

# **INTRODUCTION TO SOMERSET ACADEMY Village 2021 - 2022**

## **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

## **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.



# **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 Students under 16 years of age may not be permanently withdrawn from school for any reason unless expelled through Board action or covered by an exemption allowed by Florida Statute.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.
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.

## ***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. A student is tardy if he or she reports to his/her designated classroom on or after 8:15 a.m.
2. If tardy to school, a student must report to the attendance clerk in the front office to receive either an excused or unexcused pass to class.
3. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
4. 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.
5. Tardiness to any class without documentation may be considered unexcused.
6. Habitual tardiness is defined as being tardy 5 times within a marking period.
7. The Administration has the discretion to excuse tardiness for extenuating circumstances.

## **UNEXCUSED TARDY POLICY TO SCHOOL**

1. First.....Warning
2. Second ... Parent contact
3. Third ..... Referral Disciplinarian; Detention will be issued for one hour on Tuesday or Thursday.
4. Fourth .....Internal Suspension for 1 day.
5. Fifth.....Internal Suspension for a minimum of 3 days.
6. Sixth.....Parent Conference (Contract Drafted)

\* Note: class tardiness is handled by the teacher.

## **EARLY SIGN OUT**

1. No students shall be released within the final 60 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.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

1. 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.
2. 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.
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.

### ***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***

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 7:30 A.M. AND TO BE OFF CAMPUS BY 3:30 P.M. (1:30 P.M. 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 rehearsal.

## 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 student's dress and appearance should not cause disruption and distraction from the educational process at Somerset Academy Village Charter School.

The following is the uniform policy that is endorsed and committed to be enforced by Somerset Academy Village 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 Village's Discipline Plan.**

**Student uniforms are as follows (students must wear uniforms which are correctly and appropriately sized for the student or they will be considered out of uniform):**

### **ELEMENTARY SCHOOL DRESS CODE**

- **Tops:** Official uniform polo with official embroidered school logo (royal blue, orange, or white)
- **Bottoms:** Official uniform shorts, pants, skorts, or jumpers (navy blue, khaki, or black) — tight fitted pants, very loose pants **ARE NOT allowed**. Official uniform shorts, skorts, and jumpers may be no shorter than 3 inches above the knee. **AT NO TIME ARE CARGO SHORTS OR PANTS TO BE WORN**. This includes dress down and spirit days.
- **Shoes:** Closed Toe/full coverage comfortable shoes and socks
- **Cold Weather Days:** Sweater with school logo. NO jeans allowed.
- **P.E. Days:** Official P.E. uniform shirt AND official P.E. uniform shorts/sweatpants only on P.E. days (P.E. shirts will be sold at Somerset Academy Village)
- **Spirit Days:** Spirit Shirt and Jeans only allowed on scheduled days (Spirit shirts will be sold at Somerset Academy Village)
- **Dress Down Days:** Students are allowed to dress casually for the cost of \$2.00. Attire still must remain school appropriate.
- **Belts:** Plain/solid belts must be worn with all bottoms that have belt loops. All bottoms must be worn at the waist (not below). All shirts must be neatly tucked into bottoms at all times (excluding P.E. attire).

### **MIDDLE SCHOOL DRESS**

- **Tops:** Official uniform polo OR button-down collard short sleeve OR button down collard long sleeve with official embroidered school logo (royal blue, orange, or white)
- **Bottoms:** Official uniform shorts or pants (navy blue, khaki, or black) — tight fitted pants, very loose pants **ARE NOT allowed**. Official uniform shorts may be no shorter than 3 inches above the knee. **AT NO TIME ARE CARGO SHORTS OR PANTS TO BE WORN**. This includes dress down and spirit days.
- **Shoes:** Closed Toe/full coverage comfortable shoes and socks (socks must always be pulled down)
- **Cold Weather Days:** Sweater with school logo. NO jeans allowed.
- **P.E. Days:** Official P.E. uniform shirt AND official P.E. uniform shorts/sweatpants only on P.E. days (P.E. shirts will be sold at Somerset Academy Village)
- **Spirit Days:** Spirit Shirt and Jeans only allowed on scheduled days (Spirit shirts will be sold at Somerset Academy Village)
- **Dress Down Days:** Students are allowed to dress casually for the cost of \$2.00. Attire still must remain school appropriate.

- **Belts:** Plain/solid belts must be worn with all bottoms that have belt loops. All bottoms must be worn at the waist (not below). All shirts must be neatly tucked into bottoms at all times (excluding P.E. attire).

