Jefferson County K-12
A Somerset School

“Striving for Academic Excellence”

STUDENT / PARENT HANDBOOK
2017 - 2018

Jefferson County K-12
A Somerset School
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JEFFERSON COUNTY K-12: A SOMERSET SCHOOL
2017 - 2018

VISION
The vision of Jefferson County K-12: A Somerset School 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 Jefferson County.”

PURPOSE
The purpose of Jefferson County K-12: A Somerset School 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 lifelong love of learning. We strive to develop students who are self-assured, well-rounded, and prepared for future success.

ADMINISTRATION
Principal................................. Mr. Cory Oliver
Vice Principal............................. Mr. Andre Gainey
Curriculum Director..................... Mrs. Rachel Kravitz
Curriculum Director..................... Mrs. Courtney Oliver

STUDENT SERVICES
Activities Liaison............................ Mrs. Nancy Whitty
Administrative Assistant................... Ms. Natasha Majors
Athletic Director............................ 1SG Terry Walker
Registrar/Attendance Specialist........... Ms. Dessie Jones
BRACE Advisor............................. Mrs. Mary Harris
Curriculum Director...................... Mrs. Courtney Oliver
Curriculum Director...................... Mrs. Rachel Kravitz
Curriculum Reading Specialist/Gifted Support..... Mrs. Rowena West
ESE Specialist............................... Mrs. Barbara Myers
ESOL Coordinator.......................... Mr. Joshua Valentine
Finance/Purchasing........................ Ms. Susan Edwards
Guidance Counselor for Middle/High School...... Dr. Denise Robinson
Human Resources........................... Mrs. Ida Arza
Testing Chair................................ Mrs. Rachel Kravitz
Student Support Specialist Community Outreach... Ms. Gloria Cox
Student Support Specialist Inerventionist......... Dr. Janet Williams
SRO ............................................ Deputy Jerry Blackmon
Treasurer..................................... Mrs. Stephanie Roberts

LIAISON DESIGNEE
for Jefferson Somerset Elementary School ............ Ms. Donyale McGhee (786) 853-9854
for Somerset Academy High School.................... Mr. Bernardo Montero (786) 367-2135
for Jefferson Somerset VPK ............................ Ms. Lillian Salazar (305) 409-5453
GENERAL ATTENDANCE PROCEDURES

COMPULSORY SCHOOL ATTENDANCE

1. All children who have attained the age of six years or who will have attained the age of six years by February 1 of any school year, or who are older than six years of age but who have not yet attained the age of 16 years or age specified by state statute, whichever is older, except as hereinafter provided, are required to attend school regularly during the entire 180-day school term.

2. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the child and parent. A student who attains the age of 18 years during the school year is not subject to the legal sanctions for compulsory school attendance.

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

4. Compulsory school attendance requirements may be met by attendance in a home education program. Although 180 days is the standard requirement for compulsory school attendance, Florida Statutes requires a longer term for Department of Juvenile Justice Programs. For students in those programs, the compulsory school attendance requirement is consistent with state law and regulations.

PATTERNS OF NON-ATTENDANCE

1. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. The maximum number of days that a student may be absent without acceptable documentation in one marking period is 5 days.

2. A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance.

3. Unless acceptable documentation is available, an accumulation of daily absences (excused or unexcused) by tardiness or early sign-outs that equals 5 days (30 hours) in a marking period or 10 days (60 hours) within two marking periods may establish a pattern of non-attendance.
4. Habitual truancy means that a student has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian. A student deemed a habitual truant is subject to compulsory school attendance at Jefferson County K-12: a Somerset School.

**DRIVING PRIVILEGES AND ATTENDANCE**

Florida Statute 322.091 requires school districts to report to the Division of Highway Safety and Motor Vehicles (DHSMV) the names, dates of birth, sex and social security numbers of students ages 14-18 who accumulate 15 unexcused absences in any consecutive 90 calendar day period. Districts are also required to hold hardship hearings if requested by a student whose license has been suspended.

**CONSEQUENCES RELATED TO TRUANCY**

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

2. A child who is found to be truant may be taken to the Juvenile Assessment Center or other locations that are established by the school district to receive students who are absent from school. It is the responsibility of the Law Enforcement Officer to call the school to determine if the child is legitimately out of school.

3. Students 14-18 years of age who have 15 unexcused absences within 90 calendar days and have a driver's license will have their driver's license suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license if they apply for one.

**STUDENT ARRIVAL AND DEPARTURE TIMES**

According to Florida state law, the school is responsible for students only 30 minutes prior to and 30 minutes after a school activity. Due to these supervision restrictions, we urge all students to ARRIVE ON SCHOOL CAMPUS AFTER 7:00A.M. AND TO BE OFF CAMPUS BY 4:30 PM (1:15 PM during early release days), unless the student is attending a school-sponsored activity. Students who stay after school must be under the strict supervision of a faculty or staff member and must remain in their designated areas for tutoring, make-up work, practices, and or rehearsals.
**EXCUSED ABSENCES**

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below:

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena by a law enforcement agency.
6. Scheduled medical or dental appointment.

Please be advised that for an excusable absence Jefferson County K-12: a Somerset School requires that all parents report the absence within 2 school days following the absence. Any absence is unexcused until the school receives a written notice to excuse the absence from a parent or provide documentation of illness from a physician or public health unit. For your convenience, we now have an electronic Student Absence Note located on our Somerset Academy website. We will not excuse more than 5 parent notes per semester.

**INEXCUSABLE ABSENCES**

1. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused.

2. For students transferring into Jefferson County, including but not limited to foster care students and homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization may be granted.

