Jefferson County K-12
A Somerset School

STUDENT / PARENT HANDBOOK
2018 - 2019

Jefferson County K-12
A Somerset School
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Jefferson County K-12: A Somerset School
2018 - 2019

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
Assistant Principal……………………….………Mrs. Courtney Oliver
Curriculum Director…………………………….………Mrs. Alex Flores – Castillo
Support MIS Director ……………………………….………Mrs. Rachel Kravitz

STUDENT SERVICES
Activities Liaison……………………………………………Mrs. Nancy Whitty
Administrative Assistant………………………………….Ms. Natasha Majors
Athletic Director……………………………………………1SG Terry Walker
Registrar/Attendance Specialist ……………………………Nicky Seaton

Curriculum Reading Specialist/Gifted Support
Dean ........................................................................Mr. Rodell Thomas
ESE Specialist………………………………………………Mrs. Shirrie Barany
ESOL Coordinator………………………………………….Mr. Joshua Valentine
Finance/Purchasing..................................................Ms. Susan Edwards
Guidance Counselor for Middle/High School ............Dr. Denise Robinson
Guidance Counselor for Elementary .........................Mr. Doug Brown
Human Resources ......................................................Mrs. Ida Arza
Testing Chair............................................................Mrs. Rachel Kravitz
Student Support Specialist Community Outreach.....Ms. Tomura Byrd-Mathis
SRO ........................................................................Deputy Jerry Blackmon
SRO..........................................................................Deputy Daniel Jones
Treasurer.................................................................Mrs. Stephanie Roberts

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

COMPULSORY SCHOOL ATTENDANCE

• 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, except as provided in Fla. Stat. § 1003.24 and State Board of Education Rule 6A-1.09513.

• 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.

• 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.

• 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

• 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.

• 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.

• 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 and 1003.27 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. Jefferson County K-12: a Somerset School, will provide such information to the district for the mandatory reporting to the DHSMV, which “may not issue a driver’s license or learner’s driver’s license to, and shall suspend any previously issued driver’s license or learner’s driver’s license of, any such minor student, pursuant to the provisions of s. 322.091.”

A minor, or the parent or guardian of a minor, has 15 calendar days after the date of receipt of the notice of intent to suspend to request a hardship waiver hearing before the public school principal, . . . The school official receiving the request shall notify the department of the request for a waiver hearing within 24 hours after receiving the request. Public school officials shall also notify the district school board of the request for a waiver hearing. The hearing must be conducted within 30 calendar days after the public school principal . . . receives the request.

**CONSEQUENCES RELATED TO TRUANCY**

- 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.
- 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.
- 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:

- Illness of student.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student's own faith.
- Required court appearance or subpoena by a law enforcement agency.
- 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**

- 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.
- 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.
- 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.

**ABSENCES & HOMEWORK POLICY**

**Middle School Policy**

**All Absences and Field Trips:**

- 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.

- 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**

- 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.
- 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 . . . . . Administration 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

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

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

- 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.
- Each parent of a child of compulsory school attendance age is responsible for the child’s school attendance as required by law.
- Parents must report their child’s absence in accordance to our policies.
- 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.
- 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.
- 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, black, brown 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 or Somerset Jefferson club sweatshirt. The polo must be worn underneath the approved jacket. Light sports jackets are available for purchase on our website and heavy winter coats are to be provided by Jefferson K-12: a Somerset School.**
- Any attire (including backpacks and hoodies) 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. This is the only alternative to the uniform. Students may not “dress down” on game days.
- **Any Uniform alterations will be deemed a uniform infraction.**

**Boys’ Uniform:**

In addition to the above, boys **must:**

- Wear 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/DISCIPLINARY ACTION**

Please review to the Jefferson County K-12: A Somerset School Wide Disciplinary Plan for infraction violation detail.

**STUDENT CODE OF EXCELLENCE**

- 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.

- 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 if a matter is statutorily given to the Jefferson County School Board, such as final action on Student expulsions, parents should contact the district for information on such policies or procedures. Jefferson County K-12: A Somerset School is fully committed to enhance the value of discipline, respect, honor and integrity.

- Each parent and student must take an active role in supporting 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 may supersede those of the previous Jefferson County Public School System.
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.

**EXPECTED STUDENT BEHAVIOR**

- Treat your peers and authority with respect.
- Be honest and fair.
- Be responsible for your actions.
- Obey all school rules.
- Always be prepared for class (i.e. complete homework assignments, have your class materials on hand).
- Be on time to school and to all of your classes.
- Complete all assigned work.
- Treat school property with respect.
- Adhere to school uniform policy.
- Be a positive role model at Jefferson County K-12: A Somerset School.

**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 diminished. 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<sup>st</sup> Consequence: Verbal warning should be issued to student. Teacher will document the date and time the verbal warning was issued.

2<sup>nd</sup> 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<sup>rd</sup> 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.

4<sup>th</sup> 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 5<sup>th</sup> 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.

5<sup>th</sup> 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 internal 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:**

- “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.
- “IS” provides the opportunity for a student to remain in school and receive credit for attendance and assignments.
- Placement in Student Success Centers for academic improvement shall not be considered to be placement in IS.
- 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.
- 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.
- 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.
- 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.
- 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”.
• 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:

• The administration reserves the right to enforce serious disciplinary actions including the recommendation for expulsion of a student from Jefferson County Schools.
• 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/cyber 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, gang activity, 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.
• The school will employ any reasonable method to ensure that the Zero-Tolerance Policy is enforced in conjunction with Florida Statutes. The school reserves the right to conduct searches based on reasonable suspicion or 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.
• Students with **10 or more days** of suspension or students in violation of the **Zero-Tolerance Policy** will be recommended for expulsion or may agree to participate in the 45 day alternative to expulsion program. In Jefferson County, that will mean the students complete the 45 day program in a home environment via an accredited online schooling platform. Somerset Jefferson may choose to offer or require attendance at a location not located on the main school campus for students in the alternative to expulsion program, or students not otherwise allowed to be on the main campus. Upon completion of the 45 days, and completion of no less than 4 half credit courses that count towards graduation according to Florida Statute and the pupil progression plan, the Principal will determine if the student may return to Jefferson County K-12: a Somerset School, or will be recommended for expulsion. If the act was a violation of the Zero-Tolerance Policy, then Jefferson County K-12: a Somerset School will submit an expulsion request to the Jefferson County School Board, and/or may offer continued participation in the alternative to expulsion program at a location not on the main campus for the student in the alternative to expulsion program. If a student is not actively taking advantage of the alternative to expulsion program or is subject to further disciplinary action while in the program, the Principal may recommend the student for expulsion prior to the completion of the alternative to expulsion program.

