



“Parents + Teachers + Students = Success!”

STUDENT / PARENT HANDBOOK 2018-2019

Somerset Academy
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SOMERSET ACADEMY, INC.



We are District Accredited!

DISTRICT VISION

Somerset Academy, Inc. is dedicated to providing equitable high quality education for all students.

DISTRICT PURPOSE

Somerset Academy, Inc. promotes a culture that maximizes student achievement and fosters the development of accountable, 21st century learners, in a safe and enriching environment.

THE **ABC**'s OF SOMERSET

A

ACCIDENT REPORTS

If a student gets hurt at school, teachers are required to fill out an accident report. Teacher and principal will sign the accident report. A white copy will be sent home for your records and the school will keep the yellow copy as documentation.

AFTERCARE

Aftercare is available until 6:00pm for those who need aftercare. In the Aftercare program we offer recess, classroom based activities, and a rotation of extra curricular activities such as computers, games, and library.

Please note that Aftercare ends the last Monday (June 3rd) of school. There is no aftercare the last day of school.

For more information on pricing and to sign up for our aftercare program, please speak with elementary office.



ATTENDANCE

Somerset Academy follows the Broward County Attendance Policy, which states:

Students shall be counted in attendance if they are away from school or on campus on a school day and are engaged in an educational activity which constitutes a part of the school-approved instructional program for students. Otherwise, students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. 1003.24(4), 1003.26)

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.
6. Special event. Examples of special events include important public functions, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need.
7. Scheduled medical or dental appointment.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days absence for each infestation of head lice.

9. Students on field trips and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.

B. UNEXCUSED ABSENCES

Absences not excused as defined in the previous section, are considered unexcused.

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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. (F.S. 1003.22(1))
2. For students transferring into Broward County, including but not limited to foster care students, or homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization must be granted. (F.S. 1003.22(1) (5) (e))
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. For a student with a disability (SWD) if FAPE (Free and Appropriate Public Education) is provided and the student does not attend, the student will be marked absent based on this attendance policy. The SWD will be permitted to make up work whether they attend the alternative to suspension program or not.

C. MAKE-UP WORK (This does not apply to specific homework provided under FS 1003.01 to certain suspended students.)

1. Excused Absences and Field Trips:
Student shall be given an opportunity to make up work for credit and grade for ALL excused absences and field trips.
2. Suspensions:



Make-up work for credit and grade is allowed for all students. It is the student's responsibility to get the missed work. All work is due on the day of return from the suspension. Student is NOT allowed to participate in any school activities during the suspension period.

3. Middle School Students:

Make-up work for credit and grade is allowed for ALL absences due to the statutory promotion requirements to high school and the impact on course recovery.

D. TARDINESS

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

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness will be addressed on a case-by-case basis to determine if 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.

5

3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as being tardy 5 times within a marking period.
5. Principals have the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b))

E. EARLY SIGN-OUTS

1. No students shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
2. All schools will establish procedures for early release that ensure that all students are treated consistently.
3. 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-signouts, or absences for all or any part of the day.
4. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. (F.S. 1003.02 (1) (b))

Family reunions and vacations are ***not*** considered excused absences.

Parents have 48 hours to call the attendance hotline or send in a doctor's note excusing the absence.

The Broward County attendance policy also states that a child may only be absent from school for 5 days, whether they are excused or unexcused, in each quarter. If you go over the 5 absences, even if they have been previously excused, the report card is held and a letter goes home.

The letter helps us to determine if there is a pattern of non-attendance. If you receive more than one of these letters in a school year, your name is sent to the Truancy office for further investigation. We ask for the letter, and at times meetings, to better understand the situation so it does not have to go that far. Please remember our students are out of school 8 weeks over the summer, 2 weeks in the winter, and 1 week in the spring - these are the times to take



vacations, please only keep the students home if they are sick or there is a family emergency.

B

BIRTHDAY PARTIES

Celebrating your child's birthday in school is always welcome, but to ensure that instructional time is not lost, there are a few school wide procedures.

