Somerset Academy Middle/High School
Somerset Arts Conservatory

“Striving for Academic Excellence”

STUDENT / PARENT HANDBOOK
2019-2020

Somerset Academy Middle/High Charter School
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VISION
Empowering students to explore global learning opportunities to promote and enrich their communities and the communities we serve.

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

ADMINISTRATION
Principal
Vice Principal
Vice Principal
Assistant Principal
Lead Teacher/Cambridge & Industrial Certification Coordinator

Dr. Bernardo Montero
Dr. Walkiria Soberon
Ms. Karina Iber
Ms. Christie Cardoso
Ms. Lisa Acevedo

STUDENT SERVICES
Activities Liaison
Administrative Assistant
Athletic Director
Attendance Specialist
BRACE Advisor
Cafeteria Manager
ESE Specialist (Elementary/Middle)
ESE Specialist (Middle/High)
ESOL Coordinator K-12
Front Desk/Substitute Coordinator
Front Desk
Front Desk
Gifted Coordinator/Activities Director
Guidance Counselor for 10th-12th - Last Names A-L
Guidance Director (HS) & Counselor for 10th-12th - Last Names M-Z
Guidance Counselor for 6-8th Grades – Last Names M-Z
Guidance Counselor for 9th Grade – Last Names A-Z
Guidance Director (MS) & Counselor for 6-8th Grades- Last Names A-L
Head Security
HERO/ Behavior Specialist
HERO/Assistant Behavior Specialist
High School IMT
Math Dept. Chair/Advanced Curriculum Specialist
Math Curriculum Specialist
Media Specialist – Middle/High
Middle School IMT
Middle/High Curriculum Specialist
Middle/High Curriculum Specialist
Middle/High Testing Coordinator
Middle/High Registrar
RTI Specialist
Student Support Counselor
Student Support Counselor
Student Support Specialist
Treasurer Assistant
Treasurer

Ms. Ketty Molina
Ms. Maribel Mendez
Mr. Ed Miller
Ms. Lily Mokhtary
Ms. Erin Pierce
Ms. Mayra Carrodeguas
Ms. Valentina Vetencourt
Ms. Yamile Hernandez
Ms. Giselle Estrada
Ms. Ashley Torres
MS. Christina Sojo
Ms. Noreen Vega
Ms. Christine Stewart
Ms. Rebecca Gonche
Ms. Gabriella Valdes
Ms. Melissa Villalona
Ms. Kerrie Lisko
Ms. Jessica Wright
Mr. Jorge Gonzalez
Mr. Ovidio Sotomayor
Mr. Tomal Parker
Ms. Angela Randle
Ms. Maggie Crawford
Ms. Linda Spanjer
Ms. Nadja Rodriguez
Ms. Jennie Garcia
Ms. Aimee Chavez
Mr. Shane McFarlane
Ms. Dyma Fernandez
Ms. Daisy Sanchez
Ms. Maria Machin
Ms. Elsa Acevedo
Ms. Raquel Escudero
Ms. Lory Sakay
Ms. Claudia Arango/ Ms. Rachel Esquenazi
Ms. Lissette Ollet
GENERAL ATTENDANCE PROCEDURES

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 permanently 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.

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.

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.
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

For 1st period only, for every five unexcused absences students will receive a referral from their first period teacher. The number of unexcused absences will still reset at the beginning of every quarter.

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.

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.

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 7:30am AND TO BE OFF CAMPUS BY 3:30pm (1:45pm during early release days), 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.

To ensure the safety of our students during after school hours, at 4:00pm (regular school days)/ 2:00pm (early release days), any high school student that is not under the direct supervision of a faculty member must vacate the campus. Any elementary or middle school student that is not under the direct supervision of a faculty member will be placed in LEAP. Students will be charged $20 per day if taken to LEAP. Parents will assume responsibility for all fees that are accrued. All students placed in LEAP must be pick-up by 6:00pm. All gates will be closed by 6:00pm.

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 requires that all parents must report the absence within 2 school days following the absence. Any absence is unexcused until the school receives a written notice to excuse the absence from the parent or provide documentation of illness from a physician or public health unit. For your convenience, we now have an electronic Absence Note located on our Somerset Academy website.

**UNEXCUSABLE ABSENCES**

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.

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.

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.

**ABSENCES & HOMEWORK POLICY**

Make-up work shall be accepted for full credit and grade for excused and unexcused absences.

All make-up work must be submitted within two days upon return to the missed class, not including the day of return, for each day of an absence.

When assignments and appropriate instruction are provided prior to the absence, make-up work (including major projects) is due on the day of return to the missed class.

Under extenuating circumstances and at teacher’s discretion, additional time may be allowed.
**TARDINESS**

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

Parents must follow the same process to excuse a tardy as they do to excuse an absence.

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.

Tardiness to any class without documentation may be considered unexcused.

Habitual tardiness is defined as being tardy 5 times within a marking period.

The Attendance Specialist has the discretion to excuse tardiness for extenuating circumstances.

**UNEXCUSED TARDY POLICY TO SCHOOL**

1. First....... Warning
2. Second.....Warning
3. Third...... Warning
4. Fourth ...... Warning: email notification to the parent
5. Fifth......... Warning: parent phone call
6. Sixth......... Referral to Disciplinarian: 1 hour detention in Le Cafe
7. Seventh.... Referral to Disciplinarian: 2 hour detention in Le Cafe
8. Eighth..... Saturday school from the hours of 8:00 a.m.-12:00 p.m.

* Note: Class tardiness are subject to our Lock Out policy (Lock Out consists of student exclusion from the class period/hour).

**EARLY SIGN-OUTS**

The office in Building A is the Main Office for the entire campus. Students that arrive late or leave early must have their parent sign them in/out in this office. Parents/visitors must sign-in in the Main Office and present a valid identification before entering the campus. The guard gate on Somerset Way will check-in visitors and direct them where to go.

