

# Somerset Academy Elementary School

*"Learners Today....Leaders Tomorrow"*

## 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 responsible, self-directed lifelong learners in a safe and enriching environment.

# SOMERSET ACADEMY 2018-2019

## VISION STATEMENT

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

## MISSION STATEMENT

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

## ADMINISTRATION

Principal.....  
Vice Principal.....  
Assistant Principal.....  
Reading Coach.....  
Math Coach.....  
Reading/Math Interventionist....  
ESE Specialist.....  
Gifted Coordinator.....  
ESE Teacher.....  
Information Management Technician/Registrar  
LEAP/Pre-K/Office Director/Coordinator.....  
Student Services....

Mr. Bernardo Montero  
Mrs. Cristina Camus  
Ms. Tara Barber  
Mrs. Rossana Anon  
Ms. Linda Spanjer  
Mrs. Kelly Enriquez  
Mrs. Valentina Vetencourt  
Ms. Christine Stewart  
Mrs. Maria Coto-Hernandez  
Mrs. Maggie Oharriz  
Mrs. Joan Rhoden  
Mrs. Lorena Sakay/  
Mrs. Raquel Escudero/  
Mrs. Elsa Acevedo  
Mrs. Lissette Ollett  
Mrs. Francia Gonzalez  
Mrs. Giselle Estrada  
Mrs. Lisa Capiro  
Ms. Daisy Poux  
Mrs. Sarah Fernandez  
Mrs. Judy Landa  
Mrs. Olga Fernandez  
Mrs. Alexandra Jaramillo  
Mrs. Lori Pelaez  
Mrs. Suarez/ Mrs. Mulac

Treasurer.....  
Volunteer Outreach Coordinator...  
ESOL/Testing Coordinator.....  
Specials Team Leader  
Pre-K Team Leader  
Kindergarten Team Leader  
1<sup>st</sup> Grade Team Leader  
2<sup>nd</sup> Grade Team Leader  
3<sup>rd</sup> Grade Team Leader  
4<sup>th</sup> Grade Team Leader  
5<sup>th</sup> Grade Team Leaders



# THE ABC'S OF SOMERSET

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## A

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### ACCIDENT REPORTS

If a student gets hurt at school, teachers are required to fill out an accident report. These reports are sent home for the parent to sign and return to school. Once we receive the signed original, we will make a copy to send home for your records.

**If you plan to seek medical attention, please ask for the insurance form in the main office.**

### ATTENDANCE

Somerset Academy follows the Broward County Attendance Policy, which states: ALL COMPULSORY AGE STUDENTS ARE REQUIRED TO ATTEND SCHOOL EVERY DAY OF THE 180-DAY SCHOOL YEAR. PARENTS OF CHILDREN OF COMPULSORY SCHOOL AGE ARE RESPONSIBLE FOR THEIR CHILD'S DAILY SCHOOL ATTENDANCE. BECAUSE POOR ACADEMIC PERFORMANCE IS ASSOCIATED WITH NONATTENDANCE, SCHOOLS WILL RESPOND IN A TIMELY MANNER TO PREVENT THE DEVELOPMENT OF PATTERNS OF NONATTENDANCE WHICH MAY INDICATE EARLY SIGNS OF TRUANCY. SCHOOLS WILL COLLABORATE WITH APPROPRIATE LOCAL AND STATE AGENCIES THAT ARE INVOLVED IN TRUANCY PREVENTION, INTERVENTION, AND JUDICIAL ACTION.

ADDITIONAL INFORMATION RELATED TO ATTENDANCE CAN ALSO BE FOUND IN THE CURRENT EDITION OF THE CODE OF STUDENT CONDUCT WHICH IS APPROVED, AS SCHOOL BOARD POLICY, ON AN ANNUAL BASIS.

AUTHORITY: F.S. 1003.21, 1003.23, 1003.24, 1003.26, 1003.27, 1003.28, 1003.29.