- All celebrations will be no longer than 20 minutes.
- Cupcakes and small treats are welcome, but piñatas, games, clowns or characters, and birthday presents should be kept for an outside celebration.
- These will take place the last Friday of every month. Please see school calendar for dates. If you bring cupcakes on the wrong day we will ask you to please bring them back home, as we may only celebrate on the designated days. Times for the celebrations are left up to the discretion of the classroom teacher.

BREAKFAST

Beginning at 8:15 each morning, breakfast is offered for students who would like to purchase it. The daily cost of regular breakfast is \$2.25 and reduced is \$.30, this can be paid on a monthly basis with your lunches.

C

CALENDAR

In addition the *Broward County Public Schools Calendar*, Somerset Academy has an official school calendar, which reflects all student-related activities taking place in or outside of the school. This calendar is located online and updated monthly on the bulletin board in the front office.

Although we try not to change the events on the calendar, at times things need to be switched. Please check periodically to make sure you have the most up to date information.

CAR POOL PROCEDURES

Drop off and dismissal takes place in front of the school for all students. Please enter from 441 and 21st Street. Follow the carpool line and be sure to stay in your car. It is



important to keep the colored tag on the front dash of your car that has your child's name, grade, and teacher listed. This will be very helpful in the afternoon, when our teachers walk the students to their cars. If you do not have the tag, you will be asked to park and visit the school office to sign out your child.

The first week of school car pool will be slow, we ask that you please be patient with us as we become familiar with you, your child, and your car during pick up. After the first week, car pool will run smoothly and quickly.

CHAPERONES

We invite parents to join us on field trips depending on the capacity of the trip. Chaperones are chosen as fairly as possible by placing all interested parents names in a hat and randomly pulling names. If you had already received the opportunity to attend a field trip that year, and your name is pulled, it is placed aside to give others the opportunity for a first time field trip.

Anyone interested in chaperoning on a field trip must fill out the Volunteer Application and be approved by Broward County. Volunteer Applications may be picked up in the elementary office.

** At times the venue may request their own ratio for chaperones and we will adjust accordingly.*

CODE OF STUDENT CONDUCT

All students of Somerset Academy must abide by the minimum behavioral standards set forth in the *Broward County Code of Student Conduct*, the *Somerset Academy Student and Parent Handbook*, *Code of Excellence*, and the *Parent Contract*. Please refer to all three of these documents for additional information.

CONFERENCES

Our teachers are required to hold 2 face to face conferences with each family each year, one in the fall and one in the spring. The dates for this school year are October 19th and March 22nd. Times for these conferences are determined together by the parent and teacher. For any student that is below level academically, a third conference will be held.

At any time during the year, parents may request additional conferences with the teacher either in person or on the phone.

CONFIDENTIALITY

We take confidentiality very seriously at Somerset Academy and although our teachers and administration are always willing to discuss the needs and concerns of your child, we will not discuss another child, their behaviors, and or consequences with you.



Under no circumstances will we give out the personal information of another student or family (including phone numbers and email addresses) unless written permission has been given to the teacher or administration to do so.

COMMUNITY OUTREACH

In an effort to teach our students empathy and give back to our community, we sponsor different activities throughout the year. The American Heart Association's Jump Rope 4 Heart is an example of one of the agencies that we help.

Every child is included in the events that we plan, regardless if a donation of either money or items is made to the charity.

D

DISCIPLINE

Somerset Academy follows the Broward County Public Schools' *Code of Student Conduct* and *Discipline Matrix*. All teachers have a classroom management plan in their classroom that focuses on positive reinforcement. Teachers will discuss their individual plans with you during open house.

If a disciplinary situation arises which a teacher cannot resolve, the teacher will seek assistance from the administration by writing a discipline referral. Once a referral is written, the student will be removed from class and the elementary administration will contact the parents to relay the consequences that will ensue. All disciplinary referrals are logged onto the child's permanent record and cannot be removed. Please read the full *Discipline Policy* in the appendix section of the handbook.