3. Students who have been externally suspended may be offered an opportunity to participate in an alternative to suspension program. If they do not attend, the assigned days, the absences will be considered suspensions.
Middle School Policy

All Absences and Field Trips:

1. All students shall be given an opportunity to make up work for full-earned credit and grade for ALL absences and field trips. Make-up work must be submitted within two days, not including the day of return, for each day of an absence. Previously assigned work is due the day of return. Under extenuating circumstances and at the school’s discretion, additional time may be allowed. It is the expectation that known school related absences that the student should complete the work in advance of the absence.

2. Make-up work for credit and grade is allowed for ALL absences due to the statutory promotion requirements to high school and the impact on course recovery. Make-up work must be submitted within two days, not including the day of return, for each day of an unexcused absence. Previously assigned work is due the day of return. Under extenuating circumstances and at the school’s discretion, additional time may be allowed.

High School Policy

1. Make-up work is allowed for full credit and grade for excused absences. Make-up work is allowed for unexcused absences. However, there is a 10% reduction in the grade for homework, and a 60% will be the highest grade earned for tests and major projects that meet standards or proficiency. For example, if a student makes up a test and earns a 95, a grade of 60 will be recorded because the absence was unexcused. Similarly, if a student is absent the day a research paper was due and earns an 80 on the paper, a grade of 60 will be recorded because the absence was unexcused.

2. All make-up work must be submitted within two days, not including the day of return, for each day of an absence. Previously assigned work is due the day of return. Under extenuating circumstances and at the school’s discretion, additional time may be allowed.
**TARDINESS**

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

Parents must follow the same process to excuse a tardy as they do to excuse an absence. Students late to school must be checked into the office by the parent. Security will let you in the gate to meet with Ms. Dessie Jones. Consequences will be assigned at that time.

Excessive tardiness will be addressed on a case-by-case basis to determine if a pattern of non-attendance exists. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.

Tardiness to any class **without documentation** may be considered unexcused.

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

The Administration has the discretion to excuse tardiness for extenuating circumstances.

**UNEXCUSED TARDY POLICY TO SCHOOL**

First ........................ Warning
Second ........................ Warning
Third .......................... Warning with parent contact
Fourth .......................... Referral to disciplinarian, detention will be issued for one hour in the cafeteria
Fifth ............................ Referral to disciplinarian, detention will be issued for two hours in the cafeteria
Sixth ............................ Saturday school (a guardian of the student must also attend) from the hours of 8:30 a.m.-12:00 p.m. and referral to social worker
Seventh ........................ Internal suspension for 1 day
Eighth ........................... Internal suspension for 2 days
Ninth ............................. Internal suspension for 3 days
Tenth or more ............ Adoption meeting with parent

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

**EARLY SIGN-OUTS**

1. No students shall be released within the final 60 minutes of the school day unless the Administration determines it is an emergency. Early sign-outs are not allowed after 2:30 p.m. on regular days and 12:15 a.m. on early release days.
2. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.

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

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

**STUDENTS’ RIGHTS AND RESPONSIBILITIES**

**RULES**

1. Students have a responsibility to ask their parents to notify the school when they are absent. Upon returning to school, the student must provide an excusability letter from the parent.

2. Students have a responsibility to ask teachers for, and to complete, make-up assignments. Two days (not including the day of return) are allowed for each day of absence. Previously assigned work is due the day of return.

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

4. Students who are married, are parents, or are expectant parents have the right to remain in the regular school program or attend a special center program tailored to their specific needs.

**PARENTS’ RIGHTS AND RESPONSIBILITIES**

1. Parents have a right to be informed of the attendance responsibilities and consequences for truancy for both parents and students as described in the Code of Student Conduct.

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

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

4. Parents have the right to request a hearing if they refuse to participate in an intervention developed by the child study team because they believe that the intervention is unnecessary or inappropriate.
5. The parents of a student expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons and could benefit from instruction, should notify the school and request a copy of the Hospital/Homebound referral packet.

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

**JEFFERSON COUNTY K-12: A SOMERSET SCHOOL UNIFORM POLICY**

We believe that all students have the right to a safe, healthy school environment. We believe that all students have the responsibility to dress appropriately and uphold basic standards of cleanliness and proper grooming. A student’s dress and appearance should not cause disruption and distraction from the educational process at Jefferson County K-12: A Somerset School.

The following is the uniform policy that is endorsed and committed to be enforced by Jefferson County K-12: A Somerset School. Students are required to follow this policy, and failure to do so will result in administrative action taken against all uniform violations. **Please note: Students who are not wearing the correct uniform will be subjected to the Jefferson County K-12: A Somerset School Discipline Plan.**

All uniform attire must be purchased at All Uniform Wear Inc. Students wearing any item not purchased at All Uniform will be asked to conference with administration and a parent will be contacted in order to rectify and clarify any misunderstandings outlined by the following:

- All students are required to wear uniform polo shirts with the Jefferson County K-12: A Somerset School logo in colors which include Elementary: Navy Blue and Light Blue; Middle: Orange and Blue; High School: Black and Gray.
- All students are required to wear straight-cut, full-length khaki or navy blue pants.
- The pants may not have cargo pockets, unusual tailoring and/or labels, may not be manufactured from jean material and must be fitted to the student correctly. Pants that are too short, too big or too tight for the student, as determined by the Administration, are not acceptable and will be deemed in violation of the uniform code.
- Belts must be worn at all times; these belts must be plain, black or brown leather belts and fastened securely at waist level. Pants must be worn at waist level. Loosely worn pants are not acceptable.
- If a student chooses or needs to wear a jacket due to cold weather, it must be an official Jefferson County K-12: A Somerset School apparel jacket, Somerset Jefferson club hoodie, or a plain NAVY BLUE or BLACK jacket/sweater/hoodie. The polo must be worn underneath the approved hoodie.
● Any attire (including backpacks) displaying gang-related paraphernalia or symbols, profanity or any inappropriate logos or displays is not allowed and will be confiscated.

