What is a Charter School?

Charter schools are public schools that operate under a performance contract, or a “charter” which frees them from many regulations created for traditional public schools while holding them accountable for academic and financial results. The charter contract between the charter school governing board and the sponsor details the school’s mission, program, goals, students served, methods of assessment and ways to measure success. The length of time for which charters are granted varies but most are granted for five years.

The Florida Legislature, in authorizing the creation of public charter schools, established the following guiding principles: high standards of student achievement while increasing parental choice; the alignment of responsibility with accountability; and ensuring parents receive information on reading levels and learning gains of their children. Charter schools are intended to improve student learning; increase learning opportunities with special emphasis on low performing students and reading; and measure learning outcomes. Charter schools may create innovative measurement tools; provide competition to stimulate improvement in traditional schools; expand capacity of the public school system; and mitigate the educational impact created by the development of new residential units.

A charter school is statutorily required to (s.1002.33(9),F.S.):

- Be nonsectarian in its programs, admission policies, employment practices, and operations;
- Be accountable to the school district for its performance;
- Not charge tuition or fees;
- Comply with all applicable state and local health, safety, and civil rights requirements;
- Not discriminate on the basis of race, national origin, sex, handicap, or marital status;
- Subject itself to and pay for an annual financial audit;
- Maintain all financial records that constitute its accounting system in accordance with current law;
- Annually adopt and maintain an operating budget;
- Fully participate in the state’s education accountability program.

(Excerpted from www.floridaschoolchoice.org)
Somerset Academy, Inc. Mission
Somerset Academy, Inc. promotes a culture that maximizes student achievement and fosters the development of responsible, self-directed life-long learners in a safe and enriching environment.

Somerset Board of Directors

Todd German (Board Chair/Treasurer)
Ana Diaz (Vice-Chair/Secretary/Parent)
David Concepcion (Parent)
Dr. Bernard Kimmel (Texas)
Louis Marin (Vice-Chair Texas)
Matthew Cox (Texas)

Non-Voting Officers
Bernado Montero, President
Suzette Ruiz, Vice President

Board Counsel
Charles Gibson, Esq.
Elenis Pantaridis, Esq.

School Administration

Principal
Joann Yacinthe Roach

Assistant Principal
Heather Lieberman
**Somerset Academy St. Lucie’s Mission**

The mission of the Somerset Academy St. Lucie begins with providing an equitable environment that fosters the growth and success of all learners. The school’s objective is to create a collaborative effort between the school, the students, the parents and the community, creating a partnership that will lead to student achievement. The goal of this partnership is to develop responsible citizens who are critical thinkers and active learners. Students will participate in an enriching and individualized academic program that will focus on increasing academic success and preparing them for the next level of education.

**Somerset Academy St. Lucie’s Vision**

It is the vision of Somerset Academy St. Lucie to become an educational environment where academic excellence is the norm and cultural diversity is respected. We will strive to provide our students with opportunities designed to meet individual needs and experiences that promote growth in all areas of development. Learning will take place within and beyond school walls by sharing community resources and providing equitable access to information and communication technologies for all members of our learning community. Believing in the inherent strengths of a diverse background, we will celebrate the cultural differences and individual interests of our student body, while focusing on preparing them for life.

**SCHOOL SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 AM</td>
<td>Doors open for students</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>10:40 - 11:20 AM</td>
<td>Kindergarten and 1st Grade Lunch</td>
</tr>
<tr>
<td>11:30 AM - 12:10 PM</td>
<td>2nd &amp; 3rd Grade Lunch</td>
</tr>
<tr>
<td>12:20 - 1:00 PM</td>
<td>4th &amp; 5th Grade Lunch</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Dismissal</td>
</tr>
<tr>
<td>3:00-6:00 PM</td>
<td>Aftercare</td>
</tr>
</tbody>
</table>

**EARLY RELEASE SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 AM</td>
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</tr>
<tr>
<td>10:00 - 11:30 AM</td>
<td>Lunches</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Dismissal</td>
</tr>
<tr>
<td>1:00-6:00 PM</td>
<td>Aftercare</td>
</tr>
</tbody>
</table>