No students shall be released within the final 60 minutes of the school day unless the Administration determines it is an emergency. Early sign outs are not allowed after 2:00 pm on regular days and 11:45 am on early release days.

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. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences.

Students must be authorized by their parent/guardian in order to sign-out early. The parent/guardian must write a letter or email authorizing early sign-out including the following information: manner in which student will leave campus, parent contact information (phone number, email address) and copy of parent/guardian driver’s license. Upon receipt of the authorization letter, the office staff will confirm authenticity with a phone call to the parent before the student is released.
STUDENT’S RIGHTS AND RESPONSIBILITIES

RULES

Students 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.

Students 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.

Students must maintain current assignments and have the responsibility to turn in their daily work while serving internal suspension.

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

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.

Each parent of a child of compulsory school attendance age is responsible for the child’s school attendance as required by law.

Parents must report their child’s absence in accordance to our policies.

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.

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.

Parents have a right to be notified if their child misses school and the parents have not reported the absence to the school.
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:

All students are required to wear uniform polo shirts with the Somerset Academy logo in colors which include navy blue, light blue, white and striped blue/white. Somerset Arts Conservatory students are required to wear uniform polo shirts with the Somerset Arts Conservatory logo in colors which include kiwi green, navy blue and gray.

All students are required to wear straight cut, full length khaki or dark blue pants with the Somerset Academy embroidery labeled by the pocket.

All students are allowed to wear Khaki or dark blue Bermuda shorts with the Somerset Academy embroidery labeled by the pocket.

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 short, too big or too tight, as determined by the Administration, for the student are not acceptable and will be deemed in violation of the uniform code.

Somerset Sweatpants are only allowed to be worn during PE classes on cold days. Sweatpants are not allowed to be worn as a regular uniform option.

SENIOR Sweatpants are only to be worn on Fridays. This is only for current Seniors and sweatpants MUST be from the current senior class year.

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. Loosely worn pants are not acceptable.

If a student chooses or needs to wear a jacket due to cold weather, it must be an official Somerset Academy apparel jacket or a Somerset club/sport hoodie.

Cold Weather Procedure: When the weather is 59 degrees or lower by 6:00 am on the school day morning, students will be allowed to wear a uniform polo and blue or black jeans (no holes, no shredding, no leggings, no sweatpants). Seniors may wear a uniform polo and their current year senior sweatpants. Only Somerset Academy jackets/hoodies/sweaters are to be worn.

Any attire, including back packs, displaying gang related paraphernalia or symbols, profanity or any inappropriate logos or displays are not allowed.
Clothing, jewelry, buttons, haircuts, or other items or markings which are, *suggestive, *revealing, or *indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis are **not allowed**.

Any articles of clothing or jewelry that may cause injury including, but not limited to: with spikes or sharp objects, wallet chains, and heavy link chains are **not allowed**.

All uniforms must be clean and pressed at all times; good grooming of hair, skin and fingernails is expected at all times.

All headgear (hats, scarves, bandanas etc.) are forbidden on school property, unless worn for religious reasons.

No buttons, tags, or labels may be worn on the school uniform unless approved by the administration.

All students must wear their Somerset’s Student ID card on a lanyard. (for more information regarding Student ID cards please make reference to the IDENTIFICATION CARD section in this Handbook)

Students will only be allowed to wear class/club/athletic/dry-fit spirit shirts with uniform bottoms or blue/black full-length jeans on Fridays. Senior sweatpants are allowed to be worn on Fridays.

Athletes will be allowed to wear team jersey/uniform on Fridays with uniform bottoms.

Dance Team/Color Guard/Cheerleaders are allowed to wear their track suits on Fridays.

*Uniform shorts that are rolled-up to make them appear shorter will be deemed as a uniform infraction.*

**Boys Uniform**

In addition to the above, boys **must:**

Pants/Bermuda pants must be worn at waist level.

**Girls Uniform**

In addition to the above, girls **must:**

For safety reasons earrings must be plain and stud type, or small hoops (total size must be smaller than a quarter - $.25).

**FRIDAY SPIRIT DAY ATTIRE**

Students will only be allowed to wear class/club/athletic/dry-fit spirit shirts with uniform bottoms or jeans on Fridays. Senior sweatpants can be worn on Fridays. Athletes will be allowed to wear team jersey/uniform on Fridays with uniform bottoms/jeans. Cheerleaders/Dance/Color Guard members can wear track suits on Fridays. **Seniors are the only students allowed to wear current year SENIOR sweatpants on Fridays.**

**Tops:** Somerset club/class/honor society/athletic/dry-fit spirit shirts or uniform polos.
DRESS CODE VIOLATION INTERVENTION/DISCIPLINARY ACTION

Please adhere to the Somerset Academy Charter School Wide Disciplinary Plan for infraction violation detail. Students who obtain 3 or more disciplinary referrals will jeopardize their ability to re-enroll for the following school year at Somerset Academy.

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

Treat your peers and authority with respect.
Be honest and fair.
Be responsible for your actions.
Obey all school rules.
Always be prepared for class (i.e., complete homework assignments, have your class materials on hand).
Be on time to school and to all of your classes.
Complete all assigned work.
Treat school property with respect.
Adhere to school uniform policy.
Be a positive role model at Somerset Academy Charter.
The objective of this plan is to ensure there is consistency in our school wide disciplinary procedures. In the past classroom management has been left up to the Dean of Discipline or the Administration. We feel that each teacher should be held accountable for their own classroom management for minor offenses and stipulations outlined in this plan. The administration believes when students are engaged in the curriculum, the management of the students becomes a lot easier. We believe that our teachers must be prepared to teach and engage their students in the process of higher learning and critical thinking skills.

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

- Classroom Tardiness
- Lying
- Acting in a manner that interferes with the educational process
- Failure to follow or carry out directions
- Failure to comply with dress code
- Failure to wear school ID
- Gum chewing
- Use of any electronic device(s)
- Eating in class
- Skipping or Out of Assigned Area

**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 one (1) hour detention and a documented phone call to the parent(s) by teacher(s). Teachers will be provided with the new one (1) hour detention form which must be filled out with one copy be sent home for parent’s signature and a copy sent to the Dean of Discipline to be placed in student’s file. Teachers are prohibited from lowering a student’s academic percentage due to student disciplinary offenses.