Board Approved: 9/21/99

Amended 11/14/00

Revised 4/18/06, 7/24/07

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



## Excused Absences

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))

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. Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal/designee at least five days ahead of time.
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.

Students on field trips and students who attend alternative to suspension programs are not considered absent.

If the student exhibits a pattern of nonattendance, principals may request documentation for subsequent absences. (F.S. 1003.24(4)) Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.

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.

### AFTER SCHOOL SPORTS

Somerset offers After School Sports through an outside vendor. ALM Sports include, basketball, cheerleading, flag football, tennis and many more. Ask for details in our main office.

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### 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 30 minutes.
- Cupcakes and small treats are welcome, but piñatas, games, clowns or characters, and birthday presents should be kept for an outside celebration.
- Times and dates for the celebrations are left up to the discretion of the classroom teacher.
- Celebrations are limited to students in your child's classroom. Students from other grades/teachers/classes will not be given passes to attend birthday celebrations.
- Please be advised that state and district testing may impact visitor access.

**DUE TO STUDENT ALLERGIES, MANY OF OUR CLASSROOMS ARE NUT FREE. PLEASE COMMUNICATE WITH YOUR CHILD'S TEACHER TO BE SURE YOU ARE PROVIDING THE SAFEST HEALTHIEST TREATS FOR YOUR CLASS.**

### **BREAKFAST**

Beginning at 7:50 each morning, breakfast is served in the elementary cafeteria for students who would like to purchase it. The daily cost of regular breakfast is \$1.50 and reduced is \$.30, this can be paid using the student's lunch account.

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### **CAFETERIA PROCEDURES**

Students eat in the cafeteria and are expected to stay in the designated lunch area 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. If sending cutlery, please send only forks or spoons.

Buying lunch: Each child has a lunch account which you can replenish on a weekly or monthly basis. It is recommended that you keep at least \$25 in the account so your child is never left without money and to avoid a negative balance. Please use our online system for payments or make checks payable to Somerset Academy and in the memo section, please write your child's name and lunch number.

### **Meal Charge Policy**

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

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

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

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



**Full Pay Students** will pay for meals at the published standard rate each day. Student may accrue a negative balance of up to three meals on their food service account. Once a student has charged those three meals, no a la carte item will be sold to the student, and the student may be offered an alternate reimbursable meal which will be charged to the student's meal account at the standard rate.

**Reduced Meal Benefit** Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of six (6) meals to their account after the balance reaches zero. Once a student has charged those six meals, no a la carte item will be sold to the student, and the student may be offered an alternate reimbursable meal which will be charged to the student's meal account at the standard rate.

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

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

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

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

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

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

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

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



## 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.

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

In the morning, our elementary assistants will be outside in both loops helping the students from the cars and assisting them in getting to class. Parents of students in 2nd-4th grade will be given a bright pink tag to display in the morning car loop. This is for families who will use the front circle (Building A).

In the afternoon, pick up takes place in front of the elementary office for grades 2<sup>nd</sup>-4<sup>th</sup> and the middle/high circle for 5<sup>th</sup> grade. All of our teachers will walk the students to the designated areas and stay with them until they are picked up.

The first day of school, each family will be given a hanging car tag with the teacher's name, grade level, and a place for you to write in your child's last name that should be hung from your rear view mirror. Security will be looking for these car tags to direct you into the correct car pool lane. We require that you use these tags EVERYDAY to ensure a smooth pick up.

In addition, we are asking each child to place his or her backpack tag on and write name, grade level and CAR RIDER on it.

**The first two weeks 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

The ratio of chaperones to students for field trips is typically 15:1. We invite parents to join us on field trips depending on the capacity of the trip. Normally, we ask for 4 parent chaperones per trip. Chaperones are chosen as fairly as possible by placing all interested parents' names in a hat and randomly pulling 4 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.