*Students are considered tardy after 8:00 AM. Parent/guardian must come in to the front office to sign the student in.*

**School calendar year:**

Somerset Academy St. Lucie will adhere to the Saint Lucie County School District’s calendar. *(Calendar subject to change according to Saint Lucie County School Board.)*

**Meals:**

The Saint Lucie County School District provides all school meals. Free and reduced lunch applications will be made available during the first few weeks of school or online at www.stlucie.k12.fl.us.
Elementary students’ meals prices are as follow:

Reduce Paid Breakfast: $0.30
Full Paid Breakfast: $1.00
Reduce Paid Lunch: $0.40
Full Paid Lunch K-5: $2.25

**DRESS CODE POLICY**
Our dress code guidelines indicate appropriate school dress during normal school days. SASL reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance shall wear the school uniform.

A student in violation of the dress code may be sent home and asked to return when in compliance, or SASL Admin may choose to call for an appropriate attire to be brought in for the student. If sent home, the student will be marked absent, unexcused. Parents select to have their children attend Somerset Academy St. Lucie with full acknowledgement of the expectations and policies. Purchasing uniforms from Aztec Graphix is a policy requirement. **Parents may not purchase an article of clothing and have it embroidered with the SASL logo.** This is a copyright infringement.

**TOPS:**
- School authorized from Aztec Graphix; Fan Cloth (or other fundraising items) on designated days.
- School authorized hoodies, jackets or outerwear.
- Club and athletic shirts on designated days only.

**BOTTOMS:**
- Pants or slacks in black or khaki, worn at the waist, at all times.
- Black or khaki shorts, capris or skirts worn at the waist.

**HAIR:** Hair must be neat and clean. No bandanas, scarves or flags are permitted.

**HATS:** No hats or caps are permitted within the building. Religious attire is permitted.

**SHOES:** Dress shoes or tennis shoes with backs & closed toed, only. No shoes with wheels.

**Uniform policy for Fridays:**
- Any of the previously listed uniform pieces from Aztec Graphix.
- SASL Friday T-Shirts, Hoodies, Fan Cloth items, and any other purchased school fundraising items of clothing.
EMERGENCIES
The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. If a student becomes ill during the school day, and it appears they would be best cared for at home, the parent will be contacted. The school must be notified of any student’s chronic illness (i.e. asthma, diabetes, heart conditions, seizures, etc.). This notification heightens awareness in case of an emergency.

The procedures listed below will be followed for an injured student:
1. Instructor will administer 1st aid in the classroom if possible.
2. Instructor will send the student to the office if necessary.
3. Instructor will notify the office if the student is unable to be moved.
4. Trained personnel will administer first aid.
5. The parent(s) will be called and the injury described. Emergency services will be called in if the injury warrants such.
6. For certain injuries, the parent or guardian may decide to pick the student up from school. Emergency contact persons will be called if the parent or guardian cannot be reached. For this reason, it is imperative that emergency contacts be up to date. An accident report will be completed and filed for most accidents.

FIELD TRIPS
Somerset Academy St. Lucie plans field trips as learning experiences beyond the classroom walls. Parents may be allowed to assist as chaperone. Parents serving in this capacity may not have other children/non-students accompany them. Chaperone time will count as volunteer hours and will be added to the overall hours required per family. The Guidelines for Chaperones Form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines.

Participating in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior. Any school suspension can negate participation in a field trip or school activity.

Parent permission must be given for students to participate in field trips. Money and permission slips must be turned in according to the instructions, prior to the field trip, or the student will not be permitted to participate. Students must wear the field trip designated dress code on all field trips.

Two items are required in order to attend a field trip.
1) Field Trip Authorization forms must be filled out completely, signed and returned by the deadline.
2) The Authorization for Medical Treatment form is required to be filled out completely and notarized for out of county field trips. This will be completed once at the beginning of each year.

