of Choice, etc. In addition, all parents have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new *Choice* application that will allow parents’ to indicate preferential school choice via the portal; and access to the *Supplemental Educational Services (SES)* component of the No Child Left Behind Act.

GRADE REPORTING

Academic Grades

Academic grades are to reflect the student’s academic progress based on the standards for the grade level/course in which the student is enrolled. The grade must not be based upon student’s effort and/or conduct.

<u>GRADE</u>	<u>NUMERICAL VALUE</u>	<u>VERBAL INTERPRETATION</u>	<u>GRADE POINT VALUE</u>
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

Conduct

Conduct grades are to be used to communicate to both students and their parents the teacher’s evaluation of a student’s behavior and citizenship development. These grades are independent of academic and effort grades.

Grade Point Average

When calculating the grade for a semester or an annual course, the following grade point averages are used:

- A = 3.50 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49

Honor Roll Qualifications

	Principal’s Honor Roll	Superior Honor Roll	Regular Honor Roll	Citizenship Honor Roll
Academic Average	4.0	3.6	3.50 – 3.59	
Academic Grades	All A	All A and B	All A and B	
Effort	All 1	All 1 and 2	All 1 and 2	All 1 and 2
Conduct Average	4.0	3.6	3.0 or higher	4.0
Conduct Grades	All A	All A and B	All A and B	All A

Interim Progress Report

Interim progress reports must be sent home **at any time** the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

Determining Final Academic Grades for Secondary Students

In authorized annual courses, the student's final grade shall be determined by the teacher as follows: 25 percent value for each of four nine-week grading periods, with a provision for teacher override. A teacher may administer an assessment at the end of each nine-week grading period. The value of the assessment may not exceed 5 percent of the grade for each nine-week grading period. This equates to ten points required to pass an annual course using a 4.0 scale. In secondary courses with mandatory Florida End of Course (EOC) assessments, the EOC score must be included as 30% of the final course grade.

Students in grades 9-12, in order to pass an annual course must earn a minimum of 10 grade points, five of which must be earned in the second semester. Students in grades 6-8 must also earn a minimum of 10 grade points, but earning five points in the second semester does not apply. Teacher override (either up or down) can be used. A teacher exercising the override rule must have documentation for such a decision. In secondary courses with mandatory Florida End of Course (EOC) assessments, the EOC score must be included as 30% of the final course grade.

Homework / Make-up Assignments

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher (s).

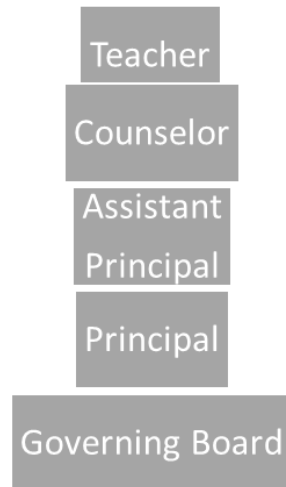
Permanent Records (FYI – from the Student Educational Records Manual)

Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students enrolled in high school completion programs or vocational programs of 450 hours or more. Permanent records consist of the following student information:

- Pupil's or student's full legal name
- Authenticated birth date, place of birth, race, and sex
- Last known address of pupil or student
- Names of pupil's or student's parent(s) or guardian(s)
- Name and location of last school attended
- Number of days present and absent, date enrolled, date withdrawn

Procedures for Addressing Concerns

For issues involving an individual teacher or class, parents address their concerns in the following order:



Work Permits

The State of Florida requires age verification prior to referring any child for employment. It is against Florida and Federal Child Labor Laws to employ children under the age of 14. In addition, days and hours of employment are restricted based on the child's age.

Financial Obligations

All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities, overdue or lost library books must be paid in the school's treasurer's office.

SAFETY AND SECURITY

The Emergency Operations Plan

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools /community. All schools have a site specific plan to address all types of critical incidents. These plans address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parent/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Regional Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

Accident Reports

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member. The schools registrar or administrator will assist the person in obtaining and filling out the accident/incident report.

Code Yellow/Code Red

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.