● Clothing, jewelry, buttons, haircuts, or other items or markings which are, *suggestive, *revealing, or *indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis are not allowed.

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

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

● All headgear (hats, scarves, bandannas, etc.) is forbidden on school property.

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

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

● Athletes will be allowed to wear team jersey/uniform on game days with uniform bottoms.

● Any Uniform alterations will be deemed a uniform infraction.

**Boys' Uniform:**

In addition to the above, boys must:

● Wear pants/Bermuda pants at waist level.

**Girls' Uniform**

In addition to the above, girls must:

● Wear plain or stud-type earrings or small hoops, for safety reasons (total size must be smaller than a quarter - $.25).
FRIDAY SPIRIT DAY ATTIRE

Students will only be allowed to wear class/club/athletic/dry-fit spirit shirts with uniform bottoms or jeans on Fridays. Senior sweatpants can be worn on Fridays. Athletes will be allowed to wear team jerseys/uniforms on Fridays with uniform bottoms/jeans. Cheerleaders/Dance/Color Guard members can wear track suits on Fridays.

Seniors are the only students allowed to wear current year SENIOR sweatpants on Fridays.

Tops: Somerset club/class/honor society/athletic/dry-fit spirit shirts or uniform polos.

Bottoms: JEANS ONLY! Students can wear full length blue or black jeans with NO tearing/shredding and NO holes. No capris, leggings or shorts allowed.

Shoes: Closed-toe shoes or sneakers. No high heels, open-toe shoes, or flip flops. Footwear must be worn at all times. For grades K-12, bedroom slippers are not allowed. Parents should ensure that the footwear their students wear to school does not impede their safety.

DRESS CODE VIOLATION INTERVENTION/DISCIPPLINARY ACTION

Please adhere to the Jefferson County K-12: A Somerset School Wide Disciplinary Plan for infraction violation detail. Students who obtain 3 or more disciplinary referrals will jeopardize their ability to re-enroll for the following school year at Jefferson County K-12: A Somerset School.

STUDENT CODE OF EXCELLENCE

1. We believe that a safe and orderly school should be our primary focus in order for academic excellence to prevail. When children behave in a respectful, responsible and safe manner, they learn more and develop into responsible adults, the essence of our purpose.

2. The Jefferson County K-12: A Somerset School Code of Excellence is a school-wide plan that clearly outlines student expectations. In addition, all Jefferson County K-12: A Somerset School students are required to adhere to the rules and regulations outlined by the Jefferson County Public Schools’ Code of Conduct: hence, Jefferson County K-12: A Somerset School is fully committed to enhance the value of discipline, respect, honor and integrity. Our student body has the responsibility to abide by a dual system of conduct, including both the JCPS Code of Conduct and our school’s Code of Excellence.

3. Each parent and student must take an active role in supporting both the JCPS Code of Student Conduct and our Code of Excellence Plan. We thrive on producing responsible citizens. It is our school’s purpose to foster a spirit of respect for lifelong learning as well as the community’s (parents, students, and staff) best interest to work together to ensure a pleasant, safe and maximum-learning experience. It is
essential for all stakeholders to understand that Jefferson County K-12: A Somerset School’s student academic and behavioral expectations supersede that of Jefferson County Public School System.

EXPECTED STUDENT BEHAVIOR

1. Treat your peers and authority with respect.

2. Be honest and fair.

3. Be responsible for your actions.

4. Obey all school rules.

5. Always be prepared for class (i.e. complete homework assignments, have your class materials on hand).

6. Be on time to school and to all of your classes.

7. Complete all assigned work.

8. Treat school property with respect.

9. Adhere to school uniform policy.


PROGRESSIVE DISCIPLINE PLAN

The objective of this plan is to ensure there is consistency in our school-wide disciplinary procedures. In the past, classroom management has been left up to the Dean of Discipline or the Administration. We feel that each teacher should be held accountable for their own classroom management for the minor offenses and stipulations outlined in this plan. The administration believes that when students are engaged in the curriculum, their management is substantially simpler. We believe that our teachers must be prepared to teach and engage their students in the process of higher learning and critical thinking skills.

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

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

**Note:** Electronic devices are not permitted during school hours, and all cell phones must be turned off completely. Students must understand that turning the cell phone on to vibrate or silent will not be acceptable in classrooms.

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

**CONSEQUENCE(S):**

1**ST** Consequence: Verbal warning should be issued to student. Teacher will document the date and time the verbal warning was issued.

2**nd** Consequence: Parent contact must be established and documented in a parent contact log created by the teacher. The log must be readily available if needed by the administration.

3**rd** Consequence: Mandatory one (1) hour detention will be given to student by teacher. The teacher will be responsible for supervising the detention with the student. Please note that parent(s) of the student must be informed 24 hours prior to the student serving the detention. Teachers must document in their contact log the method of parent notification, whether it was done via e-mail, letter/detention form, or phone call.
**4th Consequence (Administrative Consequence):** Depending on the severity of the infraction, the teacher will forward a referral to the Administration in FOCUS. All incidents MUST be documented in FOCUS even if it is a warning. The student will serve a **two (2) hour detention** closely supervised by a Behavioral Specialist or the Dean of Discipline. These detentions will be held after school on Tuesdays and Thursdays. Subsequently, the Behavioral Specialist will email the teacher confirmation of the served detention; the student may serve a Saturday School detention for four (4) hours if they do not serve the after school detention and/or if the student is on his/her 5th Consequence. The hours for Saturday School are from 8AM – 12PM. Saturday School detentions will be held twice a month. In lieu of suspension, students will be given a Saturday school detention where the parent must also be in attendance for the full duration of the 4 hours. During this time, Somerset Jefferson will provide parent boot camps to assist in modifying student behaviors. In all cases, a school representative will contact the parents and ensure that it is documented on the contact log. In all cases, parents are responsible for transportation for disciplined students.