Field trip costs are predetermined based upon a certain number of participants who will share the total expense. Therefore, field trip related fees are NOT REFUNDABLE after the due date. The only consideration for a refund would be based upon a verifiable death in the family or an injury to the student that prohibits them from participation. The field trip environment is still considered a classroom and class rules are still enforced. Students may not be checked out of any off-campus field trip without prior approval from administration.
ACADEMIC HONESTY:
Somerset Academy St. Lucie encourages its students to actively participate in the learning process. It is the school's expectation that students, over time, will be increasingly able to learn on their own and produce work that shows their integrity and their efforts. The academically honest student:
- Prepares thoroughly for all assignments
- Tries his best at all assigned tasks
- Takes ownership of his talents and abilities
- Seeks appropriate help when he fails to understand
- Makes proper use of the efforts and thoughts of others
- Takes pride in each assignment as an example of his own skill and effort

To recognize the efforts of each student and to promote the fundamental principles of mutual trust and respect, SASL encourages student’s own effort and insists on academic honesty. Among the types of academic dishonesty not tolerated at SASL are the following:

**Cheating** - Student use, or attempted use, of unauthorized materials in any academic situation or solicitation of someone else to do work for which he is responsible. Examples of cheating or violation of testing protocol include but are not limited to:
- Using open notebooks, texts, or other course materials without permission
- Exchanging answers with another student on any graded assignment
- Copying another's test answers with or without his permission
- Possessing "cheat notes"
- Demonstrating an intent to cheat
- Providing answers for any assignment

Students must comply with the testing procedures specified by the teacher. Violations of testing procedures will be considered under the cheating policy but may not be given the same consequence.

**Fabrication** - Inventing or falsifying information. Examples include:
- Inventing lab data
- Citing sources not used

**Copying** - Examples include:
- Copying homework or papers from another person or allowing someone to copy homework or papers
- Acquiring answers from the internet or other electronic sources and purporting them as one’s own
- Using teacher edition texts or teacher answer keys or test copies

**Deception/Misrepresentation** - Lying about student work or academic records. Examples include:
- Forging a teacher's or parent’s signature on any document
- Taking credit for group work without having contributed as required

**Electronic Dishonesty** - Using network access inappropriately. Examples include:
- Using another's computer account
- Invading another's files
• Using material from another's stored files (e.g. network storage, flash drive)
• Damaging or deleting another’s computer files

**Plagiarism** - Plagiarism is the use, intentional or not, of the writing or ideas of others and representing them as one's own. Text manipulation is plagiarism. Paraphrasing the ideas of someone else is plagiarism. Credit **must** be given to all outside sources, including, but not limited to: research materials, online databases, internet sources, encyclopedias, charts, graphs, pictures, quotations and paraphrasing and summaries of another's written or spoken words. Plagiarism, regardless of intent or degree or amount, is theft and violates academic integrity. Students uncertain about what material to cite should consult teachers for guidance and advice.

**Penalties for Violations of Academic Integrity** - Because academic honesty serves as a measure of personal integrity and provides a foundation for the academic strength of Somerset Academy St. Lucie, any violation of it is considered a serious offense. Such offenses are cumulative. Students who violate the Academic Integrity face the following consequences:

1. Counseling session with parent notification and opportunity to redo the assignment.
2. 0% on the work in question without make up and parent notification.
3. Academic probation.
4. Possible dismissal.

**USE OF ELECTRONIC DEVICES POLICIES**

The use of electronic devices is strictly prohibited during school hours. All devices must be turned off and put away. Violations will result in the following consequences:

1. Teacher will confiscate the device(s) and keep it until the end of the school day. Student will get a one-time warning and may lose classroom privileges.
2. Teacher will confiscate the device(s) and turn it in to administration. Student will receive an after school detention – The device may be returned only to the parent or guardian.
3. Teacher will confiscate the device(s) and turn it in to administration. Student may receive an In-School suspension or a Saturday detention – The device may be returned only to the parent or guardian.