• The expulsion process for students recommended for expulsion will be in accord with the requirements of Florida Statutes and as specified by the School Board of Jefferson County, which makes the final determination on student expulsion. The principal’s recommendation of expulsion shall include a detailed report explaining the basis for the recommendation and alternative measures to expulsion considered by the Principal before making the recommendation. As set out in the charter contract, “[a]ny recommended student expulsion shall be referred to the Superintendent, and, after the full required due process, shall be Imposed by the [School Board] if there is good cause to support such expulsion.”

• Students that are subject to suspension or other disciplinary action may request an opportunity to explain any mitigating factors to the school administration. Before suspension is imposed, the student shall be given notice of the violation of the code of conduct and reasons for the suspension and have an opportunity to explain their conduct. If the suspension was because of a physical assault on another individual, or behavior posing an immediate danger to students or staff, or behavior that substantially disrupted the orderly operation of the school, a student may be suspended without an opportunity to explain prior to start of the period of suspension. A student who has not had an opportunity to explain prior to a suspension may request an appointment within 3 days with the administration to explain after which the decision of the Principal on suspension is final.

• In a timely manner following the imposition of suspension, the principal or designee shall make a good faith effort to inform the student’s parent or guardian by telephone of the suspension and the reason such action was taken in a timely manner. The suspension and the reason for the suspension shall be communicated in writing to the parent or guardian within twenty-four (24) hours by United States mail or hand delivery. In case of high school students, written notice of suspension may be hand delivered in the care of the student.

• The Marjory Stoneman Douglas High School Public Safety Act requires a mandatory mental health services referral for students who: (1) made a threat or false report; (2) brought a firearm or weapon; (3) makes, posts, or transmits a threat in a writing or other record, including an
electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat. Additionally, a mental health services referral will be required for any student that is recommended for expulsion.

- Additionally, the school shall establish a Threat Assessment Team comprised of persons with expertise in counseling, instruction, school administration and law enforcement. Their duties include coordination of resources, assessments and intervention for students whose behavior poses a threat to the safety of school and/or staff.
- Parents may also agree to a student placement in the off campus educational program in the student’s best interest and not only as an alternative to expulsion.

**Discipline Of Students With An IEP**

**Statutes and Rules**

- The discipline of all students with disabilities (“ESE”) is governed by federal statutes and regulations under the Individuals with Disabilities Education Act (“IDEA”) as well as Florida Statutes and State Board of Education Rules.
- If the school knows, or should know that a student may be eligible for special education and related services, but has not yet determined such eligibility, that student may assert all or any of the protections stated within this policy.

**Suspension**

- Suspension is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, for a period not to exceed ten (10) cumulative school days per year. Any removal from school, even if the necessary paperwork for a formal suspension is not initiated or completed, counts toward the 10 day rule. All days a student with a disability spends out of school as a result of school action, whether formal or informal, apply towards the 10 day limit.
- A principal/designee may remove a student eligible for services under the IDEA for up to ten (10) cumulative school days per calendar year for disciplinary infraction(s). Prior to consideration of suspension, the school must have made and documented reasonable attempts to use less restrictive alternatives and/or interventions to decrease the inappropriate behavior.
- Educational services may be provided during the ten (10) days, but are not required.
- The IEP team must meet no later than the tenth (10th) day of the cumulative suspension to
  - Determine if the student’s behavior is a manifestation of the student’s disability
  - Initiate a FBA or review the student’s current FBA and behavior intervention plan
  - If the behavior is a manifestation of the disability, review the student’s IEP
- The Manifestation Determination Review (MDR) must be conducted at the IEP meeting.
- When making a manifestation determination, the district, parent, and relevant members of the Team shall review and take into consideration the student’s present program and case history, including all relevant information in the student’s file, the student’s
accommodation plan, any teacher observations, and any relevant information provided by the parents.
- The team shall then determine: (a) If the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability; or (b) If the conduct in question was the direct result of failure to implement the IEP. If either (a) or (b) is applicable the conduct shall be determined to be a manifestation of the student’s disability.
- The student’s custodial parent/guardian must be invited to participate as a member of this IEP Team and the principal/designee must take reasonable steps to ensure that one or both of the parents of a child with a disability are present at the meeting or are afforded the opportunity to participate, including scheduling the meeting at a mutually agreed on time and place. If neither parent can attend an IEP Team meeting, the principal/designee shall use other methods to ensure parent participation, including individual or conference telephone calls. The custodial parent/guardian must be provided with a copy of procedural safeguards.
- A school cannot make a parent conference mandatory prior to the ESE student being returned to campus after suspension. A conference may be suggested, but the student maintains the right of access to education under the IDEA after ten (10) cumulative days per school year, even if the parent does not attend the conference.
- If the student’s behavior is a manifestation of the student's disability, the IEP Team shall conduct a functional behavioral assessment and implement a behavior support plan, which includes the provision of Positive Behavior Interventions and Supports, if such assessment for conduct was not completed prior to the behavior. If a behavior support plan has been developed, the committee shall review the IEP, modify it, as necessary, to address the behavior and include the provision of Positive Behavior Interventions and Supports. Nothing herein shall be construed as preventing the team from proposing another placement, so long as the placement is appropriate.
- If the IEP Team determines that the student’s behavior is not a manifestation, then the student may be suspended from school in the same manner students not eligible for services under the IDEA. Nevertheless, such student shall continue to receive educational services, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student’s IEP, and receive, as appropriate, a functional behavioral if assessment, behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.
- **Bus Suspension.** Suspension of ESE students from the bus must be counted as part of the cumulative ten (10) days if transportation is needed for the student to access FAPE and an alternative means of arriving to school is not available.