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

**(IS) Internal Suspension Objectives:**

1. “IS” is a classroom setting wherein a student will spend the entire day completing written assignments given by their teacher that will be collected by the Behavioral Specialist.

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

3. Procedures for assigning “IS” are set forth by the Dean of Discipline/Administration in alignment with the Somerset School Board and Jefferson Somerset Code of Student Conduct Discipline Matrix.

4. Students receiving “IS” may not take part in or attend special activities during the school day or extracurricular activities on the day(s) they are assigned “IS” including any athletic events.

5. If a student is absent on the day “IS” is to be served, the missed time will be made up on the first day the student returns to school if a student does not report to “IS” that consequence will move to the next level according to the discipline matrix.
6. If a student misbehaves in “IS”, they may be given additional days in “IS” or be dismissed from “IS” and be given outdoor suspension. In each case, proper documentation will be completed by the Dean of Discipline/Administration. Parents will be notified, and the notification will be documented in the contact log.

7. Students assigned to “IS” are required to report by 7:30AM. Tardiness will not be tolerated and additional consequences may be issued.

**Student Guidelines While In “IS”:**

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

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

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

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

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

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

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

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

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

- Students assigned to “IS” will be in school uniform.

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

**(OS) Outdoor Suspension:**

- The student receiving outdoor suspension has violated a major offense of the Jefferson Somerset County Discipline Matrix. These include but are not limited to: profanity towards a staff member, fighting, gang activity, disruptive behavior (major), drugs, carrying of weapons, and bullying.
• Students receiving “OS” may not take part in or attend special activities during the school day or extracurricular activities on the day(s) they are assigned “OS”.

• The administration will determine if the student is eligible for the Alternative to Suspension Program offered by Jefferson County School Board and held at an alternative site. The Dean of Discipline/Admin will complete all paperwork to register said student and make final arrangements for that student to attend.

• A student assigned to outdoor suspension will receive all of their work via e-mail by the teacher. The student’s email address will be sent to their teachers by the Dean of Discipline. All work will be submitted to the teachers by the student the first day they are allowed back on school grounds.

**ZERO–TOLERANCE POLICY:**

1. The administration reserves the right to enforce serious disciplinary actions including the re-registration of a student to Jefferson County K-12: A Somerset School or the recommendation for expulsion of a student from Jefferson County Schools.

2. Jefferson County K-12: A Somerset School is committed to upholding the mental and physical well-being of each student. Acts of serious violence (battery), possession of a weapon, drug possession and/or use, intent to sell or buy drugs on school grounds, racially insensitive acts of bigotry, racially inflammatory remarks, bullying from one student or groups against another student or groups, and similar acts are detrimental to a student’s emotional stability. This type of behavior also distracts from the educational learning environment of Jefferson County K-12: A Somerset School and will not be tolerated. Jefferson County K-12: A Somerset School has a **Zero Tolerance Policy** for violence, drugs, alcohol, weapons brought on campus, acts of racism, anti-Semitism, and bigotry from one person or group to another. The administration believes that all students have the right to attend a safe school. Subsequently, we are proud to celebrate the cultural diversity of our community stakeholders, students, parents, and staff as we promote respect and tolerance for all.

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

**Transportation Policy:** Jefferson County K-12: a Somerset School partners with an independent transportation company to provide free and adequate transportation to the students of Jefferson County. ALL behavior and honor code expectations apply to any transportation of students. Transportation to and from school is a privilege and students whom earn bus infractions will receive disciplinary consequences and may be suspended from bussing, or removed entirely.
**GRADING PERFORMANCE SCALE**

### MIDDLE SCHOOL

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

### HIGH SCHOOL

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>80-86</td>
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<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
<td>70-76</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>60-66</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

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

**GRADING RESPONSIBILITIES**

**TEACHER’S RESPONSIBILITIES:**

- Communicate with students, parents and administration about how the grades for each class are computed.
- Compute numerically and report a grade for each student for each of the four nine-week grading periods (See official school calendar).
- Complete and send home a progress report for each student by the fourth to fifth week of each nine-week grading period.
- Keep an updated and well maintained parent log on all students and specific documentation of parent communication concerning deficient or failing students.
- Teachers must input a minimum of 3 assessments, 3 quizzes, 6 classwork and 6 homework assignments per 9 weeks. All grades are weighted and categorized according to the Jefferson County K-12: a Somerset School expectations of rigor.

**STUDENTS’ RESPONSIBILITIES:**

- Be proactive in giving your best effort to attain proficient grades in each class at all times.
- Take interim/progress reports home.
- Take report cards home and have them signed; detach signed portion to return to 1st period teacher.
- Periodically check FOCUS to review grades.
- Maintain assignments for each class in your Somerset Planner.

**HONORS LEVEL POLICY:**

*STUDENTS ENROLLED IN HIGH SCHOOL HONORS LEVEL OR MIDDLE SCHOOL ADVANCED/PRE-AP LEVEL COURSES MUST EARN A SEMESTER GRADE OF “A” OR “B” IN ORDER TO BE PLACED IN SUBSEQUENT HONORS/ADVANCED LEVEL COURSE NEXT SCHOOL YEAR. STUDENTS EARNING “C” OR LOWER IN ANY SEMESTER WILL BE PLACED IN A REGULAR COURSE NEXT SCHOOL YEAR.*

This policy does not apply to the following courses:

- Electives (ALL honors level classes)
- Foreign Language (Level 3)
- Marine Biology
- Business

**PARENTS’S RESPONSIBILITIES:**

- Receive progress reports during fifth week of each nine-week grading period.
- Be aware of the pupil progression plan and retention promotion criteria.
• When a concern about the child’s performance or behavior arises, call the guidance department and set up a conference with the child’s teachers or an individual teacher.