**COMMUNICATION**

Communication is absolutely essential for a positive and successful environment. Somerset Academy St Lucie’s administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times. An annual survey will be conducted and your participation is crucial in aiding the school to identify areas of success and determining areas that are in need of improvement.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the school administration and staff to be available to both parent and student, and we welcome a conference with any parent. We do urge, however, that appointment be scheduled with the main office. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled in advance. If there is a concern, it is SASL’s policy to have the parent email the teacher first, then contact administration if the issue is unresolved.
It is extremely important that any change of physical or email address, telephone number or pick-up authorization be completed by the legal parent/guardian in person in the front office. BY STATE LAW, proofs of address must be provided for a change of address.

***Parents or guardians must submit copies of any documents which indicate who has legal access to the child and his/her records, during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student data card. Friends and strangers will be denied access to a student, in the absence of verified parental consent. Even if we know you are a parent, if you do not have court specified rights to pick a child up, we will need to secure permission prior to releasing the student.

PARENT VISITS AND VOLUNTEERS

Parental involvement and volunteering are an integral part of our school community. It has been our experience that parental involvement plays a key role in the day to day functioning of our school. In every area, from direct classroom support to front office, cafeteria and clinic, active volunteering is critical to students’ continued success. In addition to the following guidelines, SASL will also follow the volunteer guidelines put in place by St. Lucie County Public Schools in order to be in compliance with the Jessica Lunsford Act. UNDER NO CIRCUMSTANCES SHOULD PARENTS ENTER THE SCHOOL AND GO DIRECTLY TO A CLASSROOM. All school visitors and volunteers will be required to have a driver’s license or ID card scanned through the front office. Volunteers must pass an immediate computerized background check. Each visitor/volunteer will receive a pass that must be worn in a visible location.

Guidelines for Visitors and Volunteers

All SASL families are required to complete a minimum of 20 volunteer hours annually. Arrangements should be made in advance and a time agreed upon with the classroom teacher or school personnel.

- Parents and/or legal guardians are allowed to volunteer at the discretion of the classroom teacher and administration.
- Classrooms and cafeteria volunteers may not have other children/non-students with them.
- It is the responsibility of the parent volunteer to log in and out on the sign-in sheet for off campus volunteer activity. Failure to do so will result in hours not accounted for during the totaling process.
- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Visitors/Volunteers are expected to dress appropriately for an elementary school.
- Cell phones must be turned off or placed on vibrate while on campus.
- Comparing and criticizing teachers and students is unacceptable.
• Please remember to keep what happens in the classroom confidential. Do not discuss the lives or learning of the students with other students or adults who are not in the classroom.

• Punctuality and reliability are expected, since classroom teachers plan for volunteer assistance. If you are unable to come at your scheduled time, please call the office, send a note, or try calling someone else to see if he/she can substitute for you.

• **Volunteers are NOT ALLOWED to administer any kind of medication to a student.**

• Chaperones on a school field trip are considered volunteers and must have all pertinent paperwork and background check done prior to attending the field trip.

• Field trips and overnight chaperones must be Level 2 fingerprinted by St. Lucie County Public Schools.

• Under NO circumstances may any volunteer contact other parents or individuals for non-supportive, negative or derogatory communication as a representative of the school. If there is a concern, it must be addressed with the instructor(s) first at the appropriate time. If not satisfied after this communication, the parent shall contact the school administration.

• Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups are available through the main office and opportunities are announced throughout the school year. Parents are required to log the volunteer hours in the front office. If there are extenuating good cause circumstances that prohibit a parent or guardian from completing the required volunteer service hours, the parent will be instructed to meet with administration to explore alternative means of involvement.

The following are examples of ways to earn the required volunteer hours:

• PTSO participation
• Attending general meetings
• Helping in the classroom
• Helping with classroom items at home
• Copying
• Donations
• Room parent duties
• Attending student orientation/open house
• Cafeteria duties during lunch
• Helping with drop off/pick up
• Campus maintenance
• Helping with school events
• Etc.

**“HOME-LEARNING” POLICY**

The purpose of homework is to develop effective study habits. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does
not understand his/her assignment after trying to do it at home, please send a note to the instructor indicating the problem. Assignments must be completed on time and be properly written.