**Expulsion**

- Expulsion for a student with an IEP is the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, for a period not to exceed the remainder of the term or school year and one additional year of attendance, provided however, that appropriate educational services developed through an Individual
Education Plan ("IEP") will continue to be provided through some alternative means. The educational services must enable the child to continue to participate in the general education curriculum, although in another setting, and to make reasonable progress toward meeting the goals set out in the child’s IEP.

A Manifestation Determination Review (MDR)

- MDR is a process by which parents and the school meet to determine if the student is being subjected to a disciplinary change in placement for behavior that is a manifestation of his or her disability. Whenever a student with a disability is subjected to a disciplinary change of placement (e.g. suspension or expulsion), the school district must conduct an MDR within 10 days of the decision to remove the student from school.
- If prior to a manifestation determination meeting, the Team determines that an FBA is needed for a student with a disability, the Team will promptly commence the FBA and postpone the student’s discipline until the FBA is completed. The Team will consider the data gathered from the FBA in determining whether the student’s behavior is/was a manifestation of the disability.

Disciplinary Action for Drugs and Weapons

- A student with a disability may be placed in an Interim Alternative Educational Setting ("IAES for up to forty five (45) calendar days without parental consent for: Possession of dangerous weapons in school or at school functions; or possession, use, sale or solicitation or a controlled substance while at school or at a school function; or causing serious bodily injury.
- A dangerous weapon is defined as a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such item does not include a pocket knife with a blade of less than two and one-half inches (2-½") in length.
- Serious Bodily Injury is defined as bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
- Interim Alternative Educational Setting ("IAES") Placement is a very restrictive placement which is permitted if the circumstances set forth in paragraph 5(a) above exist
  - Placement in an IAES may occur pursuant to paragraph 5(a) above whether the behavior is or is not a manifestation of the student’s disability
  - Under the circumstances set forth in paragraph 5(a) above, placement in an IAES may occur at the request of the principal
  - An IEP meeting must be scheduled within the first ten (10) days of placement. The principal/designee will take reasonable steps to ensure that one or both of the parents of a child with a disability are present at the meeting or are afforded the opportunity to participate, including scheduling the meeting at a mutually agreed on time and place. If neither parent can attend an IEP Team meeting, the principal/designee shall use other
methods to ensure parent participation, including individual or conference telephone calls
  o A meeting may be conducted without a parent in attendance if the principal/designee is unable to convince the parents that they should attend. In this case, the school will keep a record of its attempts to arrange a mutually agreed on time and place
  o The custodial parent/guardian must be provided a copy of their procedural safeguards
  o A MDR must be conducted at the IEP meeting
  o When making a manifestation determination, the district, parent, and relevant members of the Team shall review and take into consideration the student’s present program and case history, including all relevant information in the student’s file, the student’s accommodation plan, any teacher observations, and any relevant information provided by the parents
  o The team shall then determine: (a) If the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability; or (b) If the conduct in question was the direct result of failure to implement the IEP. If either (a) or (b) is applicable the conduct shall be determined to be a manifestation of the student’s disability.
  o A Functional Behavioral Assessment (“FBA”) must be initiated within ten (10) days of placement.
  o A Behavior Intervention Plan (“BIP”) must be developed immediately upon completion of the FBA
  o Educational services to be determined within ten (10) days of placement must:
    ▪ Enable student to appropriately progress in the general curriculum;
    ▪ Enable the student to appropriately advance towards IEP goals; and Include, as appropriate, a functional behavioral assessment, behavioral intervention services, and modifications that are designed to address the behavior that gave rise to the violation so that it does not recur.

Discipline of Students With A 504 Plan
This Policy for discipline of students eligible for services under Section 504 is designed to comply with State Board of Education Rule 6A-6.0331(8), the Section 504 Regulations at 34 C.F.R. Part 104, and 29 U.S.C. § 794 (“Section 504”). The phrase “eligible for services under Section 504” refers to students with active Section 504 accommodation plans and students with disabilities who require Section 504 plans. However, for purposes of this policy, if the student’s sole impairment is drug or alcohol dependence, the student is not eligible for protection under Section 504 or the ADA if the student is currently a user of illegal drugs or alcohol.

Definitions. The words suspension and expulsion of students eligible for services under Section 504 shall have the following meanings through this policy:
  • Suspension. Pursuant to Fla. Stat. § 1003.01(5) (a) suspension, also referred to as out-of-school suspension, is defined as the temporary removal of a student from all classes of instruction on public school grounds, except as authorized by the principal/designee, for a period up to ten (10) cumulative school days and remanding of the student to the custody
of the student’s custodial parent with specific homework assignments for the student to complete. *Any removal from school, even if the necessary paperwork for a formal suspension is not initiated or completed, counts toward the 10 day rule. All days a student with a disability spends out of school as a result of school action, whether formal or informal, apply toward the 10 day limit.*

- **Expulsion.** As defined in Fla. Stat. § 1003.016, expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services (subject to Section (4) (f) below) and shall be reported accordingly.