Closing of School

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is at the discretion of the Superintendent of Schools.

Fire Drills

Ten fire drills will take place according to the Miami-Dade County Public School Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teacher and staff must remain outside the building until permission is given to re-enter.

Identification Cards

Student identification cards are issued early in the school year, and must be worn by students at all times. Student ID cards are part of the student uniform

Parking

Parking decals for all motor vehicles, including mopeds and motorcycles, will be required for students parking at the school. Vehicles without parking decals will be ticketed or towed at the owner's expense. Decals are issued based on the academic achievement, a minimum GPA of a 3.0, and on a first come first serve basis. Please refer to the student parking section of this handbook.

Student Drop-off/Pick-up

Parents and students will adhere to the drop-off and pick-up procedures set by the school. Please see the school website for procedures.

Visitors

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with the receptionist at the main office, sign-in and produce photo identification. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

Elevator

The school elevator is to be used by individuals who are handicapped and cannot use the stairs.

SPECIAL EDUCATION

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent/guardian consents to initial placement.

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team, known as the Child Study Team (CST), the Student Support Team (SST) or the Student Development Team (SDT).

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian.

Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents. This notice of procedural safeguards is made available to the parent/guardian, at a minimum, upon initial referral; or the parent's request for evaluation; upon the school district's refusal to conduct an initial evaluation that the parent/guardian has requested; upon each notification of an IEP meeting; upon consent for re-evaluation; upon the school district's receipt of a request for a due process hearing; and any other time the parent/guardian may request to receive a copy.

Other rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

As the parent of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

Volunteer Program

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<ul style="list-style-type: none">• Day chaperones for field trips• Classroom assistants• Math and/or reading tutors.	<ul style="list-style-type: none">• Certified Volunteers• Mentors• Listeners/Oyentes• Athletic/PE assistants• Overnight chaperones.

Any individual interested in volunteering at Somerset Academy South Homestead must:

- Complete the Registration application via www.dadeschools.net
- Show a current valid government-issued identification with picture.
- Show driver's license (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

ATTENDANCE POLICY (Board Rule 6Gx13- 5A-1.041)

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students. In order to accomplish this goal, on April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule, which is stated below.

The Attendance Review Committee

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course or ten (10) tardies in a semester course or twenty (20) tardies in an annual course.
2. Convene a minimum of four (4) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - (4) Saturday School
 - c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Excused School and Class Absences and Tardies

1. Student illness: Students missing five (5) or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in family.
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions.
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

Unexcused School Absences

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

- Absences due to vacations, personal services, local non-school event, program or sporting activity.
- Absences due to older students providing day care services for siblings.
- Absences due to illness of others.
- Absences due to non-compliance with immunization requirements. (unless lawfully exempted)

Somerset Academy South Homestead Attendance Policy

- All absences will be marked as unexcused until the student presents a written note to the main office which includes the following: Student's name, ID number, grade, date(s) of absence, reason of absence (acceptable reasons are listed below), parent's name, signature and a contact telephone number for verification.
- Absences will be excused for the following reasons:
STUDENT illness, medical appointment (Doctor's note showing date and time of appointment), death in the immediate family, observance of a religious holiday recognized by Miami-Dade County Public Schools, official summons to appear in court. **Family vacations will NOT be excused.**
All notes must be turned in within 72 hours of an absence.
- Students absent for five (5) or more consecutive days will require a doctor's note or other official documentation upon return to school.
- Other individual student absences beyond the control of the parent or student must be approved by the Principal or Assistant Principal. **Transportation issues and parent/sibling illness will not be excused.**
- School sponsored field trips will not adversely affect the student's attendance record.
- NO make-up work, tests, or projects will be given to the student for the day(s) missed until the absence(s) are excused. The student is responsible to ask for their makeup work. Failure to excuse absences in a timely manner will result in a grade of "F" on missed work.
- Teachers will designate a reasonable amount of time in which make-up work can be completed.
- If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from the attendance office. Subsequently, those students that are repeatedly out will be referred to Hospital Homebound Services.
- Students accumulating ten (10) or more unexcused **hours** in an annual course or five (5) or more unexcused **hours** in a semester course will be subject to the withholding of credits(s) pending a conference and/or review of all absences by the attendance review committee. Students with excessive absences (excused and/or unexcused) are subject to having a complaint of truancy filed with the Department of Juvenile Justice and legal action will be taken to ensure regular attendance. **The Attendance Committee will convene quarterly to analyze student attendance and issue No Credit in the event the student has superseded his or her attendance allotment.**