**Student Responsibility:**
- Understand that homework is part of the course requirement.
- Ask questions to clarify homework assignments before leaving class.
- Complete and submit homework assignments by the due date.
- Complete all assignments honestly in accordance with the teacher’s directions.

**Parent Responsibility:**
- Provide a suitable environment for homework.
- Remind students that homework is their responsibility.
- Guide or assist in homework when unusual difficulties arise (never do the homework for your student).
- Encourage students to ask their teacher(s) clarifying questions concerning their homework.
- Communicate with the teacher(s).
- Monitor activities so that sufficient time is provided for homework.
- Prohibit cheating, plagiarism and any other dishonest practices in the completion of homework.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>SASL Homework Expectations</th>
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</thead>
<tbody>
<tr>
<td>K-2</td>
<td>Homework packet sent home on Monday, due Friday.</td>
</tr>
<tr>
<td>3-5 ELA</td>
<td>iReady- an online program that is tailored to each student’s specific needs.</td>
</tr>
<tr>
<td>3-5 Math</td>
<td>iReady/Khan Academy/Prodigy/Study Island OR a Packet of 4 worksheets sent home Monday, due Friday.</td>
</tr>
<tr>
<td>3-4 Science</td>
<td>Maximum of 1 homework assignment per week.</td>
</tr>
<tr>
<td>5 Science</td>
<td>Packet of 4 assignments sent home Monday and due Friday.</td>
</tr>
<tr>
<td>3-5 Social Studies</td>
<td>Maximum of 1 homework assignment per week.</td>
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</tbody>
</table>

*Per school policy, homework is not assigned on the weekends.*

**INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES**
Books and materials are expensive and should be cared for properly. Books must not be written in or on, unless it is a consumable workbook. Charges will be assessed for damaged or lost books/materials, based upon replacement costs.

Students will be expected to provide all basic supplies such as paper, pencils, etc. as required by the classroom teacher. Any additional supply needs will be requested in writing by the teacher.
LOST AND FOUND
Lost items should be turned in to the school office. Anytime a student loses an item, he/she may ask the teacher’s permission to come to the office to claim it. Items unclaimed at the end of each semester will be donated to various charitable institutions.

**PLEASE HAVE YOUR CHILD’S FIRST AND LAST NAME ON ALL PERSONAL PROPERTIES.**

MEDICATION
The administering or dispensing of any medication (including non-prescription medication) to students by employees of SASL without specific written authorization by a physician is forbidden. If it is absolutely necessary that a child take any medication while he/she is in school, the parent must sign an authorization form and have the form completed by their physician. Please obtain this form in the main office. The medication will be kept under lock in the office and will be administered by a trained staff. Parents may also choose to come and administer medication to his or her child when necessary.

PARENT TEACHER STUDENT ORGANIZATION (PTSO)
SASL wishes that parents/guardians can become active members supporting the school and the organization. Officers will be elected yearly according to the organization’s bylaws and district/state guidelines.

The PTSO will sponsor fundraisers throughout the school year. Monies generated in fundraising events may be used to purchase materials and equipment for the students, faculty, staff and general school purposes, as determined by the PTSO Board. Meetings are held regularly and are open to everyone. All members are eligible to vote on issues brought before them for consideration during the general PTSO meetings.

TRANSPORTATION
Limited bus service will be provided for those students who are eligible for transportation. The bus transportation provided is designed in accordance with transportation guidelines in Florida State Statures. Transportation applications are acknowledged in the order they are received. Students will be waitlisted once the bus rosters are filled. Routes, pick-up, drop-off, times and stop locations are developed prior to the start of the school year. The stop your student is assigned to may be a depot stop.

DISMISSAL PROCEDURES
Students are assigned a dismissal number, this number will then hang in the car windshield for parent pick up. Students are to report to designated areas according to their dismissal type. While in the designated area the students watch for their number/name to show on the smartboard.

Parents/Guardians may change the dismissal type for their student in writing up until 2:00 pm on the same day. Dismissal changes must be emailed to dismissal@somersetstlucie.org and the classroom teacher. Early dismissals must be before 2:30 pm.
ATTENDANCE POLICY

It is the responsibility of the parents or legal guardian to submit the reason for each absence. Justification for absences will be evaluated based on the policy below regarding excused or unexcused absences.