**Students may not wear the following (in addition to other consequences, parents will be called to pick-up their child who is not in compliance with the uniform policy) and any other apparel which administrations deems inappropriate:**

### ***DRESS DOWN DAYS***

Dress Down take places twice a month on scheduled days for a \$2.00 fee per child. On this day, students may dress in clothing of their choice. This clothing, however, must be appropriate and adhere to the guidelines listed below. Please note that any teacher or administrator may determine an outfit to be inappropriate at his or her discretion. If this occurs, parents will be notified immediately to bring a change of clothing and the child will wait in the office until the new clothing arrives. Students MAY NOT wear following and any other apparel which administration deems inappropriate:

- Students may not wear anything shorter than 3 inches above the knee.
- Students must wear clothes in a size that fits appropriately (not too baggy and not too tight).
- Mid-riff shirts are not allowed under any circumstances. (Hint: If a student raises his/her arms up straight above their head and their stomach is revealed, the shirt is too short.)
- Undergarments may not be revealed in any outfit. This includes bra straps and boxer shorts.
- No lewd, inappropriate or offensive logos, words, or pictures may appear on the clothing.
- Boys may not wear undershirt-style tank tops.
- Shoes must conform to regular uniform standards listed above.
- Shirts may not contain any suggestive or poignant graphics or words.
- No skirts, cargo pants, leggings, tights, spandex, sweats pants, ripped or torn pants
- Sleeveless tops/dresses
- Sandals, shoes which do not contain a back, shoes containing pop-out rollers, lights or sounds, no "Heelies"
- Bandanas, hats, sunglasses
- Visible tattoos
- Visible body piercing other than on ears
- Removable gold tooth coverings or caps
- Boys may not wear earrings
- Jewelry worn outside clothing (the following earrings are acceptable: small post earrings, small hoops not to exceed 1/4 inch)

\*\*Somerset is not responsible for any jewelry lost at school.

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

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

# GRADING GUIDELINES

## ***Elementary***

Somerset uses the following grading scale. It is mandatory that every teacher use the same scale. Teachers should enter the percentile, not the letter grade. The scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
59-BELOW	F

## ***Middle School***

Grading system used in the Middle/High school will be as follows:

Numeric Grade	Letter Grade
90 – 100	A
87 – 89	B+
80 – 86	B
77 – 79	C+
70 – 76	C
67 – 69	D+
60 – 66	D
0 – 59	F
Incomplete	I

Please note: Letter grades displaying plus signs (+) shall be used in the calculation of the local (District) weighted grade point average for the purpose of determining class rank. Plus and minus grades may not be used for meeting the graduation requirements, determining athletic eligibility, the Bright Futures Scholarship Program, Florida's State University System, or the NCAA Clearinghouse.

### ***WEIGHTED QUALITY POINTS FOR CLASS RANKING***

It is recognized that students who choose a more rigorous course of study will be required to do additional class work, homework, tests, projects, etc. to meet the requirements of the class. Therefore, students in rigorous courses are rewarded with additional quality points. These additional quality points are called, "weighted" points.

## ***ASSIGNMENTS WEIGHTS***

Below is the scale utilized by each teacher. This scale demonstrates the value of each type of assignment given. These are used by our online gradebook, Pinnacle, when generating final grades.

Class work	45%
Tests	35%
Homework completion and classroom participation	10%
Projects (individual or group)	10%
<b>Total</b>	<b>100%</b>

## ***CONDUCT GRADING***

In the conduct portion of the report card you will find social-emotional behaviors. Every teacher must fill in a conduct grade for every subject area. Here the grading scale is as follows:

<b>1 =</b>	Has mastered skill independently
<b>2 =</b>	Is learning skill with assistance
<b>3 =</b>	Area of concern

## **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 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 home.
3. Take report cards home.
4. Periodically check Pinnacle 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 Pinnacle on a weekly basis to assess your child's grade.
5. Review teacher pages on a weekly basis to understand your child's instructional assignments.

## **PLANNERS**

Somerset Academy Planners are mandatory. Teachers and Staff will monitor student homework, parent communication, and progress reporting through our planners. Planners will begin to be sold during the first week of school.

## **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 VILLAGE LIBRARY**

The Somerset Academy Village School Library was established to support the curriculum of both the elementary and middle school so that all students, Kindergarten through 8<sup>th</sup> grade, 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 Village 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 Front Office.

## **SCHOOL PAYMENTS**

Payments made to the school can be made in the form cash, money order, cashier's check, and when allowed, personal and business check in the exact amount due. If paying by check, the amount must be more than \$20.00. It is the purchaser's responsibility to request a written receipt, which must be kept for proof of purchase.

## **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 school's Treasurer and the school Administrator. If the family requesting the refund has not completed their annual Family Contribution Requirements (volunteer hours) the approved refund amount will be deducted from the amount owed the school with any remaining balance 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 sales on school grounds, or using the school's name, which have not been pre-approved 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 administration's discretion.