• Review the Jefferson County K-12: A Somerset School Website to access FOCUS on a weekly basis to assess the child’s grade. Also, access the calendar and announcement for updated school events and information.

• Review the Jefferson County K-12: A Somerset School website: www.somersetjefferson.org and sign-up for the “My Classes” option to review the child’s instructional assignments as they are updated.

**MEDICATIONS**

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

2. As per Policy, students with special health conditions, e.g. asthma, diabetes and hypersensitivity, regardless of grade, may carry medication on self, only if approved by their physician and noted on the Medication/Treatment Authorization form and the office is notified with appropriate documentation. All controlled medicines should be taken outside of the school environment when appropriate, or locked in the administrative offices to be taken at the appropriately scheduled time.

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

**HALL PASSES**

Students excused from class must have their planner with a signature from the teacher indicating the time of departure and destination. No child is ever to be out of class without a planner signed by the teacher excusing him/her from class to go locations other than the restrooms. If a student is sent to see another teacher, the other teacher needs to record the new time student leaves them and also sign the hall pass. If the student does not have a planner, they will not be allowed to leave the room. Planners are meant to be kept with the student every day to record homework as well.

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

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

**ELECTRONICS**

Students are not allowed to use cell phones during the school day under any circumstances. In case of an emergency, students will be able to use the phone in the Main Office. However, devices such as iPods, iPads, personal computers, etc. can be used during the school day under the direct supervision/approval of the teacher. These approved devices are to be used for educational purposes only. Jefferson County K-12: A Somerset School is not responsible for lost and/or stolen electronic devices.

Confiscated electronic devices are to be kept in a secure location until the teacher is able to register the item with the Main Office Staff by the end of the school day. Under no circumstances is the teacher allowed to take the device home or leave it in the classroom overnight. It is the sole responsibility of the staff members to register and secure the electronic device with the Main Office Staff pending parent retrieval between the hours of 3:00 - 4:00pm.

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

**Media Center**

The Jefferson County K-12: A Somerset School library was established to support the curriculum of the schools. All students, grades VPK through twelve, are serviced. The library exists to implement, enrich and support the educational programs of the school. It is the intent of the library to serve as the hub of intellectual activities at the school. It is therefore the library's mission to ensure that all students and staff are effective users of ideas and information. The Media Center will be open from 9:00am – 4:30pm. ALL students and classes must be supervised by their teachers. No students will be allowed in the Media Center alone.

**CIRCULATION**

The Jefferson County K-12: A Somerset School Library lends materials to faculty, staff, and its students. The loan period is two weeks for students and four weeks for teachers. Materials may be renewed for an additional 7 days, provided there is not a hold on the material.
FINES & BILLS

Fines are assessed for overdue materials. Fines are assessed at a rate of $.15 per day. When library materials are overdue, a notice will be sent to the borrower and borrowing privileges may be suspended for not returning recalled materials.

If the materials are lost, the borrower will receive a bill with the average cost of replacement for similar items. Charges for damaged materials will be determined on a case-by-case basis and may include the actual cost of replacing the item. These financial obligations will be posted in FOCUS and must be paid before participating in extracurricular activities.

Fines and bills are generated by the Library and payable at the middle high office.

SCHOOL PAYMENTS & RETURNED CHECKS POLICIES

Cash, credit card and Money Orders will be accepted for all financial transactions. Online payments will be accepted on a limited basis for some activities and transactions, not all. Checks will ONLY be accepted for the School Lunch Program. Money Orders and checks (when accepted) must be made out to: Jefferson County K-12: A Somerset School.

When you provide a check as payment, you authorize Jefferson County K-12: A Somerset School either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid. Up to 5 electronic attempts will be made to collect on a returned check before the school is notified. Somerset Academy is not responsible for any bank charges the check writer incurs. If after all electronic attempts to collect on the check are exhausted and the check is returned to the school, the check amount plus a returned check fee will be charged to the student(s) for whom the check was submitted, as a financial obligation and must be paid in cash or money order within 30 days. If the price of the service or item purchased with the returned check has changed, the higher price will be charged along with any applicable fees. Checks will not be accepted as payment for returned checks.

Returned Check Fees:

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

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

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

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

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

Policies for Jefferson County K-12: A Somerset School are subject to change.

At this time, all Before/After/Pre-K fees are waived unless we are offering a special program that takes place during this time. A fee may apply to special activities. Late fees will also be assessed for every child that is picked up after the allotted pickup time. The fee is $15 for every ten minutes late to pick-up.

**FINANCIAL OBLIGATIONS**

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

**REFUNDS**

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

**FUNDRAISERS**

At no time may a student conduct personal sales on school grounds or use the school’s name to raise funds without having pre-approval by the administration. All sales are conducted by official school organizations for the benefit of the school. An approved sticker will be given to the products for sale, and an approved list will be added to the Jefferson County K-12: A Somerset School Sharepoint site for staff to check. Consequences for
such actions will range from confiscation of items and money involved in the sales to suspension of the student(s) involved as well as further consequences at the administration’s discretion.

PARENT VOLUNTEER/VISITORS

All parent volunteers/visitors are to report to the office to sign in and must provide a valid Driver’s License in order to receive a Visitor’s Pass. They will be scanned by the schools’ Raptor system

PARENT VOLUNTEER’S/VISITOR’S RESPONSIBILITIES

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

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

CAFETERIA PROCEDURES

Students will eat in the cafeteria or in designated area including the courtyard seating areas outside of the cafeteria. Students are expected to stay in the designated lunch area for the entire time assigned to eat. Students are not to roam freely around campus during lunch time. Students are not allowed to order food from local restaurants. School authorities will confiscate the unauthorized food brought on campus by either parents or vendors. Students may bring money to purchase approved snacks. Free and reduced lunches are available through the county for all individuals. Jefferson County K-12: A Somerset School does not have an open campus for any student group for lunch. Staff may not order lunches for students and will be disciplined for ordering unauthorized foods and snacks for students.