DISMISSAL

Dismissal is at 2:30pm. Unless your child is enrolled in Aftercare or an afterschool activity, they may not be on campus after 2:45pm. If a student is found on campus without an adult after 2:45pm, they will be brought to the office and enrolled in aftercare. Parents will assume responsibility for all fees that are accrued. Fees will be \$25 for the first 15 minutes and \$2 for each additional minute after.

E



EARLY DISMISSAL

Students may be signed out from school early by a parent or guardian if there is an emergency that cannot wait until after school. Following Broward County Attendance Policy, no student may be signed out of school after 2:00pm. When the students are signed out early, the minutes of school they miss are logged. When the total minutes equal 360 minutes it will be considered an unexcused absence.

EARLY RELEASE DAYS

There are certain days during the school year that are set aside as Early Release Days. On these days, which are listed on the Broward County School Calendar, as well as, Somerset Academy's website, all elementary students are dismissed at 12 noon. All students must be picked up from school at this time. Any students remaining on campus that are not participating in a school related activity, will be placed in our after care program and parents will be charged \$25 for the first 15 minutes they are there and \$2 for each additional minute after. If your child is a bus rider through a private provider, please make sure they are aware of the early release schedule. If your bus student is not picked up by the company by 12:15pm, you will be assessed the late fee as well.

EMERGENCIES

The staff at Somerset Academy follow a *Special Incident Response Plan* that details the procedures for any emergencies that occur on or around the campus. If an emergency occurs, such as the school being placed on lockdown, we ask that parents do not come to the school. The Miramar Police Department, with full support from Somerset Academy, will not allow you on campus. We will send a parentlink to all of our families to let you know what is going on. If there is a lockdown, please know the safest place for your child to be is inside the walls of our school.

Additionally, we also hold practice drills for the students so they know what to do if something happens unexpectedly during the day. Students practice monthly fire drills, biannually tornado drills, and an annual lockdown and evacuation drill.

EMERGENCY CONTACT CARD

In your first day packet, you will receive an emergency contact card that needs to be filled out in its entirety and returned to school by the end of the week. The information on this card is logged into the computer so if the need arises we are able to contact the student's family. Please make sure to contact the school immediately if any of the information on that card should change during the school year. Please note that family or friends not listed on the emergency card will not be able to pick up your child from school.



F

FIELD TRIPS

Our administration plans educational field trips for our students during the school year. During each of the trips, the students must pack a bag lunch or purchase a school lunch (no money for purchasing food), arrive at school on time, and wear their spirit shirt or uniform shirt for the trip or they will not be allowed off campus. Please know that if a student does not go on the field trip, they are required to come to school the day of the trip or it will be considered an unexcused absence. Parents wanting to join us on the trips following the guidelines listed under the *Chaperones* section.

FINANCES

Somerset Academy will accept checks for all school related activities, in the exact amount due, for anything *over* \$25. Only cash or money orders will be accepted for anything *under* \$25. If a payment is above \$15, you will receive a receipt for the payment. If writing a check, it needs to be written on an individual activity basis, for example you may not send money for both your child's lunch account and aftercare on the same check. The check must include the account holder's name, address, phone number, and the name of the student(s) on whose behalf the check is being submitted. We reserve the right to request a guaranteed form of a payment (cash or money order) at any time, at our discretion.

If a check is returned to the school by your bank, we will redeposit the check one time but you will be responsible for any fees accrued by your bank, a \$25 returned check fee to the school, and the original amount of the check. No checks will be accepted, from any student in the family, until all returned checks have been cleared and/or after two returned checks in the same school year.

For purposes of accounting and closing out the school year, only cash or money orders will be accepted after Tuesday, April 30th 2019.

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 (field trips, athletics, etc.) will be restricted until the entire obligation is satisfied. These restrictions may also extend to any siblings in the school.



FLORIDA KINDERGARTEN READINESS SCREENER (FLKRS)

FLKRS is a screening instrument that is used to determine the school readiness of students entering kindergarten, inform classroom instruction and provide useful information to parents and teachers. All Kindergarten students take this individualized screening with their classroom teacher during the first month of school.