## 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 two face to face conferences with each family each year, one in the fall and one in the spring. Times and dates 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 in Jan./Feb. 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, uphold our Panther Pledge, and give back to our community, we sponsor different activities throughout the year. Salvation Army food drive, Family Central toy drive, American Heart Association's Jump Rope 4 Heart, and the St. Jude's Math-a-thon are a few 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.

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## 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 for the elementary is at 2:30 p.m. Unless your child is enrolled in LEAP or an elementary afterschool activity, **they may not be on campus after 3:15pm.** If an elementary student is found on campus without an adult after 3:15pm, they will be brought to the office and enrolled in LEAP. 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.

**Students will be asked to place a new "backpack tag" on the outside of the backpack. On the reverse side in sharpie marker, please write your child's name, grade and mode of transport home in SHARPIE MARKER.**

### **Example:**

Charlie Enriquez

Pre-K 4

BUS-ROCKET KIDS

Other examples may be: LEAP/CAR RIDER/WALKER

**\*NOTE to Bus Riders:** In an effort to keep our students as dry as possible on rainy days, we are kindly asking that all of our students, especially bus riders, keep a PONCHO in their backpack. Please know that our bus staff will do everything possible to help keep our little ones dry, but this extra step will definitely make a difference.



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### **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 1:30pm.

Two early sign outs will be considered 1 absence for the purposes of honor roll and perfect attendance.

### **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 12:30pm. 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 (LEAP) and parents will be charged \$25 for the first 15 minutes they are there and \$2 for each additional minute after.

### **ELECTRONIC DEVICES**

While we cannot prohibit students from bringing cell phones/tablets/electronic devices from school, they may not be utilized during instructional time unless authorized by the classroom teacher and/or administrator. All devices are the sole responsibility of the student and not Somerset Academy Elementary.

### **EMERGENCIES**

The staff at Somerset Academy follows 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 Pembroke Pines Police Department, with full support from Somerset Academy, will not allow you on campus. We will update the outgoing message on the phone to give you important information and will also send a parent link 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**

In your first day packet, you will receive an emergency contact sheet 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.

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### **FAILURE NOTICES (UNSATISFACTORY PROGRESS REPORTS)**

Parents/guardians of all students will be notified during a grading period when it is apparent that the student may fail the class or is doing unsatisfactory work. If a student is in danger of failing, a formal *Unsatisfactory Progress Report* will be sent home by the end of the sixth week of any given grading period.

### **FIELD TRIPS**

Our teachers plan up to three educational field trips for our students during the school year. During each of the trips, the students must pack a bag lunch (no money for purchasing food), arrive at school on time, and wear their spirit 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 are invited to join us on the trips following the guidelines listed under the *Chaperones* section.



## **FINANCES**

Somerset Academy no longer accepts checks. Our preferred method for payment is our website.

Our school website now has a section where many of our activities, events and trips can be paid online with a credit card.

## **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.

## **FLORIDA STANDARDS ASSESSMENTS**

The FSA is the newest part of Florida's overall plan to increase student achievement by implementing higher standards for public school students. The FSA will be given to measure Florida Standards also known as Common Core standards. All public school students in grades 3-11 are required by law to be assessed. Retention of grade level may happen if students do not demonstrate proficiency in skills and standards. Our teachers work all year teaching our students the concepts and standards they need in their grade level, this in turn will prepare the students well for the FSA test.

## **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 for meals until you receive notification stating otherwise.

## **FRIDAY FOLDERS**

On the first day of school, your child will receive a Somerset Academy folder that will be their Friday Folder for the entire school year. This folder will, each Friday, carry home important papers from the teacher, school administration, and PTSO, 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 office for \$1 until they run out.

## **FUNDRAISERS**

Throughout the year our PTSO holds various fundraisers to purchase items of need for our school. Our grade levels also hold smaller fundraisers such as Valentine Grams and pencil sales throughout the year to fundraiser for items that school "wishes" to have. 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.

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## **GRADES**

Teachers are required to issue weekly grades in each subject area. These will be recorded in an online grade book (PINNACLE) which you will be able to access at your convenience. Graded work will be sent home in the students Friday Folder.



