

Somerset Academy Middle/High School

“Striving For Academic Excellence”

**STUDENT / PARENT HANDBOOK  
2008-2009**



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# **INTRODUCTION TO SOMERSET ACADEMY MIDDLE/HIGH SCHOOL 2008-2009**

## **VISION**

The vision of Somerset Academy Charter is to continue to be recognized and respected as a top ranked learning community that graduates productive and caring citizens who are prepared to succeed in a global society. (*The premier school of choice in Broward County*).

## **PURPOSE**

The purpose of Somerset Academy Charter is to provide an individualized, academically rigorous, and engaging curriculum focusing on the ever-changing needs of our learners. Our educational process encompasses the partnership among the school, family, and community, in order to develop a life-long love of learning. We strive to develop students who are self-assured, well-rounded, and prepared for future success.

## **ADMINISTRATION**

Principal..... Mr. Bernardo Montero  
Assistant Principal..... Ms. Donyale McGhee

## **STUDENT SERVICES**

BRACE Advisor..... Ms. Natalie Guerrier Thames  
Counselor for Middle School..... Ms. Jennifer Aguayo  
Counselor for High School ..... Ms. Connie Bermudez  
Data Processor..... Ms. Angela Randle  
Activities Director ..... Ms. Denise SooHong  
Treasurer..... Mr. Ronald Rodriguez

# **GENERAL ATTENDANCE PROCEDURES**

## **ATTENDANCE**

### ***COMPULSORY SCHOOL ATTENDANCE***

1. All children who have attained the age of six years or who will have attained the age of six years by February 1 of any school year, or who are older than six years of age but who have not yet attained the age of 16 years or age specified by state statute, whichever is older, except as hereinafter provided, are required to attend school regularly during the entire 180-day school term.
2. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the child and parent. A student who attains the age of 18 years during the school year is not subject to the legal sanctions for compulsory school attendance.
3. Students under 16 years of age may not be withdrawn from school for any reason unless expelled through Board action or covered by an exemption allowed by Florida Statute.
4. Compulsory school attendance requirements may be met by attendance in a home education program, Although 180 days is the standard requirement for compulsory school attendance; Florida Statutes requires a longer term for Department of Juvenile Justice Programs. For students in those programs, the compulsory school attendance requirement is consistent with state law and regulations.

### ***PATTERNS OF NON-ATTENDANCE***

1. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. The maximum number of days that a student may be absent without acceptable documentation is 5 in a marking period.
2. A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown within a 90-calendar-day period, may be exhibiting a pattern of non-attendance.

3. Unless acceptable documentation is available, an accumulation of daily absences (excused or unexcused) by tardiness, or early sign-outs that equals 5 days (30 hours) in a marking period or 10 days (60 hours) within two marking periods may establish a pattern of non-attendance.
4. Habitual truant means a student has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian, is subject to compulsory school attendance at Somerset Academy Charter.

## **ABSENCES**

### ***EXCUSED ABSENCES***

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below.

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena by a law enforcement agency.
6. Scheduled medical or dental appointment.

Please be advised that for an excusable absence Somerset Academy Charter requires that all parents provide documentation of illness from a physician or public health unit.

### ***UNEXCUSABLE ABSENCES***

1. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused.
2. For students transferring into Broward County, including but not limited to foster care students, or a homeless student, a temporary 30 day waiver of both health examination documents and certificates of immunization may be granted.
3. Students who have been externally suspended may be offered an opportunity to participate in an alternative to suspension program. If they do not attend, the assigned days, the absences will be considered suspensions.

## **TARDINESS**

*(Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.)*

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness will be addressed on a case-by-case basis to determine if a pattern of non-attendance exists. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as being tardy 5 times within a marking period.
5. The Administration has the discretion to excuse tardiness for extenuating circumstances.

## **EARLY SIGNOUTS**

1. No students shall be released within the final 75 minutes of the school day unless the Administration determines it is an emergency.
2. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
3. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

### **RULES**

1. Students when age-appropriate, have a responsibility to ask their parents to notify the school when they are absent, yet upon returning to school, the student must provide an excusable letter from the parent.
2. Students when age-appropriate have a responsibility to ask teachers for, and to complete, make-up assignments. Two days (not including the day of return) are allowed for each day of absence. Previously assigned work is due the day of return.
3. Students must maintain current assignments and have the responsibility to turn in their daily work while serving internal suspension.