Acceptable excuses for students’ absences are illness (physician’s note required), a death in the family, a dental or doctor appointment (statement from doctor’s office required), court appearance, a school-sponsored event or activity that has been previously approved, or religious holidays.

Unexcused absences are those absences that are not justified according to the rules of this policy by the parent or legal guardian. In addition, truancy, out of school suspension, and skipping are considered unexcused absences.

If you need to take your child out of school before the end of the school day, you must come to the school office to sign him/her out.

Skipping class is defined by one or more of the following criteria:

1. Failure to check out when leaving school before the end of the official school day.
2. Absence from class without parent or legal guardian’s knowledge and/or permission.
3. Absence from class without instructor knowledge and/or permission.

Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the school. Notification must be made in writing in advance so the teacher can have work ready for each student, and the absence is considered unexcused. This will be considered part of our Family Leave Policy. Students must be in attendance for 170 out of the 180 days the school is in session. After 5 unexcused absences, the parents or guardians and the student may be required to meet with an attendance committee. The committee will then monitor the student’s future attendance, and the student may be considered for retention or possible dismissal from the program.

Make Up Work – Excused Absences
Students are expected to make up all work missed during excused absences. Students are permitted one day per day absent to make up work. Teachers may grant additional time for making up work if warranted by the individual situation. All assignments, including tests and exams announced in advance of the student’s absence, must be made up on the day the student returns to school. Teachers may require that a student completes work assigned prior to a scheduled absence/leave.

Make Up Work – Unexcused Absences
It is up to individual instructors as to whether or not they will accept missing work due to unexcused absences. If an instructor chooses to accept make-up work, the student is permitted one day per day absent to make up the work. The individual instructor will determine how much credit to assign for make-up work as a result of an unexcused absence.

CODE OF CONDUCT
Somerset Academy St. Lucie holds its students accountable to the highest level of student conduct. We expect our students to treat others with respect and courtesy. The goal of the Code
of Conduct is to assist students in developing self-discipline, character and responsibility for our school, the larger community, family and fellow students. The primary objective of this code is to develop each student’s potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions which interfere with teaching and learning activities. The student’s conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships.

**Students who violate SASL Code of conduct will receive the following consequences:**

Classroom Consequences may include the following:
- Verbal Warning
- Time out/ Loss of privilege
- Parent contacted/ Detention is given

Administrative Consequences may include the following:
- Referral is given and administrative detention is given.
- In School Suspension (ISS)/ Out of School Suspension (OSS) - Referral sent home

Severe Clause: Fighting, Profanity, Disrespect, Sexually explicit behavior, Destruction of property, Disruptive behavior will result in issuing a referral and an administrative review for possible immediate suspension from school (OSS). Parent will be called to pick up student from school.

**LUNCH CONDUCT**

Students will proceed through the lunch line in an orderly fashion, “first come, first served.” Students may not hold a place in line for other students. Students are responsible for cleaning up after themselves by placing their trash in the proper receptacles and helping to maintain a clean eating environment. Misconduct during lunch will result in disciplinary sanctions.