Tardiness/Lockout Procedure

- Students not in their seats by 7:45 am will report to the school's tardy center. Students arriving between 7:45 am - 8:45 am will report to the schools tardy center located in the cafeteria and must be signed in by their parents/guardians. **This will be considered an unexcused absence from that period.** Students arriving after 9:19 am and will be marked tardy when they arrive to school, **and must pick up a late pass, which is to be shown to any teacher whose classes were missed. It is the student's responsibility to request a pass and failure to do so may result in him/her being marked absent. According to MDCPS Attendance Policy, there are no excused tardies!**

Tardies will be monitored daily and result in the following:

- 1st – 2nd tardy: the student shall receive a warning
- 3 – 5 tardies: the student shall receive an after school detention
- 7 or more tardies: The student shall receive Saturday detention and possible indoor suspension

Note: Failure to attend detention and or Saturday School may result in suspension and exclusion from school activities/events.

- **A student who has 20 or more cumulative tardies will not be allowed to participate in interscholastic competitions, performances and school activities for the remainder of the school year.**

Truancy Procedure

- Students with 3+ unexcused absences or tardies during the first 9 weeks of school will be identified by their grade level counselor. Counselor will contact parent and issue warning.
- Students with 5+ unexcused absences or tardies will be identified during the 2nd 9 weeks and will be referred to their grade level counselor. Counselor will set up meeting with parent and will be placed on an academic/behavioral contract for the remainder of the school year.
- At the end of the 3rd 9 weeks students with 10+ unexcused absences or tardies will be identified. These students will be subject to further administrative action.
- Students accumulating ten (10) or more unexcused **hours** in an annual course or five (5) or more unexcused **hours** in a semester course will be subject to the withholding of credits(s) pending a conference and/or review of all absences by the attendance review committee. Students with excessive absences (excused and/or unexcused) are subject to having a complaint of truancy filed with the Department of Juvenile Justice and legal action will be taken to ensure regular attendance. The Attendance Committee will convene quarterly to analyze student attendance and issue No Credit in the event the student has superseded his or her attendance allotment.

EARLY DISMISSAL

1. Parents/Guardians or any other adult (21 or older) who is listed on the Emergency Contact Card must come to the Attendance Office or Reception area in order to request an early dismissal.
2. The adult picking up a student must present picture identification and this must be validated using the information in the Emergency Contact Card in order for students to be released. *Students will NOT be dismissed to any person NOT listed on the emergency contact card.*
3. After a student's 3rd early dismissal, a doctor's note will be required for make-up work to be given in missed classes.
4. Early releases will count as absences and will affect the student's attendance record for the classes missed.
5. NO student will be released for early dismissal 30 minutes prior to general school dismissal.

SCHOOL BOARD POLICY STATES THAT STUDENTS WILL ONLY BE RELEASED TO AN ADULT LISTED ON THE EMERGENCY CONTACT CARD. A PICTURE ID MUST BE SHOWN. A PARENT OR GUARDIAN MUST COME IN PERSON IN ORDER TO ADD NAMES TO THE EMERGENCY CARD. IT IS THE RESPONSIBILITY OF THE PARENT TO MAINTAIN THE EMERGENCY CONTACT CARD INFORMATION UPDATED. A NOTE SENT WITH A STUDENT, A FAX, AND/OR A PHONE CALL FROM A PARENT WILL NOT BE ACCEPTED FOR UPDATING THE EMERGENCY CONTACT CARD INFORMATION. NO EXCEPTIONS!

Uniform Policy

The appearance of the members of the Somerset Academy family is of paramount importance to us as we believe that pride in our appearance is fundamental to good character development and success. The following is the uniform policy that is endorsed by the school. Students are required to follow this policy, and failure to do so will result in administrative action being taken against the student.