GUIDANCE DEPARTMENT

- Schedule students for appropriate classes.
- Conduct counseling/guidance in the areas of academics, social/emotional needs, and career orientation.
- Facilitate registration and approval of online courses.
- Provide individual, small, and large counseling sessions and referrals to outside agencies.
- Students have 5 school days to change their schedules at the start of a new semester. Schedule changes must be approved by the parent, guidance, and administration.
IDENTIFICATION CARDS

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

INSURANCE POLICY

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

PARENT/COMMUNITY INVOLVEMENT

Jefferson County K-12: A Somerset School welcomes and encourages the involvement of parents and the community in creating a positive and successful school environment. As a parent of the child registered at Jefferson County K-12: A Somerset School, you are required to volunteer 30 hours per academic year. Families with children at Jefferson County K-12: A Somerset School in elementary, middle, and high school grades must complete 30 hours for the first “school level” and an additional 10 hours for each additional “school level”. The maximum number of hours a family is obligated to contribute is 50. There are several ways in which parents and members of the community can be involved:
School Advisory Committee (SAC)
Parent/Teacher/Student Organization (PTSO)
Volunteering at school related events must be pre-approved by the Activities Office.
## Jefferson County K-12: A Somerset School Daily Schedule

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

### Jefferson K-12 Bell Schedule

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop Off</td>
<td>7:15</td>
<td>8:00</td>
</tr>
<tr>
<td>Breakfast Ends</td>
<td>7:40</td>
<td>8:25</td>
</tr>
<tr>
<td>Instructional Day Begins</td>
<td>7:45</td>
<td></td>
</tr>
<tr>
<td>1st Elementary Lunch</td>
<td>10:30 – 11:00</td>
<td>8:30 – 10:05</td>
</tr>
<tr>
<td>2nd Elementary Lunch</td>
<td>11:10 – 11:40</td>
<td>10:10 - 11:40</td>
</tr>
<tr>
<td>School Ends</td>
<td>2:35</td>
<td>11:45 – 1:00</td>
</tr>
<tr>
<td>Tiger Time</td>
<td>2:40 – 3:40</td>
<td>11:50 – 12:20</td>
</tr>
<tr>
<td>1st Bus Pick Up</td>
<td>3:45</td>
<td>12:30 – 1:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4th Block</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:55 – 3:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tiger Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3:35 – 4:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Bus Pick Up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:35</td>
</tr>
</tbody>
</table>
Please print the following forms pages 29-35 and if applicable page 31, which need to be completed and returned to your child’s 1st Period Teacher by August 25, 2017.
We have read the 2017-18 Jefferson County K-12: A Somerset School Student/Parent Handbook. My child and I understand and agree to cooperate with all of the policies contained therein.

As a parent, I understand the importance of the Jefferson County K-12: A Somerset School Student / Parent Handbook and have explained it to my child / children in detail. My child / children and I agree to adhere to the policies and regulations of the Student / Parent Handbook. I understand that failure to follow school regulations, policies (i.e., maintaining a 2.0 GPA and satisfactory disciplinary standing) will jeopardize my child/children’s eligibility to register for the following academic year.

This Acknowledgement Form must be returned along with the Student Code of Conduct Acknowledgement Form, Volunteer Application, Payment Agreement, Broward County Truancy Intervention Program Form and Parent/Guardian Contract to your child’s Homeroom Teacher by August 25, 2017. *If applicable, the Medical Authorization form must also be submitted to the Homeroom Teacher by August 25, 2017*

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

(Print Name of Parent/Guardian) (Signature of Parent/Guardian) (Date)
Jefferson County K-12: A Somerset School  

Volunteer Application 2017-18  

Please Print.  Personal Information:  

Mother/Guardian 1: ____________________________________________  
  (Last) ______ (First) ______ (Middle) ____________________________  

List any aliases: _________________________________________________  
  (Last) ______ (First) ______ (Middle) ____________________________  

Address: ________________________________________________________  
  (Street Address) ____________________  (City) ____________________  
  (State) _______ (Zip) ____________________  

Home Phone: ___________________________  Driver’s License #:___________  
  Date Of Birth: ___/___/____ MM DD YYYY  

Place of employment: ___________________________  Phone #:_______________  
  family business? __Yes __No  

Father/Guardian: _________________________________________________  
  (Last) ______ (First) ______ (Middle) ____________________________  

List any aliases: _________________________________________________  
  (Last) ______ (First) ______ (Middle) ____________________________  

Address: ________________________________________________________  
  (Street Address) ____________________  (City) ____________________  
  (State) _______ (Zip) ____________________  

Home Phone: ___________________________  Driver’s License #:___________  
  Date Of Birth: ___/___/____ MM DD YYYY  

Place of employment: ___________________________  Phone #:_______________  
  family business? __Yes __No  

Name ALL children enrolled at Jefferson County K-12: A Somerset School (Elementary, Middle, or High) Only list your children and step-children  

<table>
<thead>
<tr>
<th>FULL NAME OF STUDENT</th>
<th>Grade</th>
<th>FULL NAME OF STUDENT</th>
<th>Grade</th>
</tr>
</thead>
</table>

Guidelines for Volunteers  

Please follow these guidelines as you help in the school.  

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

You must not give medication to students.  

You must not discuss individual student’s grades, records and abilities. This is personal and confidential information protected by Florida Statute 228.093.  

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

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

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

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

Security Background Information – Answer Questions Below  

Mother  

Have you EVER been convicted of child abuse, incest, lewd and lascivious action, pornography, or other sexual offense?  

YES NO  

Have you EVER been convicted of the sale or possession of drugs, drug paraphernalia, or any drug related offense?  

YES NO  

Have you EVER been convicted of assault, battery, or other violent crimes?  