**CONSEQUENCE(S):**

**1\(^{st}\) Consequence:** Verbal warning should be issued to student. Teacher will document the date and time the verbal warning was issued.

**2\(^{nd}\) Consequence:** Parent contact must be established and it must be documented in a parent contact log that you create and is readily available if needed by the administration.

**3\(^{rd}\) Consequence:** Mandatory one (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 student must be informed 24 hours prior to the student serving the detention. You must document on your contact log the method of parent notification whether it was done via e-mail, letter/detention form, or phone call.
4th Consequence (Administrative Consequence): Depending on the severity of the infraction, the teacher will forward a referral to the Dean of Discipline. The student will serve a two (2) hour detention closely supervised by the Behavioral Specialist or the Dean of Discipline. These detentions will be held after school on Tuesdays and Thursdays. Subsequently, the Behavioral Specialist will e-mail the teacher confirmation of the served detention; or the student may serve a Saturday School detention for four (4) hours. The hours for Saturday School are from 8AM – 12PM. Saturday School detentions will be held twice a month. In all cases, a school representative will contact the parents and ensure that it is documented on the contact log.

5th Consequence: All previous parental communication established by the teacher and referral will be submitted to the Dean of Discipline. The Broward County Discipline Matrix outlines the consequence of the infraction and will be followed. The student may receive One (1) to ten (10) days of indoor suspension. If the infraction calls for a more severe consequence, the student may receive one (1) to ten (10) days of outdoor suspension. In either case the teacher will be responsible for e-mailing the student their class work or assignments. The students e-mail address will be forward to you by the Dean of Discipline. The Dean of Discipline will provide a letter notifying the parents of the suspension (indoor or outdoor) along with a copy of the teacher’s referral. The Dean of Discipline will also contact the parent by phone to discuss the suspension; this will be documented on the contact log. Should the parent request a conference to discuss the consequences or referral, it will be scheduled with the administration, Dean of Discipline, and the teacher as soon as possible.

(IS) Internal Suspension Objectives:
"IS" is a classroom setting where a student spends the entire day completing written assignments given by his/her teacher that will be collected by the Behavioral Specialist.

"IS" provides the opportunity for a student to remain in school and receive credit for attendance and assignments.

Procedures for assigning "IS" are set forth by the Dean of Discipline/Administration in alignment with the Broward County School Board Code of Student Conduct Discipline Matrix.

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".

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.

If a student misbehaves in "IS", he/she may be given additional days in "IS" or be dismissed from "IS" and be given outdoor suspension. In each case, proper documentation will be completed by the Dean of Discipline and notification to the parents will be made and documented on the contact log.

Students assigned to "IS" are required to report to Le Café by 8:00am. Tardiness will not be tolerated and additional consequences may be issued.
**Student Guidelines While In "ISN:***

All electronics will be turned off, labeled by the Behavioral Specialist and placed in secured box. All items will be returned to the student at the conclusion of "IS"

Students are responsible for bringing their own books, paper, pens, pencils, and any other material needed to complete their work.

Students may only work on school assignments given to them or supplemental learning materials assigned by the Behavioral Specialist.

Students may not leave their assigned seat unless permission is given.

Students may not talk. If they have a question, they must raise their hand.

Students may not sleep or put their head down on the desk.

Bathroom breaks will be determined by the student raising their hand and being acknowledged by the Behavioral Specialist.

Students will eat lunch under the supervision of the Behavioral Specialist in a designated area to be determined by him.

Students will keep their desk and area in clean condition, free of garbage and or vandalism to school property.

Students assigned to "IS" will be in school uniform and must have their school IDs displayed around their necks.

Any other rules or issues to be discussed will be determined by the Behavioral Specialist.

*(OS) Outdoor Suspension:*

The student receiving outdoor suspension has violated a major offense of the Broward County School Board Discipline Matrix. This may include the following but not limited to just these violations; Profanity towards a staff member, Fighting, Gang activity, Disruptive behavior (major), Drugs, Weapons, Bullying, etc.

Students receiving "OS" may not take part in or attend special activities during the school day or extracurricular activities on the day(s) they are assigned "OS".

The administration will determine if the student is eligible for the Alternative to Suspension Program offered by Broward County School Board and held at Miramar High School. The Dean of Disciple will complete all paper work to register said student and make final arrangements for that student to attend.

A student assigned to outdoor suspension will receive all of his/her work via e-mail by the teacher. The students e-mail address will be sent to his/her teachers by the Dean of Discipline. All work will be submitted to the teachers by the student the first day he/she is allowed back on school grounds.
**ZERO – TOLERANCE POLICY:**
The administration reserves the right to enforce serious disciplinary actions including the re-registration of a student to Somerset Academy Charter School or the recommendation for expulsion of a student from Broward County Schools.

Somerset Academy is committed to uphold the mental and physical wellbeing of each student. Acts of serious violence (Battery), possession of a weapon, drug possession and/or use, intent to sell or buy drugs on school grounds, and racially insensitive acts of bigotry, racially inflammatory remarks, bullying from one student or groups against another or groups; are detrimental to a student’s emotional stability. This type of behavior also distracts from the educational learning environment of Somerset Academy and will not be tolerated. Somerset Academy has a **Zero Tolerance Policy** for violence, drugs, alcohol, weapons brought on campus, acts of racism, anti-Semitism, and bigotry from one person or group to another. The administration believes that all students have the right to attend a safe school. Subsequently, we are proud to celebrate the cultural diversity of our community stakeholders, students, parents, and staff as we promote respect and tolerance for all.