Please Note: Students who are not wearing the correct uniform will be subject to administrative action. These actions may include but are not limited to warnings, detentions, exclusion from school activities and in severe cases, suspension until they are in compliance with the following code. The school will track uniform violations electronically.

All Students

1. All students are required to wear straight cut, full length Khaki or Navy blue. These pants may not have cargo pockets, unusual tailoring and/or labels, may not be manufactured from jean material may not be cuffed or rolled up and must be fitted to the student correctly. Pants that are too big or too tight for the student are not acceptable and will be deemed in violation of the uniform code. (No Jeggings, jeans, skinny jeans jogging pants, cargo pants or leggings are permitted)
2. Belts must be worn at all times; these belts must be plain, black or brown leather belts and fastened securely at waist level. Pants must be worn at waist level. Loose or low pants will not be tolerated.
3. Middle School students must wear grey, green or red polo shirts, bearing the Somerset Academy logo. High school students must wear black, orange or white polo shirts bearing the Somerset Academy logo. No other shirt colors or styles are permitted. All shirts must be correctly tucked into pants at all times and secured in place with the belt. A maximum of one (1) button may be left unfastened at the top of any shirt. Female students – shirts must be worn long enough to cover the belt.
4. During cooler weather, a plain white long sleeved t-shirt may be worn underneath polo shirts. Additionally, sweaters, jackets or cardigans (hooded or not) must be school issued in green or grey for middle school students and black, orange or white for high school students. (Sweaters must be solid in color and may not have any logos, branding or prints and must adhere to the school colors.) Hoodies may not be worn over the head during school hours. Any student found in violation of this policy will have their sweater confiscated. Somerset Academy South Homestead is NOT responsible for lost or stolen sweaters.
5. Shoes must be closed, solid black. Matching laces must be worn and fastened tightly at all times. No other colors or stripes/logos may be on the shoes. No Crocs allowed. Sneakers are acceptable as long as they are solid black.
6. Socks must be worn at all times.
7. Jewelry is limited to one (1) watch, one (1) ring, and one (1) small chain. Chains must be worn inside of shirts and are not to be visible except at the back of the neck. Due to safety concerns, Gauge-type earrings may not be worn.
8. All uniforms must be clean and pressed at all times; good grooming of hair, skin and fingernails is expected at all times.
9. Hair must not be dyed with unnatural colors, worn unusually, or maintained in unacceptable condition. Hair length must not exceed student's neck line nor cover their ears and the front length should not be below the eyebrow level (male students). Braids, dreadlocks, mohawks, "fohawk", man buns or designs of any kinds are NOT permitted.
10. All facial hair must be properly groomed and kept neatly. It is up to the administration's discretion what is deemed appropriate.
11. All headgear (hats, scarves, bandanas etc.) is forbidden on school property (headgear that forms part of a sporting team uniform is allowed for game day only).
12. No buttons, tags, or labels may be worn on the school uniform unless approved by the administration.
13. No writing on school uniforms or school-approved apparel will be permitted.
14. No writing on any body part that is visible will be permitted.

15. Student ID cards must be worn at all times. These ID cards will be placed on Somerset Academy South Homestead lanyards. ID cards are considered part of the uniform and therefore to be worn throughout the duration of the school day.
16. School approved spirit/club sponsored gear and jeans may only be worn on pre-designated Fridays. Only BLUE jeans are allowed, no other colors are permitted (jeans with holes or jeggings are not acceptable).

Boys Uniform

In addition to the above, boys may not:

- Wear earrings (real or clip-on) or have any other visible body-piercing (nose, brow piercing, etc) or tattoos.
- Wear any additional jewelry or clothing except as specified above.
- Wear nail polish or makeup.

Girls Uniform

In addition to the above, girls may not:

- Wear make-up other than clear lip gloss and light powder. Make up that is found to be in students' possession in school will be confiscated and student will be asked to remove the make-up and return to class.
- Wear dark nail polish – only light pastel colors are acceptable.
- Wear more than one (1) pair of earrings. Earrings must be plain stud type, or small hoops (total size must be smaller than a dime). No other visible body piercing or tattoos are allowed.
- Wear headscarves (see item 11). Hair should be maintained with clips, bobbles or soft hair bands only.