- **Re-evaluation.** Students with active Section 504 accommodation plans who are recommended for suspension in excess of ten (10) days, or expulsion, must have a re-evaluation prior to a significant change in placement, as required by 34 C.F.R. § 104.35(d). Students with disabilities, suspected of being eligible for services under Section 504, who are recommended for suspension in excess of ten (10) days, or expulsion, must be evaluated prior to a significant change in placement, as required by 34 C.F.R. § 104.35(b).

**Suspension of Students under Section 504/ADA.** Unless otherwise indicated by their accommodation plans, students eligible for services under Section 504 are expected to follow the rules of the student conduct code. Students who are eligible for services under Section 504/ADA may be suspended for infractions as defined for all students, with the following limitations:

- **Suspension for Ten (10) Cumulative Days or Less.** Unless otherwise indicated by their accommodation plans, student suspension procedures will be followed for students who are eligible for services under Section 504/ADA and recommended for suspension for ten (10) cumulative days or less.

- **Any Suspension beyond Ten (10) Cumulative Days.** No student who is eligible for services under Section 504/ADA shall be suspended beyond ten (10) cumulative days per school year, except through the following procedure. It is the responsibility of the principal/designee to monitor all serial/cumulative suspensions. **NOTE:** If a student has been referred for ESE evaluation prior to or during the Section 504 manifestation determination, the student is then protected under the IDEA for discipline provisions. Therefore, the manifestation team must treat the student as an ESE student.
  - Within twenty-four (24) hours of the recommendation for the extended suspension, the principal/designee shall provide written notice to the custodial parent/guardian and the student of the proposed suspension, alleged misconduct, and time and date of the scheduled 504 Multi-Disciplinary Team meeting. Notification of purpose, participants and location of the meeting will be included. The custodial parent/guardian shall also be notified that the 504 Multi-Disciplinary Team will also serve as a 504 plan team and may change the student’s Section 504 plan. The custodial parent/guardian shall be given a copy of the Section 504/ADA Procedural Safeguards.
  - The principal/designee will take reasonable steps to ensure that one or both of the parents of a child with a disability are present at the meeting or are afforded
the opportunity to participate, including scheduling the meeting at a mutually agreed on time and place. If neither parent can attend an IEP Team meeting, the principal/designee shall use other methods to ensure parent participation, including individual or conference telephone calls.

- **Conducting a meeting without a parent in attendance.** A meeting may be conducted without a parent in attendance if the principal/designee is unable to convince the parents that they should attend. In this case, the district will keep a record of its attempts to arrange a mutually agreed on time and place.

- The notice and copy of Section 504/ADA Procedural Safeguards shall be delivered by registered or certified mail (return receipt requested), or email, or personally delivered by the principal/designee at least twenty-four (24) hours prior to the meeting.

- Before the student can be removed from the campus for the suspension recommendation, the principal/designee will arrange a 504 Multi-Disciplinary Team review of the incident that was the basis for the recommendation for suspension. The 504 Multi-Disciplinary Team will review the case and determine whether the student’s conduct was or was not a manifestation of the disability for which the student has a Section 504 plan. A Manifestation Determination Review (MDR) is a process by which parents and the school meet to determine if the student is being subjected to a disciplinary change in placement for behavior that is a manifestation of his or her disability. Whenever a student with a disability is subjected to a disciplinary change of placement (e.g. suspension or expulsion), the school district must conduct an MDR within 10 days of the decision to remove the student from school.

- When making a manifestation determination, the district, parent, and relevant members of the Team shall review and take student’s accommodation plan, any teacher observations, past disciplinary referrals/infractions and any relevant information provided by the parents.

- The team shall then determine: (a) if the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability; or (b) if the conduct in question was the direct result of failure to implement the Section 504 Accommodation Plan. A consensus of the members of the team shall make this determination and such determination will be based upon the information reviewed by the Team. If either (a) or (b) is applicable the conduct shall be determined to be a manifestation of the student’s disability.

  - If the 504 Multi-Disciplinary Team determines that the student’s behavior is not a manifestation, then the student may be suspended from school in the same manner students not eligible for services under Section 504.
  
  - If it is determined that the student’s behavior is a manifestation of the student’s disability, the Multi-Disciplinary Team shall conduct a functional behavioral assessment and implement a behavior intervention plan, which includes the provision of Positive Behavior Intervention and Support (PBIS).
Interventions and Supports, if such assessment for conduct was not complete prior to the behavior. If a behavior support plan has been developed, the committee shall review the plan, modify it, as necessary, to address the behavior and include the provision of Positive Behavior Interventions and Supports, and return the student to the placement from which he or she was removed. Nothing herein shall be construed as preventing the team from proposing another placement, so long as the placement is appropriate and in the least restrictive environment.

Expulsion of Students under Section 504/ADA

- Students eligible for services under Section 504/ADA may be recommended for expulsion as defined for all students.
- The principal/designee shall notify the 504 Multi-Disciplinary Team immediately when a student with a Section 504 plan is being recommended for expulsion.
- Within twenty-four (24) hours of the recommendation for expulsion, the principal/designee shall provide written notice to the custodial parent/guardian and the student of the proposed expulsion and the date and time of the scheduled 504 Multi-Disciplinary Team meeting to determine manifestation of disability. The procedures for conducting a MDR and for ensuring parental participation shall apply to proposals for expulsions.
- The notice, procedural safeguards shall be delivered by certified mail (return receipt requested) or email, or the principal/designee shall personally deliver it.
- If it is determined that the misconduct is not a manifestation of the student’s disability, the student may be expelled in the same manner as students not eligible for services under Section 504.
- If it is determined that the student’s misconduct is a manifestation of the student’s disability, federal law does not permit a school district to cease all educational services. If it is determined that the student’s behavior is a manifestation of the student’s disability, the Multi-Disciplinary Team shall conduct a functional behavioral assessment and implement a behavior intervention plan, which includes the provision of Positive Behavior Interventions and Supports, if such assessment was not completed prior to the behavior. If a behavior intervention plan has been developed, the committee shall review the plan, modify it, as necessary, to address the behavior and include the provision of Positive Behavior Interventions and Supports. In either case, the student shall be returned to the placement from which he or she was removed. Nothing herein shall be construed as preventing the team from proposing another placement, so long as the placement is appropriate and in the least restrictive environment.
## SOMERSET JEFFERSON ELEMENTARY SCHOOL
### ELEMENTARY (K-5) DISCIPLINE GRID