4. Students who are married, are parents, or are expectant parents have the right to remain in the regular school program or attend a special center program tailored to their specific needs.

## **PARENTS' RIGHTS AND RESPONSIBILITIES**

1. Parents have a right to be informed of the attendance responsibilities and consequences for truancy for both parents and students as described in the Code of Student Conduct.
2. Each parent of a child of compulsory school attendance age is responsible for the child's school attendance as required by law.
3. Parents must report their child's absence in accordance to our policies.
4. Parents have the right to request a hearing if they refuse to participate in the intervention developed by the child study team because they believe that the intervention is unnecessary or inappropriate.
5. The parents of a student expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons, and could benefit from instruction should notify the school and request a copy of the Hospital/Homebound referral packet.
6. Parents have a right to be notified if their child misses school and the parents have not reported the absence to the school.

## **DRIVING PRIVILEGES AND ATTENDANCE**

Florida Statute 322.091 requires school districts to report to the Division of Highway Safety and Motor Vehicles (DHSMV) the names, dates of birth, sex and social security numbers of students ages 14-18 who accumulate 15 unexcused absences in any consecutive 90 calendar day period. Districts are also required to hold hardship hearings if requested by a student whose license has been suspended.

## **CONSEQUENCES RELATED TO TRUANCY**

1. A child who is found to be truant may be taken to the Juvenile Assessment Center or other locations that are established by the school district to receive students who are absent from school. It is the responsibility of the Law Enforcement Officer to call the school to determine if the child is legitimately out of school.

2. Students 14-18 years of age who have 15 unexcused absences within 90 calendar days and have a driver's license will have their driver's license suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license if they apply for one.

## **SCHOOL ATTENDANCE REVIEW COMMITTEE (SARC)**

This committee meets regularly to consider students attendance issues for the following reasons:

1. Five unexcused absences during a nine-week grading period
2. Excessive Tardiness
3. Excessive absences—excused or unexcused

## **STUDENT ARRIVAL AND DEPARTURE TIMES**

According to Florida state law, the school is responsible for students only 30 minutes prior to and 30 minutes after a school activity. Due to these supervision restrictions, we urge all students to **ARRIVE ON SCHOOL CAMPUS AFTER 7:00A.M. AND TO BE OFF CAMPUS BY 3:15PM.**, unless the student is attending a school-sponsored activity. Students who stay after school must be under the strict supervision of a faculty or staff member and must remain in their designated areas for tutoring, make-up work, practices, and or rehearsals.

## **TARDY TO SCHOOL**

1. A student is tardy if he or she reports to his/her designated classroom on or after 7:30 a.m.
2. If tardy to school, a student must report to the attendance clerk in the cafeteria to receive either an excused or unexcused pass to class.

## **UNEXCUSED TARDY POLICY TO SCHOOL**

1. First..... Warning
  2. Second ... Parent contact
  3. Third ..... Referral to SARC/ parent conference; Detention will be issued for 1 hour on Mondays in the Cafeteria.
  4. Fourth .....Saturday school from the hours of 8:30 a.m.-12:30 p.m.
  5. Fifth.....Internal Suspension for a minimum of 3 days
  6. Sixth.....Parent Conference (Contract Drafted)- Summer Program.
- \* Note: class tardiness is handled by the teacher.

## **SOMERSET ACADEMY UNIFORM POLICY**

We believe that all students have the right to a safe, healthy school environment. We believe that all students have the responsibility to dress appropriately and uphold basic standards of cleanliness and proper grooming. A students' dress and appearance should not cause disruption and distraction from the educational process at Somerset Academy Charter School.

The following is the uniform policy that is endorsed and committed to be enforced by Somerset Academy Charter School. Students are required to follow this policy, and failure to do so will result in administrative action taken against all uniform violations.

Please Note: Students who are not wearing the correct uniform will be subjected to the Somerset Academy Charter School Discipline Plan.

**All uniform attire must be purchased at All Uniform Wear Inc. Students wearing any item not purchased at All Uniform will be asked to conference with administration and a parent will be contacted in order to rectify and clarify any misunderstandings outlined by the following:**

1. All students are required to wear straight cut, full length khaki or dark blue pants with the Somerset Academy embroidery labeled by the pocket.
2. All students are allowed to wear Khaki or dark blue Bermuda shorts with the Somerset Academy embroidery labeled by the pocket.
3. The pants or Bermuda shorts may not have cargo pockets, unusual tailoring and/or labels, may not be manufactured from jean material 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.