Important Note for Science Classes

Many brands of hair styling products contain highly flammable chemicals, even when they are dry. It is advised that these should not be worn in Science classrooms as there is a risk of ignition from open flames. Additionally, it is recommended that students purchase a plain apron for use in these classes during their time in school to protect their clothes from damage during lab work. The school cannot be held responsible for damage to students' personal property if they do not follow the safety guidelines above and those advised in their classrooms.

Important Note for PE and Dance Classes

PE and Dance require the use of specific uniforms that are a requirement for class. PE uniforms are available for purchase at the beginning of each semester. Students not wearing the appropriate PE uniform will not receive credit for participation in class.

Note:

If the student is deemed to be out of school uniform, the school will confiscate the article of clothing or accessory in question and the student will have the option of:

- Contacting the parent/ guardian for the correct article of clothing.
- Purchasing the correct article of clothing from the school's activities office (polo's only). If the student does not have money for the purchase, a financial obligation will be issued.
- The confiscated article of clothing or accessory can be picked up after school.
- After the third incident with the same student, the school will confiscate the article of clothing or accessory until the end of the year and progressive disciplinary measures will begin. Examples of discipline include but are not limited to detention, Saturday school and/or outdoor suspension.

- The student must comply with the uniform policy in order to be allowed into the school. Students will be retained at the school's office or in another part of the building prior to admittance into the school.

Consequences for Uniform Violations

Any student who violates this dress code policy is subject to the following disciplinary actions:

1st offense - a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.

2nd offense – The student shall receive a detention and the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school's administration shall call the student's parent or guardian.

3rd offense - a student shall receive Saturday detention, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school's administration shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's Saturday detention and ineligibility to participate in extracurricular activities.

4th or subsequent offense(s) – a student shall receive an in-school suspension for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school's administration shall meet with the student's parent or guardian and send the parent or guardian a written letter regarding the student's in school suspension and ineligibility to participate in extracurricular activities.

Note: Failure to attend detention and or Saturday School may result in outdoor suspension.

Cell Phone Policy

Wireless communication devices include two-way communication devices, such as cellular phones, mobile phones, MP3 players, electronic games, beepers, pagers, portable computers including but not limited to laptops, personal digital assistants (PDA), tablets, eReaders, iPads, personal organizers and similar wireless devices. Possessing a wireless communication device is not a violation of the Code of Student Conduct. However, a student shall not disrupt the educational process or interfere with the safety-to-life issues of students by using a wireless communication device inappropriately.

When using electronic devices for the purposes of learning consistent with the educational objectives of the District during the instructional day, students must comply with Board Policy 7540.03, Student Network and Internet Acceptable Use and Safety.

The following rules must be followed regarding the possession, use, and display of wireless communication devices:

- Students may only possess, display and use wireless communication devices (i.e. texting, email, telephone etc.) before or after the instructional day.
- Students must ensure that the telephone capabilities of their devices are turned off during the instructional day (i.e. ringer off, silent mode, etc.).
- Students shall avoid classroom disruptions, by not displaying, using, or activating the data access portion of their wireless communication devices during the instructional day unless instructed to do so by the teacher and/or authorized school personnel under the Bring Your Own Device initiative outlined in Board Policy 7540.03. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity unless using its data access capabilities for instructional purposes as directed by their teacher and/or authorized school personnel as outlined in Board Policy 7540.03.
- Students may not use the broadband capabilities (3G, 4G, etc...) of personal devices for data access during school hours – students may only access data utilizing the school's wireless network during this time.
- The school is not responsible if a student's wireless communication or any electronic device is lost or stolen.

Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the CSC. Use of iPods or any other electronic devices are not permitted during school hours. In addition any visible items such as head phones, or electronic device is subject to confiscation.