FREE AND REDUCED LUNCH

Your child may be eligible for free or reduced price breakfast or lunch. Applications are available in the elementary office. Please fill out the application in its entirety and return it to the elementary office where it will be processed. You will then receive a notice if you qualified for the program. You are responsible for paying full price which is \$3.50 for meals until you receive notification stating that you qualified for reduced lunch at \$0.40.

FRIDAY FOLDERS

Friday Folder will be utilized for the entire school year. This folder will, each Friday, carry home important papers from the teacher, school administration, as well as, graded papers for you to review from the class. Please make sure that you look for this folder every Friday afternoon. If the original folder is lost or damaged, you may purchase a new one from the school office and send it in to the teacher.

FUNDRAISERS

Throughout the year our school will hold 1 large fundraiser to purchase items of need for our school. We also hold smaller fundraisers such as Valentine Grams and Mother's Day Cake sales throughout the year to fundraise for items that the school "wishes" to have or to help with the cost of field trips. We appreciate your support through these fundraisers.

At no time may a student conduct sales on school grounds, or using the school's name, which has 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 item and money involved in the sales as well as suspension of the student(s) involved as well as further consequences at the administrations discretion.

G



GRADES

Teachers are required to issue weekly grades in each subject area. These will be recorded in an online grade book system. Graded work will be sent home in the students Friday Folder. All students will be given a reading and math pre and post test to measure individual learning gains and ensure appropriate instructional placements are made.

Grading Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 – below	F

GUEST SPEAKERS

All guest speakers must be approved by administration. Guest Speakers must sign in at the front office.

H

HOME LEARNING/HOMEWORK POLICY

It is a school wide policy to assign homework Monday through Thursday. Homework is a **review** of what was previously taught within the class. The guideline below will help you gauge the amount of time your child should be spending on homework. This is *just a guideline and amount and times will vary* according to the level and abilities of each child:

Kindergarten - 2 nd Grade	up to 30 minutes per night
3 rd Grade – 5 th Grade	up to 1 hour per night

On Fridays and holidays homework will be limited to long term projects/reports, make-up work, incomplete work, correction of failed tests or study by the discretion of the teacher

HOURS OF OPERATION - Elementary

- Morning Care7:00 am – 8:00am
- Students.....8:30 a.m. – 2:30 p.m.
- Conference Periods..... THE DATES FOR THIS SCHOOL YEAR ARE OCTOBER 19TH AND MARCH 22ND. Other conferences are scheduled before



school, after school, during teacher planning periods or at times mutually convenient for both parents and teachers

- After Care..... 2:30 p.m. – 6:00 p.m.

I

ILLNESSES AND INJURIES

An ailing child has a difficult time learning and also may present a health hazard to others. Parents will be called and asked to pick up their child if they become sick on campus. Teachers are not allowed to administer any medicine to a child, please see our *Medicine* section for more information on rules for dispensing medication.

Symptoms requiring immediate attention and/or removal from school include: fevers; vomiting; bleeding; fractures and broken bones; severe bumps or bruises; red, watery eyes (pink eye); red, itchy bumps all over the body (chicken pox/measles); itchy scalp (lice); dizziness or loss of consciousness.

INSURANCE

To participate in off campus activities, such as field trips, each student must have a copy of their health insurance card on file.

JKL

LUNCH PROCEDURES

Kindergarten – 5th grade students are expected to stay in the cafeteria for the entire lunch period (30 minutes). Students may either bring their lunches or purchase lunches from the school.

Bringing lunch: Please make sure that all lunches are sent to school exactly as they are intended to be eaten. We do not heat up lunches or allow the students to microwave food. Please make sure to pack a nutritious lunch for your child including fruits and vegetables. We ask that you refrain from packing sodas, overly sugary foods, and candy.

Buying lunch: Each child may purchase lunch on a daily or monthly basis. All checks for lunch are made out to Somerset Academy and in the memo section, please write your child's name.

Expected Behavior:

- Remain in their seats at all times



- Raise their hands if they need assistance or to use the restroom
- Talk in quiet voices-“Restaurant Manners”
- Treat all staff with courtesy and respect

LOST AND FOUND

Lost and found is located inside of the elementary office. All lunchboxes and jackets that are found around campus will be placed there. Anything of value, such as jewelry or phones will be kept in the office.