4. 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.
5. Polo shirts must be dark blue, light blue or white, bearing the Somerset Academy Middle High School Logo embroidered. All shirts must be correctly tucked inside the pants at all times and secured in place with the belt. Somerset Academy administration is fully committed in enforcing proper and professional attire. We demand this from staff and certainly from our student body.
6. During cooler weather, only the same color long sleeve shirt as the uniform polo may be worn underneath.
7. If a student chooses or needs to wear a jacket due to cold weather, it must be dark blue or consistent with our uniform top colors.
8. Only White, Dark Blue, Black, Brown, Gray sneakers or Solid Brown or Black shoes are allowed.

## **DRESS CODE VIOLATION INTERVENTIONS/DISCIPLINARY ACTION**

Please adhere to the Somerset Academy Charter School Wide Disciplinary Plan for infraction violation detail.

### **STUDENT CODE OF EXCELLENCE**

We believe that a safe and orderly school is our primary focus in order for academic excellence to prevail. When children behave in a respectful, responsible and safe manner, they learn more and develop into responsible adults, the essence of our purpose.

The Somerset Academy Code of Excellence is a school wide plan that clearly outlines student expectations. In addition, all Somerset Academy students are required to adhere to the rules and regulations outlined by the Broward County Public Schools' Code of Conduct: hence, Somerset Academy Charter School is fully committed to enhance the value of discipline, respect, honor and integrity. Our student body has the responsibility to abide by a dual system of conduct, both BCPS Code of Conduct and our school's Code of Excellence.

Each parent and student must take an active role in supporting both, BCPS' Code of Student Conduct and our Code of Excellence Plan. We thrive on producing responsible citizens. It is our school's purpose to foster a spirit of respect for long life learning as well as the community's (parents, students, and staff) best interest to work together to ensure a pleasant, safe and maximum learning experience. It is essential for all

stakeholders to understand that Somerset Academy Charter's student academic and behavioral expectations supersede that of Broward County Public School System.

## **EXPECTED STUDENT BEHAVIOR**

1. Treat your peers and authority with respect.
2. Be honest and fair.
3. Be responsible for your actions.
4. Obey all school rules.
5. Always be prepared for class (i.e., complete homework assignments, have your class materials on hand).
6. Be on time to school and to all of your classes.
7. Complete all assigned work.
8. Treat school property with respect.
9. Adhere to school uniform policy.
10. Be a positive role model at Somerset Academy Charter.

## **PROGRESSIVE DISCIPLINARY PLAN**

The objective of this plan is to ensure there is consistency in our school wide disciplinary procedures. Every teacher is held accountable to the stipulations outlined by this plan. We at Somerset believe when students are engaged in the curriculum, the management of the students becomes a lot easier. Our teachers must be prepared to teach and engage their students in the process of higher order and critical thinking skills.

The following are unacceptable behaviors leading to disciplinary action which include minor infractions (but are not limited to):

1. Classroom tardiness
2. Lying
3. Acting in a manner that interferes with the educational process
4. Failure to carry out directions
5. Failure to comply with the dress code
6. Gum chewing
7. Use of any electronic device(s)

**Note:** Electronic devices are not permitted during school hours, and all cell phones must be turned off completely. Students must understand that turning the cell phone on to vibrate or silent will not be acceptable in classrooms.

The above mentioned violations warrant a mandatory 1 hour detention by teachers. Teachers are prohibited from lowering a student's academic percentage due to student disciplinary offenses.

## ***CLASSROOM CONSEQUENCE(S):***

**1<sup>st</sup> Consequence** - verbal warning should be issued to student. Teacher must document the date and time the verbal warning was issued.

**2<sup>nd</sup> Consequence** - parent contact must be established and it must be logged in the parent contact log.

**3<sup>rd</sup> Consequence** - mandatory **1 hour detention** will be given to student by teacher. The teacher will be responsible for supervising the detention with the student. Please note that parent(s) of the offender must be informed 24 hours prior serving the detention. You must document the method of parent notification whether it was done via email, letter/detention form, or phone call on your parent contact log.

**4<sup>th</sup> Consequence (Administrative Consequence)** - depending on the severity of the infraction, the student will serve a 2 hour detention closely supervised by Mrs. Rodriguez, Assistant to the Dean of Discipline. Subsequently, Mrs. Rodriguez will email the teacher confirmation of the served detention; OR, the student will serve Saturday School Detention for 4 hours. The hours of operation are from 8 am – 12 noon. Saturday Detentions will be conducted twice a month.