- **If a student has an electronic device confiscated for the first time, the item must be picked-up by a legal guardian the following school day after the confiscation and only between the hours of 3:00 pm and 4:00 pm. If an electronic device is confiscated on a Friday, it must be picked up the following week.**
- **Upon the third confiscation of the electronic device, the item will be confiscated for the remainder of the school year and students are subject to administrative action.**

Student Parking

In an effort to protect and safeguard our students at Somerset Academy South Homestead, we are instituting a Vehicle Parking Contract and Parking Permit System.

Beginning August 10, 2017, senior and junior students will have an opportunity to reserve a parking space. Please read below for requirements. Students will be responsible for registering their vehicle with the Activities Office and obtain a parking permit.

Once all **SENIORS** have obtained parking then and only then will we offer the remaining parking spaces to **Juniors and other eligible students.**

Any changes must be reported promptly to the Student Activities Office. You may **NOT** drive a friend's car to school, it must be yours or your parents/guardians.

ACADEMIC REQUIREMENTS

UNWEIGHTED G.P.A. of a 3.0 or higher in order to obtain a parking permit.

FEE

Parking permits will be an annual fee of \$ 50.00. Only money order or cash will be accepted.

*** For a lost or replacement permit, there will be a \$10.00.

VEHICLE DOCUMENTATION NEEDED

- A copy of a valid driver's license (a restricted license is not valid)
- A copy of valid vehicle registration
- A copy of current Proof of Insurance

PLACEMENT OF PERMIT

Parking permits are not considered valid unless they are displayed on the rear view mirror.

LOSS OF PARKING

If a student is consistently late or allows others to park in their space without notifying the Activities Office they will forfeit their parking.

AN ASSIGNED PARKING SPACE WILL BE GIVEN TO YOU ALONG WITH YOUR PARKING PERMIT.

Student Parking Policy and Procedures

VEHICLES PARKED ON CAMPUS ARE SUBJECT TO SEARCH BY ADMINISTRATION, SECURITY OR LAW ENFORCEMENT OFFICIALS.

Your daughter or son has applied for a parking permit and has been given a parking permit agreement that must be signed and returned. We feel that it is important that you are aware of the rules and consequences should they be violated. Please read and discuss the guidelines with your child before he or she signs the agreement. Please sign this sheet and return it with the Student Parking Permit Application and Agreement.

- The parking fee is **NON-REFUNDABLE.**
- All vehicles parked on school grounds will be required to properly display parking permits. Vehicles parked on school grounds without a valid parking permit are subject to being towed at the owner's expense as per School Board policy and Florida Statute 715.07.
- Permits are non-transferable and may not be used by anyone other than the registered student.

• Vehicles parked on the campus are subject to search by any school board employee or the Homestead Police Department at any time.

1. The driver of the vehicle is responsible for the safety and actions of all passengers in his/her vehicle. Drivers and passengers must wear a seat belt when coming on or leaving the campus and while driving to and from a school sponsored activity.
2. You must be a daily driver to receive a parking permit.
3. The speed limit on school grounds is 15 miles per hour.
4. Music volume must be kept at an appropriate level so that classrooms are not disturbed.
5. Two referrals within thirty days will result in a suspension of parking privileges for at least five school days.
6. You must maintain a 3.0 GPA each nine weeks grading period.
7. You must not have excessive tardies or absences.
8. You must not be in the parking lot except when coming to or leaving campus. Do not use your car as a locker. Do not eat lunch in your car. Loitering is not permitted.
9. You may not go to your car during school hours; if you do you will be subjected to a vehicle search.
10. Drugs, alcohol, tobacco, or weapons found in any vehicle will result in the immediate suspension of parking privileges for the remainder of the school year.

Consequences may include but are not limited to:

1. Suspension of Parking Privileges
2. Revocation of Parking Privileges
3. Towing of Vehicle

I have read the policies above and understand them as stated. I concur with the guidelines, rules, and policies as well as the consequences stated on this document. I further understand that should I park illegally, allow someone else to use my permit and /or parking spot, not follow the above guidelines, or not meet the requirement to maintain my permit, I will lose my permit and my car may be towed at my expense.