**SASL BEHAVIORAL EXPECTATIONS CHART**

<table>
<thead>
<tr>
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<th>Rules</th>
<th>Consequences</th>
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<tbody>
<tr>
<td>SASL students will contribute to keeping the campus safe for everyone.</td>
<td>No student shall possess, sell, use, or furnish any type of weapon, or dangerous object, including, but not limited to firecrackers, matches, lighters, stink bombs, etc.</td>
<td>Up to and including* immediate dismissal</td>
<td>Admin</td>
</tr>
<tr>
<td>SASL students are expected to resolve conflicts peacefully, which means reporting potential problems to instructors, counselors, staff, or administration.</td>
<td>No student is permitted to threaten to cause or actually cause physical injury to another. Spectators and instigators will be treated the same as fighters. Bullying is not allowed and will be dealt with strongly.</td>
<td>Up to and including* immediate dismissal</td>
<td>Admin</td>
</tr>
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| SASL students respect themselves, other students, and all staff at all times.| **THE FOLLOWING ARE NOT ALLOWED**  
  • Disobedience/Disrespect  
  • Defiance/Lying  
  • Intimidation  
  • Profanity/Vulgarity  
  • Obscenity  
  • Racially inciting statements  
  • Sexual harassment  
  • Hate crimes | Up to and including* immediate dismissal                              | Admin      |
| SASL is a drug, alcohol and tobacco free learning environment.              | No student shall possess, sell, furnish, use, or be under the influence of any alcohol, tobacco, narcotic, or controlled substances. Possession of drug paraphernalia is not allowed. Prescriptions should be kept in the main office with required documentation. | Up to and including* immediate dismissal-Contact Law Enforcement            | Admin      |
| SASL students are responsible citizens who respect their fellow students and their school. | **THEFT, ROBBERY, EXTORTION, GRAFFITI, VANDALISM, AND PROPERTY DAMAGE ARE NOT ALLOWED:**  
  Students are not allowed to steal, attempt to steal, take or damage property of another or any SASL property or equipment. | Up to and including* immediate dismissal-Contact Law Enforcement            | Admin      |
<p>| SASL students will come to school dressed according to the SASL uniform policy in all aspects. | Students will wear approved SASL uniforms purchased from the designated SASL vendor, with SASL logo. | Parent Phone Call. Student may be sent home and receive an unexcused absence. Excessive absences may result in retention or dismissal | Admin      |
| SASL students will attend all their classes.                               | Students may not leave campus without written permission and proper identification from person picking up the student | Unexcused absence: Excessive absences may result in retention or dismissal | Admin      |</p>
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<tbody>
<tr>
<td>SASL students are expected to be in class on time.</td>
<td>All students are expected to be in class on time. Entering the classroom late disrupts the educational process as per SASL tardy policy.</td>
<td>Excessive tardies may result in a referral to the Attendance Committee for possible actions.</td>
<td>Admin</td>
</tr>
</tbody>
</table>

“Up to and including” refers to the following possible actions:
- Recess Detention
- ASD After school detention
- ISS In-School Suspension
- Lunch Detention
- SS Saturday school
- OSS Out of School Suspension

**Detentions/Suspensions**
1. Detentions are held every day during lunch, recess, and after school on Mondays and Wednesdays. Detention must be served when scheduled. Students present for any part of a school day will be expected to serve a detention if it is scheduled for that day. Acceptable reasons for missing a detention include student illness or a doctor’s appointment. Written proof of a doctor’s appointment will be required upon the students return to school. If such proof is not provided upon the students’ return, they will be considered to have skipped the detention. Detention takes precedence over any other after school activity or sport.
2. Detentions not served in one school year may be carried over to the next school year at the discretion of Administration.
3. Students and parents/guardians will be notified of receipt of detentions.
4. An excessive amount of detentions may cause a student to be liable for dismissal from SASL or be placed on probation upon recommendation of the Administrative Team. Only the Principal may ask a student to withdraw from the Academy (voluntary withdrawal). Once a student is withdrawn, their re-admittance in the future will be at the discretion of the Principal.

*Under ordinary circumstances, one or more sanctions may be appropriate. However, a student may be placed on probation for all or part of one school year due to a previous school year’s infractions. Students who have been suspended two or more times in a school year may be placed on probation for the first quarter of the following year. Suspensions will be recorded in the student’s permanent record, and are maintained on file from year to year.

**LEVEL ONE CONFLICT RESOLUTION PROCESS**
Any parent/guardian who has a problem with the school procedures must follow the Conflict Resolution Process to address his/her concerns:

1. Meet with the instructor or team of instructors
2. Meet with the other staff personnel: discipline committee member, guidance counselor, ESE coordinator, etc.
3. Meet with SASL Administration

**LEVEL TWO CONFLICT RESOLUTION PROCESS**
For an infraction which may lead to a suspension or recommendation for dismissal, the following steps listed below may be followed:

1. Meet with the instructor or team of instructors
2. Meet with the other staff personnel: discipline committee member, guidance counselor, ESE coordinator, etc.
3. Meet with SASL Administration
4. Meet with Board’s designated Parent Liaison for conflict resolution.
5. Appear before the Board of Directors for a final appeal.