At the end of each quarter, all unclaimed clothing will be donated to the Uniform Cabinet or a local charity.

M

MEDICINE

To have medicine administered to your child during school, you need to fill out the *Broward County Authorization for Medication/Treatment* form and have it signed by your doctor. This form can be found in the elementary office. All medications will be administered through the office by personnel who have completed the Health and Medicine training course.

Only medications that are supplied in the original container, unopened, and authorized by a physician may be administered.

MORNING CARE

For families that need care for their students before school begins, we offer a morning care program. Registered students for morning care may be dropped off beginning at 7:00am to the school cafeteria. Students will spend their morning care time in the elementary cafeteria and dismissed at 8:15am for class. Morning care registration and pricing information is available in the elementary office.

N

NCLB

Somerset Academy, as with all Broward County Public Schools, follows the guidelines set forth in the No Child Left Behind act. This was designed to have stronger accountability for results, more freedom for states and communities, proven education methods, and more choices for parents.

NOTIFICATION

It is important that the school always be able to get in touch with a parent or guardian



during the times your child is in our care. We ask that you update your emergency contact cards periodically so that we have the most up to date phones numbers.

O

ORGANIZATIONAL STRUCTURE

If you have a concern or question that needs to be answered, please make sure you speak with the classroom teacher first. Many problems can be rectified and cleared up with speaking to your child's teacher. If the problem has not been handled, or you are unsatisfied with the answer, please then contact the team leader to discuss it further. If after meeting with the team leader the issue has not been resolved administration is available to help. Please know that if you omit a step, you will be redirected back to the teacher and team leader before administration will become involved.

P

PARENT COMMUNICATION

We have many ways for our parents to be in contact with our teachers, please utilize any and all of the ones listed below:

- **Planners** – use the planner to write notes back and forth with the teacher, as well as, check for any behavior concerns the teacher may have written.
- **Teacher Website** – each teacher keeps a Webpage and updates it on a weekly basis. Information will be given in the beginning of the year and/or discussed at open house.
- **Email** – every teacher on our campus, as well as office staff and administration, has a Somerset email address that will be checked and responded to within a 24 hour period, unless it is the weekend or a holiday.

PARENT LINK

For absences, emergency situations, and to share “late breaking” news with our families, you will receive an automated message. These messages will call the numbers that we have listed in the computer (another reason to update your phone



numbers periodically) to keep you informed about anything going on in the school. Please know that even if you send a note to school to excuse an absence, you will receive a phone call from school due to the fact that they are computer generated.

PORTFOLIOS (STUDENT FOLDERS)

Each child has a work folder that follows them through their academic career. This folder has a variety of work samples and assessment items such as class assignments, project documentation, tests, writing samples, and pre- and post- tests.

These portfolios are a reflection of the students' academic growth over a period of time and show a picture of the progress a child has made throughout the school year.

PROGRESS MONITORING PLAN (PMP)

Broward Schools' Progress Monitoring Plan, formerly known as Academic Improvement Plan (AIP), is a curriculum intervention document designed to assist the child in meeting state and district expectations for proficiency in mathematics and reading. PMP's are issued in Oct./Nov. and you will be called to meet with the teacher if your child is placed on this plan.

PROGRESS REPORTS

Interim Progress Reports are an integral part of the instructional program. The reports are issued 4 1/2 weeks into each grading period in order to notify both students and parents of the academic and behavioral performance of students prior to the completion of a nine-week term.

Q

QUESTIONS

We are never too busy to answer your questions, please feel free to call or email the elementary office or your classroom teachers for assistance. During the school day, calls to the teachers will go directly to their mailboxes so as to not disturb the instructional flow of the day, but all calls will be returned within a 24 hour period.

R

REFUNDS

Refunds, if permitted, must be requested in writing and must have proof of payment/receipt attached. If the family requesting the refund has outstanding financial obligations, the approved refund amount will be deducted from the amount owed the school. Please allow 6-8 weeks for processing.