The school will employ any reasonable method to ensure that the **Zero-Tolerance Policy** is enforced in conjunction with Florida State Statue and Broward County School Board Rules and Regulations. The school reserves the right to conduct searches based on probable cause by authorized school personnel or the school resource officer. This right to search will extend to any item brought to school grounds or school sponsored activity. Searches may include but are not limited to lockers, book bags, cell phones, purses, vehicles, clothing, and other personnel property.

**HERO**

The HERO system is a comprehensive data base for both infractions and reinforcements for student behavior/attendance. Students and parents will receive individualized credentials to view student’s reward, discipline and attendance record.

**SHUTTLE BUS TRANSPORTATION**

Somerset Academy will provide FREE daily morning shuttle bus service for 4th - 12th grade students from the South Campus to the North Campus via AIA Transportation. There will be no afternoon shuttles to the South Campus. Shuttle Bus riders must complete the online registration form in order to be transported to the North Campus. If the student is not registered online, they will not be allowed to ride the shuttle to the North Campus. Incomplete applications will not be processed.

Shuttle bus riders must be at the designated area at the South Campus at least 10 minutes prior to scheduled departure time:
- Middle/High Students: 7:00am
- 4th - 5th Elementary Students: 7:30am

Students must follow all bus regulations set forth by AIA Transportation. If any behavior issues occur, the Administration will follow the BCPS Discipline Matrix to issue a consequence.
GRADING PERFORMANCE SCALE

MIDDLE SCHOOL

<table>
<thead>
<tr>
<th>GRADE</th>
<th>Description</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior progress</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>Outstanding</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>Commendable</td>
<td>80-86</td>
</tr>
<tr>
<td>C+</td>
<td>Above average progress</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>Average progress</td>
<td>70-76</td>
</tr>
<tr>
<td>D+</td>
<td>Below average progress</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>Lowest acceptable progress</td>
<td>60-66</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0-59</td>
</tr>
</tbody>
</table>

HIGH SCHOOL

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
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<td>0-59</td>
</tr>
</tbody>
</table>

Based on District guidelines, incomplete grades and/or grade overrides are not allowed. Overrides (either up or down) will only be granted by the administration in special cases where students who have 10 or more excused absences in an annual course or five or more excused absences in a semester course. In this case an incomplete grade may be issued by administration. Subject to the review and approval of the principal, a teacher may change an "I" grade to a letter grade once the student has appropriately mastered all course objectives and competencies.

GRADING RESPONSIBILITIES

TEACHER’S RESPONSIBILITIES:

- Communicate with students, parents and administration how the grades for each class are computed.
- Compute numerically and report a grade for each student for each of the four nine-week grading periods (See official school calendar).
- Complete and send home a progress report for each student by the Fourth to Fifth week of each 9-week grading period.
- Keep an updated and well maintained parent log on all students and specific documentation of parent communication concerning deficient or failing students.
**STUDENTS’ RESPONSIBILITIES:**

- Be proactive in giving your best effort to attain proficient grades in each class at all times.
- Take Interim/progress reports home.
- Take report cards home.
- Periodically check PINNACLE to review grades.
- Maintain assignments for each class in your Somerset Planner.

**HONORS LEVEL POLICY:**

*STUDENTS ENROLLED IN HIGH SCHOOL HONORS LEVEL OR MIDDLE SCHOOL ADVANCED LEVEL COURSES MUST EARN A SEMESTER GRADE OF "A" OR "B" AND HAVE A SCORE OF LEVEL 4 OR 5 IN THE END OF COURSE EXAM AND THE FSA ASSESSMENT IN THAT SUBJECT IN ORDER TO BE PLACED IN SUBSEQUENT HONORS/ADVANCED LEVEL COURSE NEXT SCHOOL YEAR. STUDENTS EARNING "C" OR LOWER IN ANY SEMESTER, WILL BE PLACED IN A REGULAR COURSE NEXT SCHOOL YEAR.*

This policy does not apply to the following courses:
- Electives (ALL honors level)
- Foreign Language (Level 3)
- Marine Biology
- Business

**PARENTS’ RESPONSIBILITIES:**

- Receive progress reports during fifth week of each 9-week grading period.
- Be aware of the pupil progression plan, retention and promotion criteria.
- 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.
- Review the Somerset Website to access Pinnacle, and Virtual Counselor on a weekly basis to assess your child’s grade. Also, access the calendar and announcement for updated school events and information.
- Review the Somerset Academy website: [www.somersetacademy.com](http://www.somersetacademy.com) and sign-up for the "My Classes" option to review your child’s instructional assignments as they are updated.

**PERSONALIZATION PERIOD**

Each 6th – 12th grade student will be assigned a Personalization Period (study hall). This is a non-credit earning course. Students will not be exempted from this course. The purpose of the course is for students to get organized, study and work on assignments during the school day (online courses, homework, etc.). Teachers are to take attendance and maintain a classroom environment that is conducive to self-learning. Teachers are not mandated to keep lesson plans for this period nor to enter grades in Pinnacle for this course.

Students may use personal electronic devices only for instructional purposes to complete assignments (phones, computers, lap-tops, tablets, etc.). However, Somerset Academy is not responsible for any theft, loss or damage to personal electronic devices brought to school. Students that use electronic devices for non-instructional purposes will have their electronic devices confiscated.
Teachers are to ensure that students are using their time productively and effectively. Students are not allowed to use their time for entertainment purposes, such as texting, using social media, watching movies/internet videos, playing video games, surfing the web, socializing with peers, taking extended bathroom breaks, sleeping, etc.

Teachers are not allowed to send students to alternate locations during this time, unless otherwise approved (office, guidance, ESE, RTI, media center, etc.).

Additionally, Personalization Periods may be used for guidance presentations, IEP/EP meetings, interventions, specialized services, etc.

Students are expected to study and complete assignments during this period in a quiet and respectful manner. Those that do not follow instructions or cause a disruption, will receive behavioral consequences as delineated in the Somerset Academy Progressive Discipline Plan and Broward County Public Schools Administrative Discipline Matrix.