### K-5 BEHAVIORAL REFERRAL LEVELS

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<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
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<tr>
<td>Classroom Disruption</td>
<td>Cheating / Plagiarism</td>
<td>Battery</td>
<td>Drug Sale / Distribution</td>
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<tr>
<td>Disorderly Conduct</td>
<td>Inappropriate Use of Cell Phone / Electronic Device</td>
<td>Disrespect: More Serious or Continuous</td>
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<tr>
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<td>Disrespect: More Serious</td>
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<td>False / Misleading Info</td>
<td>Insubordination</td>
<td>Open Defiance to Authority</td>
<td>Serious Assault</td>
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<tr>
<td>Insubordination</td>
<td>More Serious</td>
<td>Bullying / Harassment</td>
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<td>Repeated Misconduct</td>
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<td>Tardiness</td>
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<td>Unexcused Absence</td>
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<td>Physical Contact After Misconduct</td>
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<td>Unauthorized Assembly or Publication</td>
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<td>Unauthorized Leaving of Classroom or Campus</td>
<td>Misuse of Non-Prescription Drugs</td>
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<td>Unauthorized Use of Technology</td>
<td>Repeated Level I or Level II Offenses</td>
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<td>Unauthorized Possession of Non-Prescription Drugs</td>
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<td>Robbery</td>
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<td>Sexual Offenses (Other)</td>
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## GUIDE TO INFRACTION CONSEQUENCES

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<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
<th>Repeated</th>
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</table>
| 1     | Parent Contact  
       Verbal Reprimand  
       Loss of Privileges  
       Behavior Note in Focus  | Parent Contact  
       Restorative Practice  
       Loss of Privileges  
       Behavior Note in Focus  
       Counseling  | Parent Contact  
       Restorative Practice  
       Loss of Privileges  
       Counseling  
       Parent Visitation  | Referral  
       ISS  
       Loss of Field Trip  
       Behavior Roundtable  | Admin Roundtable  
       Restorative Practice  
       Counseling  
       ISS or OSS  |
| 2     | Parent Contact  
       Verbal Reprimand  
       Loss of Privileges  
       Restorative Practice  
       Behavior Note in Focus  | Parent Contact  
       Loss of Privileges  
       Restorative Practice  
       Counseling  
       Parent Visitation  
       Behavior Note in Focus  | Referral  
       Behavior Roundtable  
       ISS or OSS  |  |  |
| 3     | Parent Contact  
       Referral  
       Loss of Privileges  
       Restorative Practice  
       Counseling  | Referral  
       Behavior Roundtable  
       ISS or OSS  |  |  |  |
| 4     | Behavior Roundtable  
       Behavior Contract  
       Restorative Practice (Upon Return)  
       Loss of Privileges  
       OSS  
       Counseling  |  |  |  |  |  |
NOTES

**Parent Contact:** Parent is contacted via telephone and informed of referral.

**Parent Conference:** Parent is contacted via telephone and must come to school for a face-to-face conference.

**Loss of Privileges:** Privileges revoked according to discretion of administration and/or dean based on level of offense and number of times student has received a referral. May include, but not limited to, loss of recess time, lunch detention, loss of field trip participation, etc.

**Restorative Practice:** Includes but is not limited to breakfast/lunch detention, work assignment, conflict mediation, apology letter, an in-person apology, behavior essay, restoring or repairing property damage.

**Counseling:** Students may be assigned to visit school guidance counselor for one or more sessions at the discretion of the administrator and/or dean based on level of offense and number of times student has received a referral. Counseling may also include referral to a behavioral specialist in addition to the guidance counselor.

**Behavior Contract:** Students AND parents are required to enter into a behavior contract that specifies goals and objectives designed to improve student behavior. The Behavior Contract is required as an outcome of the Behavior Roundtable.

**Out-of-School Suspension:** Students receiving an out-of-school suspension are not allowed to attend school during the period of suspension. OSS is reserved for particularly serious situations and/or receipt of a large number of referrals.

**Behavior Roundtable:** The Behavior Roundtable is designed to facilitate necessary behavioral improvement through the collaborative efforts of the student, parent(s) of the student, teacher(s), MTSS representative(s), school administrator(s), counselor, and Dean. Completion of a ‘Behavior Contract’ signed by the student, parent(s), and a school official is a required outcome.
Secondary: Administrative Consequences/Interventions

Discipline for ESE/504 students with disabilities shall be in accordance with state and federal laws and School Board policies.

A. Parent Phone Call (Required for each offense)
B. Warning
C. Collaborative Problem Solving Team (RtI) Referral
D. Confiscation
E. Restitution
F. Referral to Substance Abuse Case Manager
G. Referral to Guidance Services
H. Attendance/Behavior Contract
I. Apology Letter
J. Detention 1-5 Days
K. Saturday Detentions/School
L. School Specific Intervention (VPP, Anger Management, Social Skills)
M. Loss of Privilege (May include ban on bringing cell phone/device up to 365 days)
N. Campus Beautification
O. Restorative Practices/Peer Mediation
P. Loss of Extracurricular Activities: 1-30 Days
Q*. In-School Suspension: 1-2 Days
R*. In-School Suspension: 3-5 Days
S. Out-of-School Suspension: 1-2 Days
T. Out-of-School Suspension: 3-5 Days
V. Out-of-School Suspension: 6-10 Days (pending principal approval)
W. Request for Removal From School
X. In Lieu of Removal (ILR)
Y. Bus – School Bus Suspension 1-2 Days
Z. Bus – School Bus Suspension 3-5 Days
AA. Bus – School Bus/School Suspension 6-10 Days (pending route manager approval)
BB. Bus – Removal from School Bus for Remainder of School Year (pending transportation director approval)
DD. Consultation with Law Enforcement (as required by Florida statutes and School Board Rules)
EE. Admin/Parent/Student Conference