**5<sup>th</sup> Consequence** - All previous parental communication established by the teacher and referral will be submitted to the Dean of Discipline, Mr. Charles Hafley. The student will serve a mandatory 3 Day Internal Suspension. In case the Broward County Discipline Matrix outlines the consequence of the infraction as more severe than a 3 day indoor suspension, Somerset Academy Administration will at least match the number of either indoor or outdoor suspension days the county assigns. In addition, Mr. Hafley will provide a letter notifying the suspension (Internal or Outdoor) to the student's family attached to the copy of the referral given to the student. Mr. Hafley will also make parent contact via phone to discuss disciplinary status of the student. Should the parents disagree with the consequences outlined by Mr. Hafley, a parent has the right to request a conference to be held with the Administration, Mr. Hafley, the teacher who issued the referral, and the student referred.

**Mrs. McGhee (6<sup>th</sup> - 8<sup>th</sup> graders)**

**Mr. Montero (9<sup>th</sup> - 12<sup>th</sup> graders)**

**\*Above indicates the administrator who will sit in the appeal process requested by the parent.**

## **INTERNAL SUSPENSION OBJECTIVE(S):**

1. IS is a classroom where a student spends the entire day completing written assignments sent by his/her teachers that will be collected by Mr. Hafley.
2. IS provides the opportunity for a student to remain in school and receive credit for assignments.
3. Procedures for assigning IS are set forth by the Administrative team of Somerset Academy Charter School in alignment with the Broward County School Board Code of Student Conduct Discipline Matrix.
4. Students receiving IS may **not** take part in or attend special activities during the school day or extracurricular activities on the day(s) they are assigned IS.
5. If a student is absent on the day IS is to be served, the missed time will be made up on the first day the student returns to school.
6. If a student misbehaves in IS, he/she may be dismissed from IS or assigned Outdoor Suspension as specified by the Somerset Academy Charter School Student / Parent Handbook.
7. Students assigned to IS are required to report to the Cafeteria by 7:30 a.m.

## **INTERNAL SUSPENSION POLICIES:**

1. Students must come prepared to work on academic assignments. Students are to bring books, paper, and pencils to IS. Teachers will provide all written work to Mr. Hafley.
2. Students must work only on school work or supplemental learning materials assigned by the IS instructor, Mr. Hafley.
3. If necessary, student will also be assigned to extra duties for certain periods of time such as work detail.
4. Students may not leave their assigned seat unless permission is given.
5. Student may not talk. If they have a question, they may raise their hand.
6. Student may not sleep or lay their head down on the desk.
7. All students must sit upright and face forward.
8. The student must not leave the room for any reason. Bathroom breaks will be provided when I.S. Instructor (Mr. Hafley) deems it to be necessary. Students will eat their lunches under the supervision of Mr. Hafley. The student must keep their desk and area in clean condition, free of garbage and or vandalism to school property.

**6<sup>th</sup> Consequence** - the student will be given Outdoor Suspension. Please note profanity towards a staff member or authority, defiance or skipping will result in immediate outdoor suspension from school.

1. A student may not attend school or any extra-curricular activities on the day(s) he or she is assigned to Outdoor Suspension.
2. A student does not receive credit for the assignments he/she missed during the assigned days of Outdoor Suspension. Assignments may be made up, only if child participates in Alternative to Suspension Program.

## **ZERO-TOLERANCE POLICY**

The administration reserves the right to apply severe disciplinary actions including possible dismissal from Somerset Academy Charter School.

Somerset Academy is committed to the mental and physical welfare of each student. Violence, i.e. fighting, weapon possession, drug use, and racially insensitive acts of bigotry, condescending and/or racially inflammatory remarks, intimidation/bullying from one student or groups against another or groups, are detrimental to the student's welfare, and detract from the educational environment of Somerset Academy Charter School. Hence, any act that is deemed hateful against another through violence, or display of hateful related symbol; i.e. a noose, a swastika, or any other related symbolic gesture(s) of hate towards another's culture, race, ethnicity, religion, or sexual preference, will result in immediate dismissal of Somerset Academy Charter School. Somerset Academy Charter School has a **Zero-Tolerance Policy** for violence, drugs, alcohol, weapons brought on campus, and most importantly; hateful related acts of racism, anti-semitism, and/or bigotry from one person or group to another. The school believes that all students have the right to attend a safe, drug-violent free, and culturally-diversely celebrated school where respect for others is paramount.