RETENTION

Somerset Academy follows Broward County Public Schools Promotion and Retention guidelines (policy 6000.1). Promotion of students requires passing scores for the standardized tests in that grade level. Good Cause promotion is possible for certain grade levels if the student has shown mastery of the grade level concepts but has not passed the standardized assessment. If your child is in danger of being retained, the classroom teacher will set up a conference to share this information and to work out an intervention plan for both home and school. You can view the policy at the following site: <http://www.broward.k12.fl.us/sbbcpolicies/docs/P6000.1.pdf>

S

SAC

Somerset Academy holds School Advisory Council (SAC) meetings which are held every other month. The times for the meetings alternate in order to accommodate parents, convening both in the afternoon and the evening. The purpose of the SAC is to address and uphold the school improvement plan. Title 1 funding, and support is also addressed. This is a public meeting welcome to all stakeholders. Professional development is provided to our stakeholders in areas including mathematics, reading, homework help, student assessments, conscience discipline, and academic games.

SCHEDULE CHANGES

Our classes are designed to create educationally sound classrooms and many different criteria are used to set these up. For this reason we *do not* move students, whether it was a request or not, out of classrooms once we assign them. We believe that any issues that might arise can be solved within the class and we will work with parents, students, and teachers to make sure that the year is successful for everyone.

SUPERVISION OF STUDENTS

School begins at 8:30 am and no students may be on campus before 8:15am unless they are enrolled in Morning Care. School ends at 2:30 and all students must be picked up by 2:45pm unless they have been enrolled in aftercare.

Students left on campus unsupervised can lead to accidents and we do not want any of our students to be hurt. For these reasons, any student on campus after the above stated times will be charged \$25 for the first 15 minutes and \$2 for every minute there after. In extreme cases, and when students are repeatedly left unsupervised, the authorities will be contacted. Our student's safety is our first priority and we need to do everything possible to keep them safe, left unsupervised that becomes compromised.



SUPPLIES

Grade level supply lists are posted on the website for the basic supplies each student will need. Teachers might request additional supplies as the year begins. Supplies do not count toward volunteer hours.

T

TARDIES

School begins at 8:30am and anyone who arrives AFTER 8:34 will be marked tardy 8:35am is considered tardy. At 8:40 a parent must come into the school office and sign the student in. 3 tardies will be considered 1 absence for the purposes of honor roll and perfect attendance.

In accordance with the Parent Contract that every family filled out when you registered, after 10 tardies for the school year, the student will be issued a behavioral referral. This referral will be placed on the child's permanent record and will hinder them from attending field trips and other extracurricular activities.

TESTING

A variety of tests will be utilized to assess student performance. Each grade level has a specific standardized test the state requires and is outlined in their individual sections. Along with the mandated state tests, each child is also administered a pre test and a post test during the school year. These tests will be used to dictate the instruction and to monitor the progress they made during the year.

TUTORING

Beginning in September, we offer a morning tutoring program to help students get ready for the end of year tests. Registration for these programs goes home in early September and classes are capped to ensure that students get the most out of the experience.

U

UNIFORMS

Uniforms are mandatory but we do make exceptions. Please see below statement in reference to exceptions. Uniforms must be clean and in good repair. Students are required to wear embroidered Somerset uniforms which may be purchased at All Uniform Wear. Students are also asked to wear Somerset Academy tee shirts for physical education class, when attending field trips, and on spirit days. These shirts



are available for purchase in the school office. Students are also required to wear ALL black sneakers with no colored stitching or marks of any kind. Boys must wear shirts neatly tucked in with a belt as well. In the Winter or on cold days, please be sure that your child is dressed in a navy blue, school logo jacket that can also be purchased at ALL Uniform Wear.

*** Please see the complete Uniform Policy and Student Dress Code document sent home of the first day and accessible on our school website.