**MEDICATIONS**

School Board Policy 6305 (Administration of Medications/Treatments), provides the guidelines for the administration of medication and/or treatment for students receiving prescription and over the counter (OTC) medication.

As per Policy 6305, students with special health conditions, e.g., asthma, diabetes and hypersensitivity, regardless of grade, may carry medication on self, only if approved by their physician and noted on the Medication/Treatment Authorization form.

All other medication, including over-the-counter, must be transported by the parents/guardians. Therefore, students are prohibited from possessing any medication while on school grounds except as indicated above.

**PLANNERS**

Although, Somerset Academy does not sell planners, we do highly encourage their use.

**HALL PASSES**

Students excused from class must have an individualized yellow hall pass signed by the teacher indicating the time of departure and destination. No child is ever to be out of class without a yellow hall pass signed by the teacher excusing him/her from class to go locations other than the restrooms. If a student is sent to see another teacher, the other teacher needs to record the new time student leaves them and also sign the hall pass.

All restrooms have a designated color that will match the restroom hall passes given to the teachers based on room location. For example, upper level restrooms in building E will be "Green," all teachers on that level will
be given "Green" restroom passes for student use. Should a student be found out of the designated color-coded area, he/she will be deemed out of assigned area and security will walk him or her back to class.

Medical Need Passes will only be granted to students that submit proper documentation from their physician which specifies the accommodation needed and duration of the medical request (examples: students using crutches/wheelchairs, elevator use, leave class 5 minutes early between transitions, etc.).

TEXTBOOKS
The school will provide students a textbook, or equivalent, as the guide and framework of the curriculum and the student will be responsible for maintaining the material in good condition. The student will pay a fine or full cost of the textbook/equivalent should the materials be lost or stolen. Textbook/equivalent materials are to be returned to the teacher by the requested date at the end of the school year.

ELECTRONICS
Students are not allowed to use cell phones during the school day under any circumstances. In case of an emergency, students will be able to use the phone in the Main Office. However, devices such as iPods, iPads, personal computers, etc. can be used during the school day under the direct supervision/approval of the teacher. These approved devices are to be used for educational purposes only. Somerset Academy is not responsible for lost and/or stolen electronic devices.

Confiscated electronic devices are to be kept in a secure location until the teacher is able to register the item with the Main Office Staff by the end of the school day (2:45pm). Confiscated electronics are to be logged in by the teacher in HERO, following the Confiscated Property Procedures and using the Confiscated Item Receipt form. Under no circumstances, is the teacher allowed to take the device home or leave it in the classroom overnight. It is the sole responsibility of the staff member to register and secure the electronic device with the Main Office Staff pending parent retrieval between the hours of 3:00 - 4:00pm.

Student will be given a receipt which must be presented along with a student identification card in order to retrieve confiscated item.

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. The Media Center will be open from 9:00am – 4:00pm.

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 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.

SCHOOL PAYMENTS & RETURNED CHECKS POLICIES

Cash, credit card and Money Orders will be accepted for all financial transactions. Online payments will be accepted on a limited basis for some activities and transactions, not all. Checks will ONLY be accepted for the School Lunch Program. Money Orders and checks (when accepted) must be made out to: Somerset Academy.

When you provide a check as payment, you authorize Somerset Academy either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid. Up to 5 electronic attempts will be made to collect on a returned check before the school is notified. Somerset Academy is not responsible for any bank charges the check writer incurs. If after all electronic attempts to collect on the check are exhausted and the check is returned to the school, the check amount plus a returned check fee will be charged to the student(s) for whom the check was submitted, as a financial obligation and must be paid in cash or money order within 30 days. If the price of the service or item purchased with the returned check has changed, the higher price will be charged along with any applicable fees. Checks will not be accepted as payment for returned checks.

Returned Check Fees:

- Check Face Value: Up to $500.00  Fee: $25.00
- Check Face Value: over $500.00  Fee: 5% of the check-face value

In the event a dishonored check is not paid within the specified time, appropriate legal action may be filed for the full amount of the returned check(s) and owing together with service charges, court costs and reasonable attorney’s fees as provided by law.

When a customer/family issues three (3) returned checks on any Somerset Academy account (School Lunch Program) during the most recent twelve (12) months, the family’s check privileges at Somerset Academy - Chapel Trail will be suspended for a period of six (6) months. Subsequent returned checks received after the reinstatement of check writing privileges will result in additional six (6) month suspension of check privileges.
Furthermore, dishonored checks not reimbursed to the school AND any Financial Obligations owed to the Somerset Academy ~ Chapel Trail campus may result in any or all of the following: Retuned Lunch checks will result in the face value of the check being deducted from the account. Family is responsible for cash payment including the check value, returned check fee and any negative balance in the account. Until account is brought current, the student must pay cash for lunch or receive a free meal. No student will ever be denied a school lunch for financial reasons.

**Before/After Care & Pre-K:**

Payment options for before/after care and Pre-K are: cash, credit card, money orders or online payments.

Past due accounts without satisfactory arrangements with the site supervisor shall result in your child not being able to attend the program until your account is brought current.

Policies for Somerset Academy ~ Chapel Trail are subject to change.

**FINANCIAL OBLIGATIONS**

A Financial Obligation is issued when a student, or his/her family, owes a financial or material debt to the school (missing textbook, returned check, unpaid class fees, overdue library books, restitution, etc.). Once a financial obligation is issued the student’s participation in extracurricular activities (athletics, fieldtrips, etc.) will be restricted until the entire obligation is satisfied. These restrictions may also extend to any siblings in the school.

**REFUNDS**

Refunds, if permitted, must be requested in writing using the **ACTIVITY REFUND REQUEST** form and have proof of payment (receipt) attached. The request needs to be filled out completely and be approved by the activity’s sponsor, the schools Treasurer and the school Administrator. The refund amount will be issued to the family in the form of an official school check. Please allow 6-8 weeks for processing.