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

Since our Special area teachers use the letters S, W, and U, and not the normal grading scale, we do not want anyone to equate the percentages you see to the traditional grades. A large percentage of the Specials grade is contributed to the behavior and effort put forth while in the class.

90% is an S for specials, this means that everything is going great, all skills are being mastered, and behavior is on track.

70% is a W for specials, this means that the student is working on the skills in the specials class and working on appropriate behavior.

50% is a U for specials, this means that the student is having difficulty with the skills in the class as well as the behavior.

### GUEST SPEAKERS

All guest speakers must be approved by administration. The instructor must complete a Request for Guest Speaker form and submit to the Vice/Assistant Principal in advance of making arrangements with the guest speaker. 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 times will vary according to the level and abilities of each child:

Kindergarten - 2 <sup>nd</sup> Grade	up to 30 minutes per night
3 <sup>rd</sup> Grade – 5 <sup>th</sup> 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, or study by the discretion of the teacher. **Please sign up for a PARENT ACCOUNT so you can receive information about homework nightly in email format.**

### HONOR ROLL

The following qualifications are necessary to achieve honor status at Somerset Academy Charter School. Conduct grades below a "1" eliminate students from all honor rolls.

#### 1. Principal's Honor Roll

Academic Grades	All A's
Effort/Behavior/Conduct/Specials Grades	All 1's and S's

#### 2. A/B Honor Roll

Academic Grades	All A's and B's
Effort/Behavior/Conduct/Specials Grades	All 1's and S's

*\*Students in 2<sup>nd</sup>-5<sup>th</sup> grade will be eligible to receive Honor Roll. 1<sup>st</sup> grade students will be eligible in the 3<sup>rd</sup> and 4<sup>th</sup> quarter. Kindergarten students are learning foundational skills; therefore, their achievements are recognized by means other than Honor Roll.*

### HOURS OF OPERATION - Elementary

- Morning Care ..... 7:15am – 8:15am
- Sibling Care (AM) ..... 7:30am – 8:15am
- Students..... 8:30am – 2:30 pm\*



- Conference Periods.....  
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.

\*School begins at 8:30am but doors will open at 8:15am.

**Arriving to school before our hours of operation is not permitted. Please do not drop your child/children off in front of school and have them wait for someone to arrive. Students are the responsibility of the parent until 7:15 if in morning care, 7:30 if in sibling care, and 8:15 for general education.**

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**ILLNESSES AND INJURIES**

An ailing child has difficult time learning and also may present a health hazard to others. Parents will be called and asked to pick up your 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. If your child does not have health insurance, we do offer a Student Coverage Plan for a minimal fee. Please ask for an insurance application in the elementary office.

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**J**

**JUDO**

As one of our extracurricular activities we offer a Judo program. Our Panther Judo Club is run by renowned and former Judo champions. Our club meets twice a week and has competed in many tournaments in the area. If you would like more information on pricing and to sign up, please ask for registration forms in the elementary office.

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**LEAP**

LEAP (Learning Extension Afterschool Program) is available until 6:00pm for those who need after care. In the LEAP program we offer snack, recess, classroom based activities, and a rotation of extracurricular activities such as computers, games, and library.

In LEAP, our teachers work within the rooms to help students with their homework. For more information on pricing and to sign up for our LEAP program, please speak with Mrs. Rhoden in the elementary office.

**LOST AND FOUND**

The lost and found cabinet is located outside of the elementary office. All lunchboxes and jackets that are found around campus will be placed in this cabinet. 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 PTSO Uniform Swap or Goodwill.



## LUNCH

Students are offered lunch choices on a daily basis. All lunches meet the National School Lunch Program's requirements. Although students are welcome to bring lunch as well, THE DAILY COST OF REGULAR LUNCH IS \$3.25 AND REDUCED IS \$.40.