** Any application found to be fraudulent (improper license, forged signature) may result in denial of parking privileges for the year.*

Code of Excellence

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible and safe manner, they learn more and develop into responsible adults whose “character counts”.

The Somerset Academy Middle South Homestead and Somerset Academy High South Homestead Code of Excellence is a school-wide plan that clearly outlines students’ expectations. As a Miami-Dade County Public Charter School, the school uses the Code of Student Conduct published and distributed by the Miami-Dade County Public School Board as a general guideline. In order to ensure a safe and orderly learning environment, Somerset Academy Middle South Homestead and Somerset Academy High South Homestead enforces stricter standards for its students as outlined in the School Wide Discipline Plan.

Each parent must take an active role in supporting the school’s Code of Excellence. It is in the children’s best interest that parents and staff work together to ensure a happy, safe and productive learning experience.

School Wide Discipline Plan

Somerset Academy holds a **Zero Tolerance** policy for the following infractions of the Code of Student Conduct as listed in the *severe clause* below. Please note that this list is NOT all-inclusive and the school administration reserves the right and discretionary authority to enforce consequences accordingly. A severe clause can be enacted automatically when the student performs one of the violations listed below:

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.

Classroom Discipline

All students at Somerset Academy Middle South Homestead and Somerset Academy High South Homestead must follow each teacher’s **Classroom Discipline Plan** and will be subject to teacher-enforced consequences. Parents will receive and sign each teacher’s discipline plan at the beginning of the school year.

Somerset Academy South Homestead Student Success Center

(Alternative to Suspension)

Students who display a Level II through Level V behavior as described in The Miami Dade Student Code of Conduct are eligible for the Student Success Center. The Success Center will be located at the School site Main office.

While attending the SSC program, students will be counted as “present” in each school day that they are in attendance at the program and are not noted as receiving a “suspension” in their behavioral record; rather attending the SSC program is recorded in lieu of the suspension for the behavioral infraction. Keep in mind that an Outdoor suspension can still be issued depending on the severity of the behavior. While in attendance in the SSC program, the student will still remain engaged in his academic work. Assignments will be obtained from all teachers and the student will have the opportunity to complete them throughout the day. Also, the student will

be able to receive direct instruction from his/her teacher in order to get any clarification on the assignment. In addition, students will be provided with prevention efforts such as social skills and conflict resolution activities.

Satisfactory Progress

Students at Somerset Academy Middle South Homestead and Somerset Academy High South Homestead School must maintain a minimum 2.0 GPA, as well as a satisfactory attendance and behavior record. Noncompliance with these requirements will prevent the students from participating in any **sport or extracurricular activity**.

Somerset Academy Middle South Homestead and Somerset Academy High South Homestead parents are responsible for reading and signing the parent contract stipulated below:

Somerset Academy, Inc. Parent/Guardian Contract

I, the undersigned parent/guardian of _____, hereby agree to abide by the following policies and procedures of Somerset Academy South Homestead.