**FUNDRAISERS**

At no time, may a student conduct personal sales on school grounds or use the school’s name, to fundraise without having pre-approval by the administration. All sales are conducted by official school organizations for the benefit of the school. Consequences for such actions will range from confiscation of items and money involved in the sales as well as suspension of the student(s) involved as well as further consequences at the administrations discretion.

**PARENT VOLUNTEER/VISITORS**

All parent volunteers/visitors are to report to the office to sign in and must provide a valid Driver’s License in order to receive a Visitor’s Pass.
PARENT VOLUNTEER’S/VISITOR’S RESPONSIBILITIES

All parents must prearrange the visit with their intended audience. Upon arrival for the visit, parents must register in the front office to receive a visitor’s pass. Please visit only the area to which you are assigned.

Parents wishing to speak to their child, must have a valid reason or concern that is approved by administration prior to the student being removed from class. The office staff is able to give messages and disburse money/items to the child, so not to disrupt classroom instruction.

CAFETERIA PROCEDURES

Students must show their Somerset Academy ID card in order to purchase meals. 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. School authorities will confiscate the unauthorized food brought on campus by either parents or vendors. Students may either bring their lunch or purchase Breakfast for $2.50 and Lunch for $3.50. Free and reduced lunches are available through the county for qualified individuals.

Breakfast will only be served in Panther Zone. Lunch will be served in Le Café and Panther Zone.

Middle/High students can set-up and replenish lunch accounts in either Le Café or the Panther Zone.

Meal Charge Policy

The goal of our food service program is to provide student with healthy meals each day. However, unpaid charges place a large financial burden our Food Service Department. The intent of this policy is to establish uniform meal account procedures because we understand that students may periodically forget or lose lunch money. We encourage parent/guardian responsibility of meal payments and promote self-responsibility of the student while treating all student with dignity. Eligibility for students will be identified by using codes to prevent overt identification of meal benefits.

The Principal may allow the students to pay at a later date. In these cases, the principal assumes the responsibility for the following:

- Authorizing the family or student to make a deferred payment
- Collecting monies due

Payment for a reimbursable meal is due as the student is served. If payment is not received once a reimbursable meal is served, then payment issues will be resolved through the school directly with the student and their parent/guardian(s).

Full Pay Students will pay for meals at the published standard rate each day. Student may accrue a negative balance of up to three meals on their food service account. Once a student has charged those three meals, no a la carte item will be sold to the student, and the student may be offered an alternate reimbursable meal which will be charged to the student’s meal account at the standard rate.
Reduced Meal Benefit - Reduced status students will be allowed to receive a breakfast for $.30 and lunch for $.40 each day. A student will be allowed to charge a maximum of six (6) meals to their account after the balance reaches zero. Once a student has charged those six meals, no a la carte item will be sold to the student, and the student may be offered an alternate reimbursable meal which will be charged to the student’s meal account at the standard rate.

Free Meal Benefit - Free status students will be allowed to receive one free breakfast and one free lunch each day. A la carte purchases must be prepaid. Students approved for free meals will not be denied a meal, even if they have a negative balance on other cafeteria purchases.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. Payment for meals can be made in advance, further details are available on the school’s website. Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

All school cafeterias have computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling’s account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the School’s Food Service Program.

Balances Owed will be pursued privately with families. Home contact will be made to households of students with negative balances to address the unpaid meal charges. A variety of strategies for collecting debts will be used, including sending requests to parents for repayment via phone, email and letters. The food service department will work with school officials to enforce repayment.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship is suspected, parents and families will be highly encouraged & assisted to apply for free or reduced priced meals for their child.

Families may apply (or reapply) for free or reduced price meals at any time during the school year.
GUIDANCE DEPARTMENT

Schedule students for appropriate classes.
Conduct counseling/guidance in the areas of academics, social/emotional needs, and career orientation.
Facilitate registration and approval of online courses.
Provide individual, small, and large counseling sessions and referrals to outside agencies.

IDENTIFICATION CARDS

Every student will receive a picture identification card during the beginning of the school year at no cost. **The ID card must be clearly displayed at all time while on campus and during school sponsored events. Student ID cards are required to be shown in order to purchase meals in the cafeterias.** Should a student lose an ID card, the student will be charged a $5 fee for each additional ID. ID cards must be kept in its original form. Any altered or obstructed ID cards will be confiscated and student will be required to purchase a new ID card.

INSURANCE POLICY

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

PARENT/COMMUNITY INVOLVEMENT

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 per academic year. All parent/guardian volunteer hours must be completed prior to the last day of school.

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: School Advisory Committee (SAC) Parent/Teacher/Student Organization (PTSO) Volunteering at school related events must be pre-approved by the Activities Office
SCHOOL SCHEDULES

Somerset Academy Middle/High/Arts Conservatory Daily Schedule

"A" Days Period 1st, 2nd, 3rd, 4th
"B" Days Period 5th, 6th, 7th, 8th

Doors Open 7:30 AM - 7:55 AM  25 min
1st Block: Period 1 or 5    8:00 AM - 9:30 AM  90 min
2nd Block: Period 2 or 6    9:35 AM - 11:05 AM  90 min
3rd Block: Period 3 or 7 11:10 AM -1:25 PM  135 min
(R.E.A.D. during 3rd or 7th: 15 minutes of class and lunch)
4th Block: Period 4 or 8   1:30 PM - 3:00 PM  90 min
  Student Dismissal       3:00 PM

Lunch Schedule

A Lunch (MS) 11:10 AM -11:40 AM  30 min
B Lunch (MS) 11:45 AM -12:15 PM  30 min
C Lunch (HS) 12:20 PM -12:50 PM  30 min
D Lunch (HS) 12:55 PM -1:25 PM  30 min

Early Release Schedule

Doors Open 7:30 AM - 7:25 AM  25 min
Period 1 or 5 8:00 AM - 9:05 AM  65 min
Period 2 or 6 9:10 AM – 10:15 AM  65 min
Period 3 or 7 10:20 AM -11:25 AM  65 min
R.E.A.D. 11:25 AM -11:35 AM  10 min
Period 4 or 8 11:40 AM -12:45 PM  65 min
Please print the following forms pages 28-34 and, if applicable, the Medical Authorization Form on page 33.