The school will employ any reasonable method to ensure that the **Zero-Tolerance** violence/drug/weapon/cultural respectful policy is not violated. To this end, the school reserves the right to conduct random searches as well as probable cause searches by authorized school personnel, trained canines, or authorized third parties. This right to search will extend to any item brought to school property or school-sponsored activity. Searches may include but are not limited to lockers, book bags, purses, vehicles, clothing, and other personal property.

## GRADING PERFORMANCE SCALE

The following is the grading scale for the 2008-2009 school year:

### MIDDLE SCHOOL

A	Superior progress	90-100
B+	Outstanding	87-89
B	Commendable	80-86
C+	Above average progress	77-79
C	Average progress	70-76
D+	Below average progress	67-69
D	Lowest acceptable progress	60-66
F	Failure	0-59
I	Incomplete	

### HIGH SCHOOL

#### POINTS

A	90-100	4.0
B+	87-89	3.5
B	80-86	3.0
C+	77-79	2.5
C	70-76	2.0
D+	67-69	1.5
D	60-66	1.0
F	0-59	0.0
I	Incomplete	0.0

## **FAILING OF STUDENTS COURSES/CLASSES**

### ***TEACHER'S RESPONSIBILITIES:***

1. Communicate with students, parents and administration how the grades for each class are computed.
2. Compute numerically and report a grade for each student for each of the four nine-week grading periods (See official school calendar).
3. Complete and send home a progress report for each student by the Fourth to Fifth week of each nine week grading period.
4. Keep an updated and well maintained parent log on all students and specific documentation of parent communication concerning deficient or failing students.

### ***STUDENT'S RESPONSIBILITIES:***

1. Be proactive in giving your best effort to attain proficient grades in each class at all times.
2. Take Interim/progress reports.
3. Take report cards home.
4. Periodically check STI to review grades.

### ***PARENT'S RESPONSIBILITIES:***

1. Ask for progress reports during fifth week of each nine-week grading period.
2. Be aware of the pupil progression plan, retention and promotion criteria.
3. When a concern about the child's performance or behavior arises, call the guidance department and set up a conference with the child's teachers or an individual teacher.
4. Review STI on a weekly basis to assess your child's grade.
5. Review [schoolnotes.com](http://schoolnotes.com) on a weekly basis to understand your child's instructional assignments.

## **LOCKERS**

### **SCHOOL'S RESPONSIBILITIES:**

1. A locker may be issued to a student for storage of books and school materials only.
2. A combination lock is provided on each locker.
3. School officials have the right to search and inspect lockers at any time without notice.
4. Locker cost is \$10.00 (Please note that if a student has purchased a locker the prior year the actual locker cost will be reduced to \$5.00)

### **STUDENT'S RESPONSIBILITIES:**

1. Lock and secure locker at all times.
2. Usage of locker does not excuse a student from arriving on time to class.
3. Sharing of lockers is prohibited as it jeopardizes the security of the locker's contents.
4. Keep the locker clean and orderly.

## **PLANNERS**

Somerset Academy Planners are mandatory. Teachers and Staff will monitor student homework, parent communication, progress reporting and hall passes through our planners. Planners will begin to be sold during the Middle and High School Orientations.

## **TEXTBOOKS**

The school will provide students a textbook as the guide and framework of the curriculum and the student will be responsible for maintaining the textbook in good condition. The student will pay a fine or full cost of the textbook should the textbook be lost or stolen.

## **SOMERSET ACADEMY MIDDLE/HIGH LIBRARY**

The Somerset Academy School Library was established to support the curriculum of the Middle/High School. All students, grades six through twelve, are serviced. The library exists to implement, enrich and support the educational program of the school. It is the intent of the library to serve as the hub of intellectual activity at the school. It is therefore the library's mission to ensure that all students and staff are effective users of ideas and information.

## **CIRCULATION**

The Somerset Academy Library lends materials to faculty, staff, and its students. The loan period is two weeks for students and four weeks for teachers. Materials may be renewed for an additional 7 days, provided there is not a hold on the material.

## **FINES & BILLS**

Fines are assessed for overdue materials. Fines are assessed at a rate of \$.15 per day. When library materials are overdue, a notice will be sent to the borrower and borrowing privileges may be suspended for not returning recalled materials.