* If student receives ISS, OSS or ILR, student will lose extracurricular activities for the duration of ISS, OSS or ILR or while assigned to an alternative setting.
** In addition to 10-day suspension – Parent Phone Call Required

The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. The nature of the offense and/or the student’s past disciplinary record may be considered in disciplinary action under the progressive disciplinary policy. Positive Behavior Support schools may skip the first consequence if other classroom interventions have been done. SESIR and/or Law reporting requirements are designated in far left column and are required by Florida Statutes.
<table>
<thead>
<tr>
<th>SESIR or Law</th>
<th>Type of Incident</th>
<th>1st Consequence</th>
<th>2nd Consequence</th>
<th>3rd Consequence</th>
<th>4th Consequence</th>
<th>Subsequent Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse Impact:</td>
<td>As stated in R and R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arguing</td>
<td>A, B, J, L, M, Q</td>
<td>A, B, J, L, M, Q, R</td>
<td>A, B, J, L, M, Q, R</td>
<td>A, B, J, L, M, Q, R</td>
<td>A, B, J, L, M, Q, R</td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>A, B, G**, L**, V, W, DD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell Phone/Device Infraction</td>
<td>A, B, D, M</td>
<td>A, B, D, M, N</td>
<td>A, B, D, M, Q</td>
<td>A, B, D, M, R</td>
<td>A, B, D, M, R</td>
<td></td>
</tr>
<tr>
<td>Drug Sales and/or Distribution, Non-Alcohol</td>
<td>A, B, V, W, DD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: The matrix provides a detailed list of incidents and their corresponding consequences. Each entry under the 1st to 4th Consequence columns indicates the next level of intervention. The Subsequent Consequence column provides further actions based on the progression of incidents.*
<table>
<thead>
<tr>
<th>SESIR or Law</th>
<th>Type of Incident</th>
<th>1st Consequence</th>
<th>2nd Consequence</th>
<th>3rd Consequence</th>
<th>4th Consequence</th>
<th>Subsequent Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>SESIR or Law</td>
<td>Type of Incident</td>
<td>1st Consequence</td>
<td>2nd Consequence</td>
<td>3rd Consequence</td>
<td>4th Consequence</td>
<td>Subsequent Consequence</td>
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<td>-----------------------</td>
</tr>
<tr>
<td>Parking Lot Violations</td>
<td>A, B, Warning Loss of Driving Privileges</td>
<td>Loss of Driving Privileges</td>
<td>Permanent Loss of Driving Privileges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S &amp; L Pull Fire Alarm (must include consultation with law enforcement)</td>
<td>A, V, W, X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S &amp; L Robbery</td>
<td>A, V, W, X, DD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S &amp; L Sex Offenses / Lewd or Lascivious Behavior</td>
<td>A, G, V, W, X, DD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S &amp; L Sexual Assault</td>
<td>A, V, W, X, DD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S &amp; L Sexual Battery</td>
<td>A, V, W, X, DD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tardy</td>
<td>School-Based Policy with No Out-of-School Suspensions unless interventions are not effective.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: The table lists various incidents along with their corresponding consequences. The codes (A, B, C, etc.) likely represent different levels of severity or specific outcomes related to each event.*
**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>POINTS</th>
<th>A</th>
<th>Superior progress 90-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>B+</td>
<td>87-89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80-86</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60-66</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td></td>
</tr>
</tbody>
</table>

HIGH SCHOOL

<table>
<thead>
<tr>
<th>POINTS</th>
<th>A</th>
<th>90-100 4.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>B+</td>
<td>87-89 3.5</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80-86 3.0</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79 2.5</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70-76 2.0</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67-69 1.5</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60-66 1.0</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-59 0.0</td>
<td></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’ 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](http://www.somersetjefferson.org) and sign-up for the “My Classes” option to review the child’s instructional assignments as they are updated.
MEDICATIONS

• 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.

• 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.

• 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 of $13.00 a week.

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 fundraise 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 if approved by administration. 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.
### Bell Schedule Middle High

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 8:20</td>
<td>MS/HS Breakfast</td>
</tr>
<tr>
<td>8:25 - 8:45</td>
<td>20 minutes</td>
</tr>
<tr>
<td>8:25 - 8:45</td>
<td>Homeroom</td>
</tr>
<tr>
<td>8:50 - 10:15</td>
<td>1st Block</td>
</tr>
<tr>
<td>10:20 - 11:50</td>
<td>2nd Block</td>
</tr>
<tr>
<td>11:55 - 1:55</td>
<td>3rd Block</td>
</tr>
<tr>
<td>11:55 - 12:25</td>
<td>HS Lunch</td>
</tr>
<tr>
<td>12:30 - 1:55</td>
<td>HS Instruction</td>
</tr>
<tr>
<td>12:35 - 1:05</td>
<td>MS Lunch</td>
</tr>
<tr>
<td></td>
<td>MS Instruction:</td>
</tr>
<tr>
<td></td>
<td>Session 1: 11:55 – 12:35 (40 minutes)</td>
</tr>
<tr>
<td></td>
<td>Session 2: 1:10 – 1:55 (45 minutes)</td>
</tr>
<tr>
<td>2:00 - 3:30</td>
<td>4th Block</td>
</tr>
</tbody>
</table>