## **VISITORS**

All 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.

## **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. 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 \$2.50 and Lunch for \$3.50. Free and reduced lunches are available through the county for qualified individuals.

## **GUIDANCE DEPARTMENT**

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

## **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 Academy Village 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 more than one child at Somerset in Village must complete 30 hours for the first student and an additional 10 hours for additional student(s). The maximum number of hours a family is obligated to contribute is 40. There are several ways in which parents and members of the community can be involved:

1. School Advisory Committee (SAC)
2. Volunteering at school related events pre-approved by the school's administration.

## **ANNUAL FAMILY CONTRIBUTION REQUIREMENTS**

As a Charter School we require the assistance of our wonderful families to help us in our daily struggle to provide our students with the best possible education. That's why **when you register or re-register your child(ren) you agree to abide by our Annual Contribution Requirements procedures and policies.** Families at Somerset Academy are required to complete a prescribed amount of service to the school in the form of donations of time (volunteering), materials, or any combination of these. All donations must be approved and be accompanied by a receipt. Parents are responsible for obtaining the required documentation, receipts, and signatures when turning in the required Contribution Documentation forms. Parents must also keep a copy of this document as proof. NO refunds/payment/reimbursement will be provided for donations. Donations will not be carried over to the next school year's requirement.

**All computer related equipment must be pre-approved. All donations made to the school become property of the school and will be used and funds disseminated as directed by the administration. ALL DONATIONS ARE ACCEPTED (OR DENIED) & VALUES ASSIGNED AT THE SOLE DISCRETION OF THE SCHOOLS ADMINISTRATION or designee.**

**A RECEIPT MUST ACCOMPANY ALL MATERIAL DONATIONS.** Donations without a receipt (if accepted) will be valued by the administration (or designee).

\*\*\* School Activity Refunds, if approved, will be deducted from the amount due to the campus in donations and no payment will be received by the parent/student requesting the refund unless the amount of the refund approved exceeds that of the amount due to the campus.

**50% (half) of all requirements must be met by December 1st. All Requirements (grades K-7) must be completed by the re-registration deadline to ensure that the child(ren) can be re-registered in the school for the following school year.**

Parents understand that it is their responsibility to inquire about volunteering opportunities and about the deadline for completing the contribution(s), and that although chances to volunteer will be available they may not always be able to participate in any given event.

## **DISCIPLINARY PLAN**

It is our belief that the development of an appropriate learning environment is the responsibility of the students, teachers, administration, and parents. All elements must work together to provide the students with the best education possible. We at Somerset Academy Village feel that it is our responsibility to maintain the appropriate learning environment in the classroom setting. This environment is established through an understanding of classroom rules and consequences.

Both students and teachers are deserving of rights in the classroom. These rights of expected behavior for both teachers and students in the classroom will be in effect at all times. If the rules are violated in any way, a process of consequences will be followed. The rights of both students and teachers must be upheld if a successful learning environment is to be created.

Discipline is the responsibility of students as well as that of parents, teachers and administrators. A school staff has an obligation to provide an environment that is conducive to learning and allows each individual the opportunity to develop his/her potential to the fullest. To achieve this goal, it is essential that rules, procedures and values be taught to students and that consequences for breaking these rules be established and administered. Students have the responsibility of conducting themselves in a manner that does not infringe on the right of other individuals to a quality education. 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. When students are actively engaged in the curriculum, managing them becomes a lot easier. The teachers must be prepared to teach and engage their students in the process of higher order and critical thinking skills.

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 Village Discipline 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 discipline plan.

Each parent and student must take an active role in supporting both, BCPS' Code of Student Conduct and our school-wide discipline 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.

### ***STUDENTS' CLASSROOM RIGHTS:***

- 1) The right to a learning environment that is safe, civil, well ordered, peaceful, non-threatening, and conducive to learning.
- 2) The right to have a caring, well-prepared teacher who instructs students to achieve high standards and who limits inappropriate self-destructive behavior.
- 3) The right to choose how to behave, with full understanding of the consequences that invariably follow their choices.

### ***TEACHERS' CLASSROOM RIGHTS:***

- 1) The right to establish an optimal learning environment that is consistent with my individual strengths and limitations.
- 2) The right to teach in ways that meet the learning and behavioral needs of the students in my class.
- 3) The right to expect behavior from students that contributes to their optimal growth while also meeting high expectations.
- 4) The right to teach in a climate that is free from disruption.
- 5) The right to receive help and support from administrators and parents.