If the materials are lost, the borrower will receive a bill with the average cost of replacement for similar items. Charges for damaged materials will be determined on a case-by-case basis and may include the actual cost of replacing the item.

Fines and bills are generated by the Library and payable at the Circulation Desk. The Library accepts payment only in cash.

## **VISITORS**

All visitors are to report to the office to sign in and must provide a valid Drivers License in order to receive a Visitor's Pass.

## **VISITOR'S RESPONSIBILITIES**

1. Prearrange the visit.
2. Upon arrival for the visit, register in the front office to receive a visitor's pass and information. Please visit only the area to which you are assigned.
3. When visiting a classroom, remember that the teacher is in charge of his/her classroom.

## **CAFETERIA PROCEDURES**

Students will eat in the cafeteria or in designated area including the courtyard seating areas outside of the cafeteria. Students are expected to stay in the designated lunch area for the entire time assigned to eat. Students are not to roam freely around campus during lunch time. Students are not allowed to order food from local restaurants and the school authorities will confiscate the illegal purchase

of unauthorized food brought on campus by either parents or vendors. Students may either bring their lunch or purchase Breakfast for \$1.50 and Lunch for \$3.50. Free and reduced lunches are available through the county for qualified individuals.

## **GUIDANCE DEPARTMENT**

1. Schedule students
2. Conduct counseling/guidance in the areas of academics, social/emotional needs, and career orientation.
3. Maintain and update student academic records.
4. Provide individual, small, and large counseling sessions.

## **IDENTIFICATION CARDS**

Every student will receive a picture identification card during the beginning of the school year at no cost. The student must have this card in his/her possession at all times. Should a student lose an ID card, the student will be charged a \$5 dollar fee for another. If the student continues to lose the ID card, the charge will continue to increase in increments of \$5; meaning by the second time the card is lost, the charge to replace it with a new ID card will be \$10.

## **INSURANCE POLICY**

1. Available to all students.
2. Types of coverage: school day, 24 hour, and life.
3. Claims for accidents should be reported to the office.
4. All students participating in extra-curricular activities must have proof of insurance before participating in tryouts or school related activities.

## **PARENT/COMMUNITY INVOLVEMENT**

Somerset Middle/High School welcomes and encourages the involvement of parents and the community in creating a positive and successful school environment. As a parent of the child registered at Somerset Academy you are required to volunteer 30 hours per academic year. Families with children at Somerset in elementary, middle, and high school grades must complete 30 hours for the first "school level" and an additional 10 hours for each additional "school level." The maximum number of hours a family is obligated to contribute is 50. There are several ways in which parents and members of the community can be involved:

1. School Advisory Committee (SAC)
2. Parent/Teacher/Student Organization (PTSO)
3. Volunteering at school related events pre-approved by the school's administration.

**BELL SCHEDULE**  
FOR  
**2008-2009**

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:25	1	1	1	1	1
8:30 - 8:40	HR	HR	HR	HR	HR
8:45 - 9:40	2	2	2	2	2
9:45 - 10:40	3	3	3	3	3
10:45 - 12:45	4	4	4	4	4
Read 20 min.	Read 20 min.	Read 20 min.	Read 20 min.	Read 20 min.	Read 20 min
10:45 - 11:25	Lunch A	Lunch A	Lunch A	Lunch A	Lunch A
11:25 - 12:05	Lunch B	Lunch B	Lunch B	Lunch B	Lunch B
12:05 - 12:45	Lunch C	Lunch C	Lunch C	Lunch C	Lunch C
12:50 - 1:45	5	5	5	5	5
1:50 - 2:45	6	6	6	6	6



## **STUDENT / PARENT ACKNOWLEDGEMENT FORM**

We have read the Somerset Academy Student / Parent Handbook. My child/children and I understand and agree to cooperate with all of the policies contained therein.

As a parent I understand the importance of the Somerset Academy Charter School Student / Parent Handbook and have explained it to my child / children in detail. My child / children and I agree to adhere to the policies and regulations of the Student / Parent Handbook. I understand that failure to follow school regulations and policies, will jeopardize my child / children's eligibility to register for the following academic year, or perhaps will result in dismissal from Somerset Academy Charter School by the Governing Body of this institution. This Acknowledgement Form must be returned along with the Student Code of Conduct Acknowledgement Form to our school by August 22, 2008.

\_\_\_\_\_  
(Print Name of Student)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Print Name of Parent)

\_\_\_\_\_  
(Signature of Parent)