All forms need to be completed and returned to your child’s 1st Period Teacher by August 23, 2019.
STUDENT/PARENT ACKNOWLEDGEMENT FORM

We have read the 2019-20 Somerset Academy Student/Parent Handbook. My child 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.

This Acknowledgement Form must be returned along with the Student Code of Conduct Acknowledgement Form, Volunteer Application, Payment Agreement, Broward County Truancy Intervention Program Form and Parent/Guardian Contract to your child’s 1st Period Teacher by August 23, 2019. *If applicable, the Medical Authorization form must also be submitted to the 1st Period Teacher by August 23, 2019*

(Print Name of Student)  (Signature of Student)  (Grade)

(Print Name of Parent/Guardian)  (Signature of Parent/Guardian)  (Date)

(Print Name of Parent/Guardian)  (Signature of Parent/Guardian)  (Date)
Somerset Academy Charter School – Chapel Trail

Volunteer Application 2019-20

Please Print. Personal Information:

Mother/Guardian 1: ________________________________________________________________

(First) (Middle) (Last)

List any aliases: ________________________________________________________________

(First) (Middle) (Last)

Address: ________________________________________________________________

(Street Address) (Apartment) (City) (State) (Zip)

Home Phone: ___________________________________________ Driver’s License #: __________ Date Of Birth: _____/_____/______

(self employed or family business? Yes No)

Place of employment: _____________________________ Phone #: __________________________

(self employed or family business? Yes No)

Father/Guardian: ________________________________________________________________

(First) (Middle) (Last)

List any aliases: ________________________________________________________________

(First) (Middle) (Last)

Address: ________________________________________________________________

(Street Address) (Apartment) (City) (State) (Zip)

Home Phone: ___________________________________________ Driver’s License #: __________ Date Of Birth: _____/_____/______

(self employed or family business? Yes No)

Place of employment: _____________________________ Phone #: __________________________

(self employed or family business? Yes No)

Name ALL children enrolled at Somerset Academy – Chapel Trail (Elementary, Middle, High or Arts Conservatory) Only list your children and step-children

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<tr>
<th>FULL NAME OF STUDENT</th>
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Guidelines for Volunteers

Please follow these guidelines as you help in the school.

Your main concern while engaged in school activities should be the safety and education of all students.

You must not give medication to students.

You must not discuss individual student’s grades, records and abilities. This is personal and confidential information protected by Florida Statute 1228.093.

You may not supervise a classroom or discipline student(s). These are responsibilities of the teacher and school.

You should set a good example for students by your manner, appearance, and behavior.

You must complete a volunteer application annually before helping the school.

You must sign in and out of school and wear a school issued I.D. badge for identification when helping with school activities.

Security Background Information – Answer Questions Below

Mother Father

Have you EVER been convicted of child abuse, incest, lewd and lascivious action, pornography, or other sexual offense? YES NO YES NO

Have you EVER been convicted of the sale or possession of drugs, drug paraphernalia, or any drug related offense? YES NO YES NO

Have you EVER been convicted of assault, battery, or other violent crimes? YES NO YES NO

Are you an active or former law enforcement employee, firefighter, DCF Employee, US attorney, US assistant attorney, state attorney, assistant state attorney, prosecutor, judge, or a government employee with duties involving human resources, labor relations, code enforcement, revenue collection or water management? YES NO YES NO

Pursuant to chapter 2004-81, Florida Laws (2004), the Charter School is required to conduct a limited background check on all volunteers at the Charter Schools. The background investigation that is required by this legislation pertains solely to an individual’s sexual predator and sexual offender status. As all families at Somerset Academy Charter School are required to perform a donation to the school of varying amounts of hours, all families are required to undergo this screening.

By signing this document, I certify that I have read and fully understand both Guidelines for Volunteers and Security Background Information sections. I further state that all information provided is true and accurate.

By my signature, I certify that Somerset Academy Charter School reserves the right to check the background of volunteers and I give my permission to conduct any investigation necessary to verify all information as may be by law prior to my being able to participate in any volunteer activities at Somerset Academy.

I understand my volunteer activities at Somerset Academy may be terminated with or without cause at the discretion of the administration. By my signature, I certify that I know and understand these policies and agree to abide by the policies of Somerset Academy Charter School – Chapel Trail, Somerset Academy District Schools and The School Board of Broward County, Florida.

I understand that any false statement or omission of requested information will result in the immediate end of my volunteer involvement at Somerset Academy.

Please Print Name: ________________________________________________________________

(Mother/Guardian) (Father/Guardian)

Required Signature: ________________________________________________________________

(Mother/Guardian) (Father/Guardian)
Cash, credit card and money orders will be accepted for all financial transactions. Online payments will be accepted on a limited basis for some activities and transactions, not all. Checks will ONLY be accepted for the School Lunch Program. Money orders and checks (when accepted) must be made out to: Somerset Academy.

When you provide a check as payment, you authorize Somerset Academy either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid. Up to 5 electronic attempts will be made to collect on a returned check before the school is notified. Somerset Academy is not responsible for any bank charges the check writer incurs. If after all electronic attempts to collect on the check are exhausted and the check is returned to the school, the check amount plus a returned check fee will be charged to the student(s) for whom the check was submitted, as a financial obligation and must be paid in cash or money order within 30 days. If the price of the service or item purchased with the returned check has changed, the higher price will be charged along with any applicable fees. Checks will not be accepted as payment for returned checks.

Returned Check Fees:
Check Face Value: Up to $500.00 Fee: $25.00
Check Face Value: over $500.00 Fee: 5% of the check "face value"

In the event a dishonored check is not paid within the specified time, appropriate legal action may be filed for the full amount of the returned check(s) and any service charges, court costs and reasonable attorney’s fees as provided by law.