### ***PHYSICAL EXPECTATIONS:***

As a student I will:

- 1) Use safe, non-violent actions at all times. (No roughhousing, shoving, pushing or spitting. Keep hands and feet to one's self.)
- 2) Not be a part of a fight, real or play.
- 3) Not touch others inappropriately.
- 4) Walk in the halls quietly.

### ***LANGUAGE EXPECTATIONS***

As a student I will:

- 1) Use polite and appropriate language at all times. This includes, but is not limited to profanity, racial or gender slurs, verbal threats or inappropriate outbursts.
- 2) Not participate in teasing, bullying, put-downs, and name-calling.
- 3) Not talk loud in the lunchroom.

### ***RESPECT EXPECTATIONS***

As a student I will:

- 1) Speak and act respectfully to others. This includes, but is not limited to, inappropriate gestures or back-talk.
- 2) Demonstrate respect for personal and school property. This includes, but is not limited to, stealing, vandalism, or defacing property.
- 3) Exhibit respect to others and myself.
- 4) Express respect to my teachers and other adults in the school. (No willful disobedience with **any** adult in our school.)

Every teacher needs to have a set of classroom rules that encompasses these expectations.

### ***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 Village 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.

### ***UNACCEPTABLE BEHAVIORS***

The following are examples of unacceptable behaviors leading to disciplinary action which include verbal warnings:

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

### ***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 the appropriate consequence levied by administration. Some possible examples of those consequences are 2 hour supervised detention, Saturday School Detention for 4 hours, etc...

5<sup>th</sup> Consequence - All previous parental communication established by the teacher and referral will be submitted Administration. The student will serve the consequence outlined in the Broward County Discipline Matrix. Administration will also make parent contact via phone to discuss disciplinary status of the student. Should the parents disagree with the consequences outlined by, a parent has the right to request a conference to be held with the Administration.

6<sup>th</sup> Consequence - the student will be given Indoor or Outdoor Suspension depending on the severity of the infraction. 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 until the work has been made up. A student has 2 days to complete the work missed for each day they were suspended.

### ***DETENTIONS***

After school detentions will be held for one hour on Tuesdays and Thursdays. Detention is from 3:30 p.m. to 4:30 p.m. When students are assigned a detention, they will do the following:

1. Work on that night's homework
2. Complete any assignments they are missing
3. Work on I-Ready, AR
4. Read
5. Write the responsibility essay

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

1. Internal Suspension (IS) is a classroom where a student spends the entire day completing written assignments sent by his/her teachers that will be collected by the administration.
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 Village 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 was scheduled 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 Village

### ***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.
2. Students must work only on school work or supplemental learning materials assigned by the IS instructor.
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 deems it to be necessary. Students will eat their lunches under the supervision of the I.S. Instructor. The student must keep their desk and area in clean condition, free of garbage and or vandalism to school property.

### ***REWARDS***

On the same token, please do not forget to commend your students that are doing very well. Ideas for rewards and incentives that a teacher can distribute are:

1. No homework pass
2. Positive Parent phone call
3. Student of the Month nomination
4. Free Dress Down Day
5. Stickers
6. Treasure chest

## **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(s); 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/violence 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.

### **K-2<sup>nd</sup> Grade Daily Schedule**

Morning Care Hours:	6:45 a.m. – 8:15 a.m.
Drop Off Time:	8:00 a.m. - 8:15 a.m.
Instructional Day:	8:15 a.m. – 3:00 p.m.
Pick-up Time:	3:00 p.m. - 3:15 p.m.
Sibling After Care:	3:00 p.m. – 3:15 p.m.
After Care Hours:	3:00 p.m. – 6:00 p.m.

### **3<sup>rd</sup> - 8<sup>th</sup> Grade School Daily Schedule**

Morning Care Hours:	6:45 a.m. – 8:00 a.m.
Drop Off Time:	8:00 a.m. - 8:15 a.m.
Instructional Day:	8:15 a.m. – 3:15 p.m.
Pick-up Time:	3:15 p.m. - 3:30 p.m.
After Care Hours:	3:15 p.m. – 6:00 p.m.

The Parent Student Handbook can be found on our website at [www.somersetwm.com](http://www.somersetwm.com) under "Parents and Students".

## 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 Village 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, policies, i.e. maintaining a 2.0 GPA and satisfactory disciplinary standing, will jeopardize my child/children's eligibility to register for the following academic year, or perhaps will result in dismissal from Somerset Academy Village Charter School by the Governing Board of this institution.

***This Acknowledgement Form must be returned along with the Student Code of Conduct Acknowledgement Form and the Annual Family Contribution Requirement for 2021-2022 Form to our school by Friday, August 20, 2021***

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(Print Name of Student)

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(Grade)

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(Signature of Student)

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(Print Name of Parent)

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(Signature of Parent)