Exceptions to the uniform dress code shall be permitted as follows:

- A student's parent may request a reasonable accommodation to address the student's disability or medical condition. Such request shall be provided in writing and submitted to the principal for approval;
- The wearing of clothing in compliance with the uniform dress code violated a student's sincerely held religious belief. Such students and the student's parents shall submit a signed affidavit setting forth the religious issues and the requested exemption to the policy.
- Financial Consideration/Assistance-Student's will not be denied attendance at school or be otherwise penalized or failing to wear clothing that complies with the school uniform if such failure is due to financial hardship. Parents/guardians should notify the principal if assistance is needed.

V

VOLUNTEER HOURS

All parents/guardians of Somerset Academy students must complete volunteer hours to the school. Each family is required to fill out a Volunteer Application. There is a 30 hour requirement per family:

- 1 student = 30 hours
- 2 students = 15 hours each child
- 3 students = 10 hours each child

Teachers cannot accept donations or monetary funds in lieu of volunteer hours.

W



WEBSITE

Our Somerset Academy website (www.somersetep.com) is updated frequently to give you the most current information. Registration forms, pictures, upcoming events, and schoolwide information are uploaded to the site as they come out. Please check the website on a weekly basis to make sure you have the most current information.

XYZ

YEARBOOK

Each year our Yearbook committee puts out the annual elementary yearbook and each year is better than the last one! Order forms come out early in the year for you to get a jump start (and a reduced price) in ordering one.

Appendix A



Discipline Policy

Our goal is to ensure that each Somerset student achieves success. We believe that in order to do so, all students must strive for excellence in academics and in character. The six life long learning skills, listed below, are the basis for our work in character development. We want your child to excel in each of these.

We believe that parents play an important role in helping their child excel in each of these areas. We believe that the major role of parents in school discipline is to continually show interest in, and support for their child at school. Please review and discuss these skills, along with the school rules and expectations that are outlined in the *Discipline Policy*.

We believe in a fair and consistent code of discipline and good classroom management. We are working to create an environment where courtesy and kindness prevail, and where there is respect for differences of other people, customs and cultures. We will treat all children with courtesy and respect. When problems arise, we will work positively to find solutions. We will hold students accountable. We believe each student has the final responsibility for the consequences of his/her own behavior.

If your child should exhibit unacceptable behavior at school, you may be asked to help us teach your child an alternative set of behaviors. You may be asked to conference with us and/or support us in selecting appropriate consequences to modify this behavior.

6 life long learning skills:



RESPECT: Shows self-respect. Demonstrates empathy and kindness toward others; appreciates diversity; follows classroom and school rules; takes care of classroom and school environment.

RESPONSIBILITY: Exhibits self-control and self management, handling frustration appropriately; Demonstrates good citizenship.

REFLECTION AND SELF-AWARENESS: Shows awareness of own thoughts, feelings, wants and needs and expresses these appropriately. Reflects on and evaluates learning and behavior for the purposes of improvement; sets goals.

COOPERATION: Listens to others; contributes to the group effort; shares materials and responsibilities; helps others.

PROBLEM SOLVING AND DECISION MAKING: Resolves problems in a way that shows consideration for various points of view; can disagree thoughtfully; generates alternatives to personal and interpersonal problems.

INDEPENDENT WORK HABITS: Plans and organizes time and materials; locates information and materials to complete tasks; follows directions; finishes projects and assignments on time; persists when challenged; Asks for help when needed.

The Somerset Academy Discipline Policy is broken into 4 parts

1. Classroom Expectations
2. School wide Positive Behavior Plan
3. Discipline Plan
4. Zero Tolerance Policy

Classroom Expectations

All teachers are required to follow the steps below:

1. Develop a classroom discipline plan with rewards and consequences for behavior.
2. Share the plan with the parents of the students they teach during Open House.
3. Provide a copy of the plan for parents (both hard copy and electronically through teacher webpage)
4. Post the plan in the classroom for students to see.
5. Explain/discuss the plan with their students and their parents and address any questions they may have.

***If it becomes necessary for a teacher to send a student to the office for further disciplinary action, the teacher is required to follow the steps listed in the Progressive Discipline Matrix*

School wide Positive Behavior Plan

Compliments: Somerset Academy promotes respect and acceptance above all else. Each classroom works on a compliment system. Being respectful, following rules both in and out of the classroom, and being courteous to others earns students compliments as they



move through the buildings. Every time the class reaches their compliment goal, they receive a class reward (different parties, extra recess, free centers, etc.). Any adult (staff member or parent) may compliment a class at any point during the school day. The only rule to receiving a compliment is that it has to be earned, not asked for.