Buying lunch: Please maintain a positive balance using our online payment system. Cash is always welcome and all checks for lunch are made out to Somerset Academy and in the memo section, please write your child's name and lunch number.

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### MEDICINE

To have medicine administered to your child during school, please complete 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 7:15am to the elementary office. Students will spend their morning care time in the elementary cafeteria and will be walked to class at 8:15am.

Morning care registration and pricing information is available in the elementary office.

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### 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.

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### ONLINE PAYMENTS

This school year we will again be accepting online payments for Pre-K, LEAP, Lunch and other activities on campus. Parents will log on to <http://osp.osmsinc.com/SomersetAcademy/> (or click on the link on the website), choose the school/program you want to make payments for, create a Log In name and password, and assign students for each purchase. You will then print the receipt and bring it into school for verification. It is just that easy! There is a convenience fee the site charges for credit card payments.

### ORGANIZATIONAL STRUCTURE

If you have a concern or question that needs to be answered, please make sure you speak with the classroom or specials area teacher first. Many problems can be rectified by speaking to your child's teacher. If the problem has not been rectified, or you are unsatisfied with the answer, please then contact the Team Leader and/or elementary administration. Our doors are always open.

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### 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 Webpages** – each teacher keeps a web page and updates it on a weekly basis.



- **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 48 hour period.
- **Voicemail** – as with email, every teacher, office staff, and administration, has an extension and voicemail that will be checked and responded to within a 48 hour period.

#### **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.

#### **PROGRESS MONITORING PLAN (PMP)**

Broward Schools' Progress Monitoring Plan 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 quarterly and will be sent home with your child's report card.

#### **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.

#### **PTSO**

We have a very active PTSO (Parent Teacher Student Organization) that we encourage all parents to be involved in. To contact PTSO directly, email [ptso@somersetacademy.com](mailto:ptso@somersetacademy.com)

### **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 voicemails 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 using the Activity Refund Request form and have proof of payment/receipt attached. The requests need to be filled out completely and approved by the activity's sponsor, the schools treasurer, and the school administrator. Refunds will not be given for field trips missed.

#### **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 (1<sup>st</sup> and 2<sup>nd</sup> grade – Primary Testing; 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade – FSA). 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 assessment. This is not an available option for 3<sup>rd</sup> grade – 3<sup>rd</sup> grade is a state mandatory retention year for elementary students dictated by policy 6000.1. 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.

### **S**

#### **SAC**

Somerset School Advisory Committee is an extremely active group of faculty, staff, parents and students that meets on the 2<sup>nd</sup> Monday of every month to discuss



educational legislation, school data, and other current school decisions to be made. To contact SAC directly, email [sac@somersetacademy.com](mailto:sac@somersetacademy.com)

### **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.

### **SHUTTLE BUS TRANSPORTATION**

Somerset Academy will provide FREE daily morning shuttle bus service for 2nd - 12th grade students from the South Campus to the North Campus via AIA Transportation. There will be no afternoon shuttles to the South Campus. Shuttle Bus riders must complete the online registration form in order to be transported to the North Campus. If the student is not registered online, they will not be allowed to ride the shuttle to the North Campus. Incomplete applications will not be processed.

Shuttle bus riders must be at the designated area at the South Campus at least 10 minutes prior to scheduled departure time:

- Middle/High Students: 7:00am
- 2nd - 5th Elementary Students: 7:30am

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

### **SIBLING CARE (MORNING ONLY)**

Due to our unique setting here at Somerset Academy, being host to students in K through 12<sup>th</sup> grade, we have varying morning drop off hours. As a convenience to parents, we offer morning sibling care to those elementary students that have either middle or high school siblings at our school. The cost is \$10 monthly and sibling care begins at 7:30am.

### **SUPERVISION OF STUDENTS**

School begins at 8:30am and no students may be on campus before 7:15 am unless they are enrolled in Sibling Care, Morning Care, or are in the cafeteria for breakfast at 7:50. School ends at 2:30 and all students must be picked up by 3:15 pm unless they have been enrolled in LEAP.