When a customer/family issues three (3) returned checks on any Somerset Academy account (School Lunch Program) during the most recent twelve (12) months, the family’s check privileges at Somerset Academy ~ Chapel Trail will be suspended for a period of six (6) months. Subsequent returned checks received after the reinstatement of check writing privileges will result in additional six (6) month suspension of check privileges.

Furthermore, dishonored checks not reimbursed to the school AND any Financial Obligations owed to the Somerset Academy ~ Chapel Trail campus may result in any or all of the following:
Retuned Lunch checks will result in the face value of the check being deducted from the account. Family is responsible for cash payment including the check value, returned check fee and any negative balance in the account. Until account is brought current, the student must pay cash for lunch or receive a free meal. No student will ever be denied a school lunch for financial reasons.

Before/After Care & Pre-K:
Payment options for before/after care and Pre-K are: cash, credit card, money orders or online payments.

Past due accounts without satisfactory arrangements with the site supervisor shall result in your child not being able to attend the program until your account is brought current.

Policies for Somerset Academy ~ Chapel Trail are subject to change.

Parent/guardian: By signing this agreement and enrolling my (our) child(ren) in Somerset Academy, I (we) agree to the terms of the Somerset Academy Chapel Trail 2019-20 Payment Agreement.

Parent/Guardian Name: ___________________________ Parent/Guardian Name: ___________________________
SIGNATURE: ___________________________ SIGNATURE: ___________________________
Date: ___________________ Date: ___________________
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 Charter Middle/High School – Chapel Trail Campus.

- **Absences:** In accordance with School and BCPS 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 2 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 7:30 am to 7:55 am. Students must be in their seats at 8:00 am. Any student arriving after 8:00 am 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. Traffic patterns for arrival and dismissal (as described in the Parent Handbook) must be strictly followed. Violation of any policy regarding health, safety, and welfare issues, including but not limited to, non-adherence to approved traffic patterns, will be documented. Any such violations shall be considered serious infractions and will not be tolerated.

- **Tardies:** All tardies are unexcused. If students arrive after the commencement of school, please do not send the student to class. Students arriving after the commencement of school must report directly to the School’s designated office/area. Students with excessive tardies will be referred to the administration/Attendance Review Committee.

- **Dismissal:** Dismissal time is 3:00 pm. 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. Traffic patterns for arrival and dismissal (as described in the Parent Handbook) must be strictly followed. Violation of any policy regarding health, safety, and welfare issues, including but not limited to, non-adherence to approved traffic patterns, will be documented. Any such violations shall be considered serious infractions and will not be tolerated.

- **Early Dismissal:** For a student to be dismissed early, parents must report to the designated office/area. Students who wish to be dismissed early (on a regular school day) are required to provide documentation. Documentation submitted more than 2 hours after an early dismissal will not be accepted, and the early dismissal will be deemed unexcused. Students with excessive unexcused early dismissals will be referred to the administration/Attendance Review Committee. Students will not be dismissed 60 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 be turned on inside the School building, at the discretion of the classroom teacher, providing the cellphone is placed in Airplane Mode, i.e. no cellular, texting or internet functions available. The purpose of students using cellphones during the school day is to take notes, pictures of PowerPoint’s, etc. as authorized by the
teacher. The School will confiscate any unauthorized items a student may bring to school, including cellphones. 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, including cellphones, which have been confiscated. Any items not claimed by the last day of school shall be disposed of without further liability to the School. Furthermore, the School is not responsible for any authorized or unauthorized electronic devices that may be lost, stolen or damage that the student brings to 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 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.
- **Broward County Public Schools:** Please note: all students enrolled in Somerset Academy are subject to applicable policies outlined in the Somerset Academy Parent and Student Handbook in addition to applicable policies outlined in the Broward County Public Schools Student Code of Conduct.

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: ____________________________

[Signature]

Parent Signature
**Medication/Treatment Form**

If your child will require Medication/Treatment, please log in to the following website and print out the Authorization for Medication/Treatment form.

http://www.broward.k12.fl.us/studentsupport/healthedservices/html/forms_MA.htm

Authorization for Medication/Treatment
Dear Parent/Guardian:

Expecting that all students will achieve at their highest potential is a strategic goal of Somerset Academy Charter School. In order for your child to be successful in school, he or she needs to attend school each and every day. Florida Laws says that you are responsible for your child’s attendance. Section 232.19(7)(a), Florida Statutes, provides that a parent or guardian commits a misdemeanor of the second degree, punishable as provided by law, if the parent or guardian refuses or fails to have a child attend school regularly or refuses to participate in meetings concerning the child’s truancy.

Somerset Academy Charter School, in partnership with the Broward County State Attorney’s Office has initiated the Broward Truancy Intervention Program (BTIP). The intent of the program is to prevent truancy (unexcused absences). Your child’s attendance will be monitored on a daily bases and unexcused absences will be reported to you. Should your child have a series of unexcused absences, the State Attorney’s Office will be notified, and they will issue a subpoena for your child’s records. These records may be used in court against you. The State Attorney's Office may take appropriate action up to and including criminal prosecution of the parent/guardian of the truant child.

You are required to contact the school each time your child is absent and provide the school with the reason for the absence. When you are notified of an unexcused absence, you are required to immediately contact the school to discuss the situation and to take action to stop the truant behavior. To report an absence, have the child bring a note to the attendance clerk the day after the absence stating the name of your child, grade, date of absence and the reason for his or her absence.

Please sign and return the form at the bottom of this page indicating you have read and understand the information concerning the Broward Truancy Intervention Program.

Sincerely,

Bernardo Montero, Principal

I have read and understand the information above regarding the Broward Truancy Intervention Program (BTIP).

Parent/Guardian Signature: _______________________________ Date: __________

Contact Phone Number: _______________________________ Email Address: _______________________________

Student Name: _______________________________ Grade: _____ ID #: _______________________________

__________________________________________________________