**Annual Notice Regarding Disclosure of Student Directory Information**
Federal and State laws require that SASL, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student’s education records. However, SASL may disclose appropriately designated directory information without written consent UNLESS you advise SASL to the contrary.

Parent(s) or former students shall have 30 days from the date of this notice to inform the student’s school principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes:

- A student’s name, address and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Current grade level
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.

**SEVERE WEATHER INFORMATION**
Somerset Academy St. Lucie will follow the same instructions as Saint Lucie County Public Schools in case of severe weather emergencies. Parents should watch the local news for information about school closings. Site based decisions will only differ from that of the district in cases of extreme emergencies and will be communicated to parents via email and text blast.

**STUDENT RIGHTS**
Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, suspension or dismissal.

Parents who have a conflict with a student other than their own child are requested to speak to the Administration. At no time may parents approach the student directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated.

Prior to suspension or dismissal, the student has the right to a fair hearing as outlined by the Code of Conduct. Dismissal offenses include but are not limited to the following:
1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds or possession of tobacco products.
3. Being under the influence or possession of alcoholic beverages on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance or possession of products such as lighters.
6. Harassment of students, faculty, staff, parents, substitutes or visitors.
7. Repetitive disruptive behavior.
8. Rude or vulgar language, gestures, pictures or actions.
9. Actions deemed to be unsafe or containing the potential to disrupt the educational setting at SASL.

**Student Services**

Guidance Department

The Somerset Academy St. Lucie Guidance Department works with students, parents, and the community to foster a positive and supportive learning environment. The essential role of the academic advisor is to be a student advocate. Advisors assist with personal, academic, social, and post-secondary concerns that can aid the student in order to reach their full potential. Support systems such as individual/group counseling are an integral part of the counseling program at Somerset Academy. Classroom activities and presentations are developed throughout the year to assist students with their personal, social, career, and educational development.

WHAT DOES YOUR ACADEMIC ADVISOR DO?
- Administers and assists with standardized testing.
- Assists with conflict resolution.
- Carries out schedule and class changes.
- Participates in Parent/Instructor conferences.
- Assists in the process of transitioning from childhood to adolescence.
- Assists with career, personal/social, and academic development.

**SKYWARD**

Parents are encouraged to use the electronic grade book software (SKYWARD) to monitor their child’s academic performance and progression. SKYWARD is accessible via the internet and through a link on the Academy website: www.somersetstlucie.org. Parents and students can view grades, attendance records, discipline reports, activity announcements and notes from instructors. SKYWARD is an excellent tool to keep the parent aware of their child’s day to day
progress. However, for email correspondence, please email directly from your email or use the link on www.somersetstlucie.org.

**Exceptional Student Education**
The Exceptional Student Education Program (ESE) is implemented in accordance with Saint Lucie County District Procedures for Exceptional Education. Student exceptionalities will be addressed on an individual basis as needed. Parents and instructors work closely with the ESE Specialist to provide proper placement and to develop an individualized educational plan (IEP).

**English Language Learners Program**
The screening and placement of Limited English Proficient (LEP) students will be met in accordance with district procedures. For further information you may contact the ESOL Coordinator.
PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD’S HOMEROOM TEACHER:

I have read the Somerset Academy St. Lucie Parent/Student Handbook, including uniform policy and the Student Code of Conduct and agree to cooperate with all of the policies contained therein.

The Code of Student Conduct was reviewed by me at the time of registration, along with the Parent/Student Handbook, and I agree to abide by all of its contents.

Name of Student: ________________________________________________________

Teacher: _____________________________ Grade: ____________________________

__________________________________________
(Signature of Parent/ Guardian)          (Date)

__________________________________________
(Signature of Student)                   (Date)