Dismissal for the elementary is at 2:30pm. Unless your child is enrolled in LEAP or an elementary afterschool activity, they may not be on campus after 3:15pm. If an elementary student is found on campus without an adult after 3:15pm, they will be brought to the office and enrolled in LEAP. 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.

Students left on campus unsupervised can lead to accidents and we do not want any of our students to be hurt. This policy is also stated on the registration forms that each parent signed when enrolling their child at our school. 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**

Supply lists are available on our website, [www.somersetacademy.com](http://www.somersetacademy.com)



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### **TARDIES**

School begins at 8:30am and we open the doors at 8:15am for students to come in. Anyone who arrives in class after 8:35am is considered tardy. 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.

### **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 pretest and a posttest 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 January, we offer a morning tutoring program to help students get ready for the FSA tests for grades 3-5. Registration for these programs goes home in December and classes are capped to ensure that students get the most out of the experience.

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### **UNIFORMS**

Uniforms are mandatory. 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 required to wear Somerset Academy tee shirts for physical education class, when attending field trips, and on spirit days. These shirts are also available through the uniform vendor. On Fridays, students are able to have a "jeans day" and wear their grade level spirit shirt and denim jeans. Spirit shirts are available for purchase online. The last Friday of every month is a Dress Down Day; however, students still must adhere to the dress code.

#### **Students may not come to school in any of the following:**

- Leggings
- Open toed shoes of any sort
- Backless shoes and or "cros"
- Distressed jeans (jeans day)
- Shorts of any length less than fingertip level
- Extreme hair color (blue, green, purple...)
- Tank tops/spaghetti straps/sleeveless tops

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### **VIRTUAL COUNSELOR (BASIS)**

Virtual Counselor is a web-based application that provides access to individual student performance data based on the results of the FSA/FCAT and other evaluations. Virtual Counselor is available to all parents and guardians in the Broward County Public School System. The Virtual Counselor System will ask parents/guardians to provide information about themselves in order to obtain access to the program.

In addition, your child's student number is required to enter into the system. If you experience difficulty in accessing Virtual Counselor, or do not have the required information, please contact the elementary office and we will assist you.

### **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 and Family Contribution Acknowledgment form. There is a 30 hour requirement for the first school (elem., middle, or high) and 10 hours for each additional school. The



maximum hours that would be required would be 50 if you have students in all three schools (elem., middle, and high). We love our Volunteers!

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### WEBSITE

Our Somerset Academy website ([www.somersetacademy.com](http://www.somersetacademy.com)) is updated frequently to give you the most current information. Registration forms, pictures, upcoming events, and school wide newsletters 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.

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### 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 in the fall for you to get a jump start in ordering one.



# Discipline Policy-Appendix

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 lifelong 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 schoolnotes.com)
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.

**Cafeteria Behavior:** Students in the cafeteria must-

- Remain in their seats at all times
- Raise their hands if they need assistance or to use the restroom
- Talk in quiet voices
- Treat all cafeteria staff with courtesy and respect
- Walk, not run, in the cafeteria as well as everywhere in the building.

### **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, during school activities, and/or on the bus.

*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.*

### **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.



**Somerset Academy North**  
**STUDENT / PARENT ACKNOWLEDGEMENT FORM 2018-2019**



Name of Student: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Teacher: \_\_\_\_\_

We have read the Somerset Academy 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 Charter School 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. I understand that failure to follow school regulations and policies, will result in a conference and/or meeting with administration.

**This Acknowledgement Form must be returned along with the Student Code of Conduct Acknowledgement Form to our school by August 31, 2018.**

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

\_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
(Date)

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

[http://www.broward.k12.fl.us/studentsupport/healthedservices/html/forms\\_MA.htm](http://www.broward.k12.fl.us/studentsupport/healthedservices/html/forms_MA.htm)

[Authorization for Medication/Treatment](#)