### Bell Schedule Elementary

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 - 7:45</td>
<td>Breakfast</td>
</tr>
<tr>
<td>10:30 - 11:00</td>
<td>Lunch: PreK-2</td>
</tr>
<tr>
<td>11:10 - 11:40</td>
<td>Lunch: 3-5</td>
</tr>
<tr>
<td>Day Ends 2:30</td>
<td>PreK/VPK</td>
</tr>
<tr>
<td>PreK-VPK: 2:30 – 5:30</td>
<td>After Care</td>
</tr>
<tr>
<td>K-8: 3:30 – 5:30</td>
<td></td>
</tr>
</tbody>
</table>
MISCELLANEOUS PROVISIONS

Educational Records-Directory Information

The School reserves the right to release selected personal information about students (“Directory Information”) without the consent of the students or their parents or guardian. A student’s parent(s) or an adult student, however, may notify the School that directory information concerning the student shall not be released. Such notification shall be in writing and filed annually with the principal of the student’s school and with the District’s office. Please refer to the “Release of the Student Directory Information Options” form at the end of this booklet.

Directory Information consists of the following data:

- Name;
- Address;
- Telephone number, if listed.
- Date and place of birth;
- Participation in officially recognized activities and sports;
- Weight and height, if an athletic team member;
- Most recent previous school or program attended;
- Dates of attendance at schools in the District;
- Degrees, awards and honors received;
- Major field of study; and
- Photographs and video.

Directory Information will be released to:

- Yearbook publishers, School Ring vendors, School Photograph vendors, as selected by each school
- Law enforcement and other governmental agencies, both state and federal (official request only)
- U.S. Armed Forces recruiting officials (as required by federal law)
- College and university recruiters

Directory Information will not be released to:

- commercial vendors except those listed above
- when a parent or adult student has given notice of non-consent as provided for above.
Educational Records-Notice of Rights

Federal State law affords parents, guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- The right to inspect and review the student's education records within forty-five days of the day the School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request an amendment to the student’s education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under federal law.

- Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to privacy of personally identifiable information in the student's education records, except to the extent that federal law authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); and a volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520
**Educational Records-Divorced or Unmarried Parents**

Regardless of who may have legal custody or parental responsibility for a student, both parents have the right of access to the student's educational records unless there is a judicial order limiting or prohibiting a parent’s access.

**Educational Records-Name Change**

When a parent, guardian or any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent or other person shall be informed that the name of the child as shown on the birth certificate or other supporting evidence as provided in Florida Statute 1003.21(4) of these regulations will be used until such time as a final court order verifies a legal change.

**Grievance Procedure for Discrimination/Sexual Harassment**

The Board and the principal recognize that unlawful discrimination and sexual harassment are inappropriate in the schools and prevent students from achieving at their highest level. Whenever a student makes a complaint of unlawful discrimination or sexual harassment, every effort will be made to arrive at a satisfactory resolution of the problem on an informal basis. When this is not successful, a student can resort to the more formal procedures as provided herein.

**Definitions:**

“Unlawful Discrimination” - occurs when a student is excluded from participation in, is denied the benefits of, or is subjected to discrimination under any education program or activity conducted by this School District, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, social and family background or a language other than English by Limited English Proficiency (LEP) students when allowed by law.

- “Sexual Harassment” - is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s education
  - Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual
  - Such conduct has the purpose or effect of unreasonably interfering with a student’s educational performance, or creating an intimidating, hostile or offensive school environment.
  - Such conduct places a student in reasonable fear to his or her person.
Examples:
Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications (e.g., a person’s body, clothes or sexual activity, etc.)
- Unwelcome or inappropriate physical contact (e.g., patting, pinching, or unnecessary touching)
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats.
- Display of sexually suggestive objects, explicit pictures, or written materials.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Complaint Procedures:
Informal discussion - if a student believes there is a basis for a complaint, the student shall discuss the complaint with his or her immediate teacher or a school administrator (except in cases of discrimination or harassment allegations involving the teacher or a school administrator, in which case they can report and discuss the issue with a member of the board) within thirty (30) days.
- Level One - if the student is not satisfied with the informal discussion, he or she may, within ten (10) days, file a formal complaint with his or her principal. If the complaint involves the principal, it may be filed with the Somerset board chair. The principal, or the Board chair, as the case may be, shall investigate the complaint and report in writing to the student within ten (10) days after receipt of the complaint.

Investigations:
Reports of sexual harassment and discrimination will be promptly and impartially investigated by appropriate school staff. During the investigation, both the alleged perpetrator and victim will have the opportunity to present witnesses and other evidence.

Disciplinary Consequences:
Sexual harassment is a Level IV offense, subject to discipline that may include expulsion, and mandatory suspension.

Remedies and Support:
The school will take steps to prevent recurrence of incidents of sexual harassment and to remedy the discriminatory effects of such harassment. In addition to taking disciplinary action against the perpetrator, the school, when appropriate, will work with victim to develop a safety plan designed to protect the victim from recurrence and to remedy the discriminatory effects of the harassment.
Confidentiality and Protection:
Confidentiality and protection from retaliation will be provided to the extent possible to any student who alleges unlawful discrimination or harassment. A student who appropriately reports unlawful discrimination or sexual harassment will not be subjected to adverse educational action or retaliation in any form.

Homeless Students
Under Section 725 of the McKinney-Vento Act established in 1987 by the U.S. Department of Education and the No Child Left Behind legislation, school districts have an obligation to provide guidance for homeless students and their families. Incorporated in these guidance services, homeless students/families are eligible for the following services:

- Homeless children/youth are identified by school personnel and through coordination activities with other entities and agencies
- Homeless students/youth have access to a school liaison who will assist in the school enrollment process
- Homeless children/youth have access to immediate enrollment in schools.
- Parents or guardians of homeless children/youth are informed of educational opportunities for their children.
- Parents or guardians and unattached youth are informed of their rights to comparable services, including, but not limited to, transportation, special education, pre-school programs, etc.
- Enrollment disputes are mediated in accordance with McKinney-Vento Act
- Public notice of the educational rights of homeless students is disseminated to various appropriate locations.
- For further information, please contact the homeless liaison at.