YES NO  

Father  

Have you EVER been convicted of child abuse, incest, lewd and lascivious action, pornography, or other sexual offense?  

YES NO  

Have you EVER been convicted of the sale or possession of drugs, drug paraphernalia, or any drug related offense?  

YES NO  

Have you EVER been convicted of assault, battery, or other violent crimes?  

YES NO  

Are you an active or former law enforcement employee, firefighter, DCF Employee, US attorney, US assistant attorney, state attorney, assistant state attorney, prosecutor, judge, or a government employee with duties involving human resources, labor relations, code enforcement, revenue collection or water management?  

YES NO  

Pursuant to chapter 2004-81, Florida Laws (2004), the Charter School is required to conduct a limited background check on all volunteers at the Charter Schools. The background investigation that is required by this legislation pertains solely to an individual’s sexual predator and sexual offender status. As all families at Jefferson County K-12: A Somerset School are required to perform a donation to the school of varying amounts of hours, all families are required to undergo this screening.  

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

By my signature, I certify that Jefferson County K-12: A Somerset School reserves the right to check the background of volunteers and I give my permission to conduct any investigation necessary to verify all information as may be required by law prior to my being able to participate in any volunteer activities at Jefferson County K-12: A Somerset School.  

I understand my volunteer activities at Somerset Academy may be terminated with or without cause at the discretion of the administration. By my signature, I certify that I know and understand these policies and agree to abide by the policies of Jefferson County K-12: A Somerset School, Somerset Academy District Schools and The School Board of Jefferson County, Florida.  

I understand that any false statement or omission of requested information will result in the immediate end of my volunteer involvement at Jefferson County K-12: A Somerset School.  

Please Print Name: ____________________________________________  

Required Signature: ____________________________________________  

(Mother/Guardian) ______ (Father/Guardian) ______  

(Mother/Guardian) ______ (Father/Guardian) ______
Jefferson County K-12: A Somerset School
2017-18 Payment Agreement

Student Name:___________________________________________ Grade: _____ Student ID#:________________________

Cash, credit card and money orders will be accepted for all financial transactions. Online payments will be accepted on a limited basis for some activities and transactions, not all. Money orders and checks (when accepted) must be made out to: Jefferson County K-12: A Somerset School.

When you provide a check as payment, you authorize Jefferson County K-12: A Somerset School either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid. Up to 5 electronic attempts will be made to collect on a returned check before the school is notified. Jefferson County K-12: A Somerset School is not responsible for any bank charges the check writer incurs. If after all electronic attempts to collect on the check are exhausted and the check is returned to the school, the check amount plus a returned check fee will be charged to the student(s) for whom the check was submitted, as a financial obligation and must be paid in cash or money order within 30 days. If the price of the service or item purchased with the returned check has changed, the higher price will be charged along with any applicable fees. Checks will not be accepted as payment for returned checks.

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

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

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

Furthermore, dishonored checks not reimbursed to the school AND any Financial Obligations owed to the Jefferson County K-12: A Somerset School may result in any or all of the following:
Retuned Lunch checks will result in the face value of the check being deducted from the account. Family is responsible for cash payment including the check value, returned check fee and any negative balance in the account. Until account is brought current, the student must pay cash for lunch or receive a free meal. No student will ever be denied a school lunch for financial reasons.

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

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

Policies for Jefferson County K-12: A Somerset School are subject to change.
Parent/guardian: By signing this agreement and enrolling my (our) child(ren) in Jefferson County K-12: A Somerset School, I (we) agree to the terms of the Jefferson County K-12: A Somerset School 2017-2018 Payment Agreement.

Parent/Guardian Name: ____________________________  Parent/Guardian Name: ____________________________
SIGNATURE: ______________________________________  SIGNATURE: ______________________________________
Date: _________________  Date: _________________
Somerset Academy Inc. Parent/Guardian Contract

I, the undersigned parent/guardian of ________________________________, hereby agree to abide by the following policies and procedures of Jefferson County K-12: A Somerset School.

- **Absences:** In accordance with School and JCPS Daily Attendance Policies, students must be physically present in school for a minimum of 2 hours in order to be counted as present for attendance purposes each day. For each day a student is absent, Parents/guardians must submit supporting documentation explaining the reason for the absence. Documentation submitted more than 2 days (72 hours) after the student’s return to school will not be accepted, and the absence(s) will be deemed unexcused. Students with excessive absences will be referred to the administration/Attendance Review Committee. Referrals will be issued after reaching the school’s maximum allowance, and may result in the student’s report card reflecting insufficient attendance for receiving a grade. Please be advised: for students in grades 9-12, five (5) or more unexcused absences in a semester course or ten (10) or more in an annual course, may result in the withholding of a student’s grade.

- **Arrival:** Arrival time is from 7:00 am to 7:25 am. Students must be in their seats at the commencement of homeroom in the morning. Any student arriving after the commencement of 1st period will receive a tardy pass. Students arriving or departing outside of the School’s designated times may be enrolled in a before-care program, where available, including all applicable fees. Please be advised: Jefferson County K-12: A Somerset School is not responsible for students who arrive more than thirty (30) minutes prior to the start of school, except for those who are enrolled in and pay fees to the before-care program. Traffic patterns for arrival and dismissal (as described in the Parent Handbook) must be strictly followed. Violation of any policy regarding health, safety, and welfare issues, including but not limited to, non-adherence to approved traffic patterns, will be documented. Any such violations shall be considered serious infractions and will not be tolerated.

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

- **Dismissal:** Dismissal time is 2:30 pm. Students departing outside of the School’s designated times may be enrolled in an after-care program, where available, including all applicable fees. Please be advised that Jefferson County K-12: A Somerset School is not responsible for students remaining on campus after the School’s dismissal times, except for those who are enrolled in and pay fees to the after-care program. Traffic patterns for arrival and dismissal (as described in the Parent Handbook) must be strictly followed. Violation of any policy regarding health, safety, and welfare issues, including but not limited to, non-adherence to approved traffic patterns, will be documented. Any such violations shall be considered serious infractions and will not be tolerated.