Discipline Plan- At Somerset Academy, we expect our students will:

- Dress appropriately for school by following the uniform dress code.
- Walk in the hallways. Running is a potential danger for injuries and causes disruption.
- Keep hands, body and objects to themselves. Doing so prevents injury and disruption.
- Be courteous. Be respectful toward staff and peers.
- Leave candy and gum at home.
- Not wear head coverings including, but not limited to caps and hats, unless they are necessary for safety in certain classes, health, or religious reasons.
- Not possess electronic devices, laser pens, or any item that disrupts the academic process during school hours.
- Not possess trading and playing cards on the school campus or at school functions.
- Not possess or transmit over-the-counter medications.
- Follow the Broward County Code of Conduct for technology usage. Use of the online network is a privilege.
- Not engage in cyber-bullying (using the Internet and/or email to bully, libel, spread rumors, etc.) during school hours, on school grounds, and/or using school technology.
- Follow the rules in the **Broward County Code of Conduct**. Failure to comply with the behaviors outlined in the Code of Conduct Book will be subject to disciplinary action.
- Keep cellular telephones turned off and kept out of sight, inside a book bag. Cell phones may not be used or allowed to emit any ring tone or other noise on school grounds during school hours. The use of a cellular telephone during school hours; the possession of a cellular telephone which disrupts the educational process; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issues would be a violation of the Code of Student Conduct, subjecting violators to progressive discipline.
- Will not use cameras and camera phones in school, and during school activities.

School employees will not be held liable for wireless communication devices (cell phones, cameras, camera phones, or pagers) that are lost, stolen, or confiscated. Florida Statue 1006.7 (2) requires school districts to notify parents that students who use wireless communication devices in the commission of a criminal act may face school disciplinary action and/or criminal penalties.

Any student receiving a referral will be excluded from all school wide activities for the entire quarter/9 week period that the referral was issued in (field trips, carnival days, etc.). If the referral is given at the end of the quarter, the student will be excluded from the first school wide event of the following quarter.

Any unacceptable behaviors identified in Broward County's Code of Student Conduct book will be subject to disciplinary action, please refer to the Discipline Matrix at the end of this policy. This matrix, in conjunction with the Broward County Public Schools Elementary Discipline Matrix, will be followed when consequences are issued. These rules have been designed to reinforce the mission of Somerset Academy and the Broward County Code of Student Conduct.



ZERO-TOLERANCE POLICY

The administration reserves the right to apply severe disciplinary actions including possible dismissal from Somerset Academy. 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. Hence, any act that is deemed hateful against another through violence, or display of hateful related symbol(s), 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. Somerset Academy has a **Zero-Tolerance Policy** for violence, drugs, alcohol, weapons brought on campus, and most importantly; hateful related acts of racism, anti-semitism, and/or bigotry from one person or group to another. The school believes that all students have the right to attend a safe, drug-violent free, and culturally-diversely celebrated school where respect for others is paramount. The school will employ any reasonable method to ensure that the **Zero-Tolerance** violence/drug/weapon/cultural respectful policy is not violated. To this end, the school reserves the right to conduct random searches as well as probable cause searches by authorized school personnel, trained canines, or authorized third parties. This right to search will extend to any item brought to school property or school-sponsored activity. Searches may include but are not limited to book bags, purses, clothing, and other personal property.

STUDENT / PARENT ACKNOWLEDGEMENT FORM

We have read the Somerset Academy East Preparatory Student/Parent Handbook, as well as the complete Discipline Policy in the appendix. 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 East Preparatory Student/Parent Handbook and Discipline Policy 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 and Discipline Policy. This Acknowledgement Form must be returned along with the Student Code of Conduct Acknowledgement Form to our school by August 26, 2018.

(Signature of Parent)

(Signature of Student)