- **Absences:** In accordance with School and M-DCPS Daily Attendance Policies, students must be physically present in school for a minimum of 2 hours in order to be counted as present for attendance purposes each day. For each day a student is absent, Parents/guardians must submit supporting documentation explaining the reason for the absence. Documentation submitted more than 3 days (72 hours) after the student's return to school will not be accepted, and the absence(s) will be deemed unexcused. Students with excessive absences will be referred to the administration/Attendance Review Committee. Referrals will be issued after reaching the school's maximum allowance, and may result in the student's report card reflecting insufficient attendance for receiving a grade. Please be advised: for students in grades 9-12, five (5) or more unexcused absences in a semester course or ten (10) or more in an annual course, may result in the withholding of a student's grade.
- **Arrival:** Arrival time is from 7:15am to 7:45am. Students must be in their seats at the commencement of homeroom in the morning. Any student arriving after the commencement of homeroom will receive a tardy pass. Students arriving or departing outside of the School's designated times may be enrolled in a before-care program, where available, including all applicable fees. Please be advised: Somerset Academy is not responsible for students who arrive more than thirty (30) minutes prior to the start of school, except for those who are enrolled in and pay fees to the before-care program.
- **Tardies:** Students not in their seats by 7:45 am will report to the school's tardy center. Students arriving between 7:45 am – 9:15 am will report to the schools tardy center located in the cafeteria and must be signed in by their parents/guardians. This will be considered an unexcused absence from that period. Students arriving after 9:15 a.m. will be marked tardy when they arrive to school, and must pick up a late pass which is to be shown to any teacher whose classes were missed. According to MDCPS Attendance Policy, there are no excused tardies.
- **Dismissal:** Dismissal time is 2:45pm. Students departing outside of the School's designated times may be enrolled in an after-care program, where available, including all applicable fees. Please be aware that all charges must be resolved in full by the last day of school. Please be advised that Somerset Academy is not responsible for students remaining on campus after the School's dismissal times, except for those who are enrolled in and pay fees to the after-care program.
- **Early Dismissal:** For a student to be dismissed early, parents must report to the designated office/area. Students with excessive early dismissals, will be referred to the administration/Attendance Review Committee. Students will not be dismissed 30 minutes prior to dismissal time without previous written notice. There are NO EXCEPTIONS!
- **Unauthorized Items Policy:** Please note that students are not allowed to bring any toys, electronic devices, pets, or animals to school. Cell phones may not be turned on inside of the School building at any time. Cell phones may not be visible at any time during the School day, may not be displayed during School, and must be left in the Students bag. The School will confiscate any unauthorized items a student may bring to school. Confiscated items will only be returned to parents at which time a parent/student conference may be required. The school may keep any such unauthorized items until the end of the school year. Continued violations of this policy may result in further penalties, and may subject the student to disciplinary action and/or referral to the School's administration/discipline review committee. While the School will take every measure to protect such items, the School shall not be responsible for loss or damage to any unauthorized items which have been confiscated. Any items not claimed by the last day of school shall be disposed of without further liability to the School.
- **Uniform Policy:** Official School uniforms must be worn every day. Students who arrive to school without proper uniform may be referred to the administration and may not return to class until in proper uniform. Students with repeated violations of this policy will be referred to the administration/Discipline Review Committee.
- **Volunteer Hours:** Parental/Guardian involvement is a critical component of your child's educational success. Somerset Academy prides itself on the success of our students and therefore requires that parents/guardians become active stakeholders in their child's future. All Somerset Academy parents/guardians are asked to

complete thirty (30) volunteer hours, or the equivalent, per academic year. All parent/guardian volunteer hours must be completed prior to the last day of school.

- **Academic Recovery:** If the School identifies your student as requiring additional instruction and/or remediation including but not limited to: mandatory tutoring, summer school, etc., attendance at and successful completion of same shall be required. Alternative and/or make-up sessions may be scheduled at the discretion of the administration.
- **Outstanding Fees:** Failure to pay all outstanding fees may result in the loss and/or suspension of extra-curricular activity privileges. Fees may include but shall not be limited to: lost books, late library fees, lunch accounts, before/after care fees, and any and all fees which may accrue in the normal course of the school year.
- **Internet and Media Use Policy:** No recording, either photographic or audio/visual in nature may be made on school property without the express authorization of the administration. No document or media existing now or in the future and which impacts the School and/or disrupts the learning environment, relating to the School, its staff or students, including but not limited to photographs, letters, yearbooks, and other material may be published in any public forum or media without the express authorization of the administration. Furthermore, the unauthorized use of the Somerset Academy name and/or any of its logos is expressly prohibited. For purposes of this section, the term “public forum or media includes but shall not be limited to publicly accessible websites and web forums, newspapers, print and other media sources.
- **Miami-Dade County Public Schools:** Please note: all students enrolled in Somerset Academy are students of Miami-Dade County Public Schools, subject to applicable policies.

We understand the policies set forth in this Somerset Academy Parent/Guardian Contract and will abide by them. Failure to adhere to the policies as stated in the Parent/Guardian Contract will result in a violation of the contract.

Student’s Name: _____

Grade: _____ **Date:** _____

Parent Name: _____

X

Parent Signature