- **Early Dismissal:** For a student to be dismissed early, parents must report to the designated office/area. Students who wish to be dismissed early (on a regular school day) are required to provide documentation. Documentation submitted more than 72 hours after an early dismissal will not be accepted, and the early dismissal will be deemed unexcused. Students with excessive unexcused early dismissals will be referred to the administration/Attendance Review Committee. Students will not be dismissed 60 minutes prior to dismissal time without previous written notice. There are NO EXCEPTIONS!

- **Unauthorized Items Policy:** Please note that students are not allowed to bring any toys, electronic devices, pets, or animals to school. Cell phones may be turned on inside the School building, at the discretion of the classroom teacher,
providing the cellphone is placed in Airplane Mode (i.e., no cellular, texting or internet functions available). The purpose of students using cellphones during the school day is to take notes, pictures of PowerPoint’s, etc. as authorized by the teacher. The School will confiscate any unauthorized items a student may bring to school, including cellphones. Confiscated items will only be returned to parents at which time a parent/student conference may be required. The school may keep any such unauthorized items until the end of the school year. Continued violations of this policy may result in further penalties, and may subject the student to disciplinary action and/or referral to the School’s administration/discipline review committee. While the School will take every measure to protect such items, the School shall not be responsible for loss or damage to any unauthorized items, including cellphones, which have been confiscated. Any items not claimed by the last day of school shall be disposed of without further liability to the School. Furthermore, the School is not responsible for any authorized or unauthorized electronic devices that may be lost, stolen or damage that the student brings to school.

- **Transportation Policy:** Jefferson County K-12: a Somerset School partners with an independent transportation company to provide free and adequate transportation to the students of Jefferson County. ALL behavior and honor code expectations apply to any transportation of students. Transportation to and from school is a privilege and students whom earn bus infractions will receive disciplinary consequences and may be suspended from bussing, or removed entirely.
- **Uniform Policy:** Official School uniforms must be worn every day. Students who arrive to school without proper uniform may be referred to the administration and may not return to class until in proper uniform. Students with repeated violations of this policy will be referred to the administration/Discipline Review Committee.
- **Volunteer Hours:** Parental/Guardian involvement is a critical component of your child’s educational success. Somerset Academy prides itself on the success of our students and therefore requires that parents/guardians become active stakeholders in their child’s future. All Somerset Academy parents/guardians are asked to complete thirty (30) volunteer hours per academic year. All parent/guardian volunteer hours must be completed prior to the last day of school.
- **Academic Recovery:** If the School identifies your student as requiring additional instruction and/or remediation including but not limited to: mandatory tutoring, summer school, etc., attendance at and successful completion of same shall be required. Alternative and/or make-up sessions may be scheduled at the discretion of the administration.
- **Outstanding Fees:** Failure to pay all outstanding fees may result in the loss and/or suspension of extra-curricular activity privileges. Fees may include but shall not be limited to: lost books, late library fees, lunch accounts, before/after care fees, and any and all fees which may accrue in the normal course of the school year.
- **Internet and Media Use Policy:** No recording, either photographic or audio/visual in nature may be made on school property without the express authorization of the administration. No document or media existing now or in the future and which impacts the School and/or disrupts the learning environment, relating to the School, its staff or students, including but not limited to photographs, letters, yearbooks, and other material may be published in any public forum or media without the express authorization of the administration. Furthermore, the unauthorized use of the Somerset Academy name and/or any of its logos is expressly prohibited. For purposes of this section, the term “public forum or media” includes, but shall not be limited to, publicly accessible websites and web forums, newspapers, print and other media sources.
- **Jefferson County Public Schools:** Please note: all students enrolled in Jefferson County K-12: A Somerset School are subject to applicable policies outlined in the Jefferson County K-12: A Somerset School Parent and Student Handbook in addition to applicable policies outlined in the Jefferson County Public Schools Student Code of Conduct.

We understand the policies set forth in this Somerset Academy Parent/Guardian Contract and will abide by them. Failure to adhere to the policies as stated in the Parent/Guardian Contract will result in a violation of the contract.

Student’s Name: ____________________________ Grade: ___

Date: ______________

Parent Name: ________________________________

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

www.jeffersongsomerset.org

Authorization for Medication/Treatment
Dear Parent/Guardian:

Expecting that all students will achieve at their highest potential is a strategic goal of Jefferson County K-12: A Somerset School. In order for your child to be successful in school, he or she needs to attend school each and every day. Florida Laws says that you are responsible for your child’s attendance. Section 232.19(7)(a), Florida Statutes, provides that a parent or guardian commits a misdemeanor of the second degree, punishable as provided by law, if the parent or guardian refuses or fails to have a child attend school regularly or refuses to participate in meetings concerning the child’s truancy.

Jefferson County K-12: A Somerset School, in partnership with the Jefferson County State Attorney’s Office has initiated the Truancy Intervention Program (TIP). The intent of the program is to prevent truancy (unexcused absences). Your child’s attendance will be monitored on a daily bases and unexcused absences will be reported to you. Should your child have a series of unexcused absences, the State Attorney’s Office will be notified, and they will issue a subpoena for your child’s records. These records may be used in court against you. The State Attorney’s Office may take appropriate action up to and including criminal prosecution of the parent/guardian of the truant child.

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

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

Sincerely,

Cory Oliver, Principal
JEFFERSON COUNTY K-12: A SOMERSET SCHOOL

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

Parent/Guardian Signature: ___________________________________________ Date: ____________________

Contact Number: __________________________ Email address: ________________________________

Student’s Name: ___________________________________________________________ Grade: __________