Notification of Social Security Numbers and Use

- In compliance with Florida Statute 119.071(5), the school gives this notice regarding the purpose of the collection and use of student’s Social Security number.
- The school collects students’ Social Security numbers for use in performance of schools duties and responsibilities. To protect students’ identity, the school will secure the Social Security number from unauthorized access. The school will never release a student’s Social Security number to unauthorized parties; in addition each student in the school will be issued a unique student identification number.
- In addition to the federal reporting requirements, the public school system in Florida uses the Social Security number as a student identifier. The use is authorized in Florida Statutes 229.559 and 1008.386. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next.
- All social security numbers are protected by federal regulations and are never released to unauthorized parties.
**Pledge of Allegiance**

As provided by Florida Statute 1003.04 (i), the Pledge of Allegiance shall be recited at the beginning of each day. A student has the right to be excused from reciting the pledge upon written request of the student’s parents.

**Student Extra-Curricular Code of Conduct**

Extra-curricular activities are an important part of the total school program in the Jefferson County Schools and works in conjunction with the other educational experiences to provide students the environment and opportunity to develop the values of character and ethical decision-making. This opportunity to participate in interscholastic athletics is an extracurricular activity and privilege that carries with it responsibilities to the school, the sport, the club, other students, the family, and the community, as well as the student-athlete. According to the Florida High School Athletic Association (FHSAA) in order for a student to be eligible to represent the school in any athletic contest, a student must maintain a cumulative 2.0 grade point average on an 4.0 unweighted scale (FHSAA.A Bylaw 9.4).

The Student Extra-Curricular Code of Conduct governs all student-athletes and clubs (including home school and virtual school students) who participate in interscholastic athletics and academic and social clubs. These standards of conduct shall supplement, and not supplant or replace, the Student Code of Conduct or any additional or more stringent rules and standards of conduct that the Head Coach of each athletic team or Sponsors of clubs lawfully imposes as a condition of participation in such activity. Discipline imposed as a result of a violation of the Student Extra-Curricular Code of Conduct shall not preclude additional discipline or consequences under the Student Code of Conduct or the rules and bylaws of the Florida High School Athletic Association (FHSAA).

The Tiger P.R.I.D.E. Pursuing Victory with Honor and Student-Athlete Code of Conduct holds student-athletes to a higher standard of conduct than the general student body. Participation in interscholastic athletics is a privilege, not a right, and that privilege is conditioned upon the student-athlete’s compliance with the Student Code of Conduct, FHSAA rules and by-laws, and, in addition, the Student Extra-Curricular Code of Conduct. Student-athletes and club participates and their parents should be aware that the Student Extra-Curricular Code of Conduct applies not only at school and school events and activities, but also off-campus and during non-school hours, including breaks and vacations.

It is the intent of the Student Extra-Curricular Code of Conduct to provide a clearly defined course for student-athletes and academic/social club members to follow, at school and in the community. It is also the intent that a onetime infraction should result in appropriate consequences without causing lasting hardship.
**Parent and Student Contract**

In order to participate in the interscholastic athletics and clubs, student-athletes, club members, and their parents are required to execute the **Tiger P.R.I.D.E. Pursuing Victory with Honor Contract** and agree to abide by the terms and conditions of the Jefferson County School District Athletic Handbook and the Student Extra-Curricular Code of Conduct. These contract forms for student and parents are found in the back of this Student Code of Conduct Book.

**Prohibited Conduct**

Each student-athlete or academic/social club member is expected to display good sportsmanship, win or lose. This means that student-athletes and club members must demonstrate the “Six Pillars of Character” (trustworthiness, respect, responsibility, fairness, caring, and good citizenship) in both school and in the community at large during the time that the student is enrolled in the District. Student-athletes and academic/social club members are subject to disciplinary action under the schools Code of Conduct and Student Extra-Curricular Code of Conduct, as well as FHSAA rules and by-laws. Such disciplinary action may include suspension or termination of the privilege of participating in any or all extracurricular activities. Sanctions may apply to all practices and meetings and at all times before, during and after games or school-sponsored events, as well as to bus trips to and from games or school-sponsored events. Ejection from any contest or event will result in a suspension from subsequent contests under the rules and bylaws of FHSAA and the Student Extra-Curricular Code of Conduct. The following are violations of the Student Extra-Curricular Code of Conduct:

- Violations of the Student Code of Conduct.
- Disrespectful, derogatory, harassing comments and/or conduct (verbal, written, electronic), disruptive conduct, and insubordination by a student-athlete or academic/social club member directed toward any other person or group, including but not limited to game officials, coaches, advisors, teammates, athletes or members of opposing teams or schools, fans, spectators, other students, club members, and the general public.
- Conduct at school, at related activities, on school transportation, or in the community which is clearly beyond the bounds of what is acceptable and tolerable. Any misconduct in the community that would constitute a Level III or Level IV offense if committed at school constitutes a violation of this standard of conduct.
- No student-athlete or academic/social club member shall knowingly attend any party or other social gathering where underage drinking and drug use occurs. This rule is intended to apply to gatherings that consist primarily of students and student age individuals where underage drinking is occurring, usually without the knowledge or acquiescence of the parents, and shall not apply to events such as a wedding, family reunion, or the like. **It shall not be a defense to this rule that a gathering of students at which alcohol and drugs are consumed was sanctioned by any parent, or held with parental consent. It is the attendance at such gatherings that is prohibited by this rule.** Actual consumption of
alcohol or use of drugs is not a prerequisite to establish a violation of this rule. Any student-athlete or academic/social club member who is found to have voluntarily remained in the vicinity of a gathering prohibited by this section shall be guilty of a violation of this rule whether or not he or she consumes or uses any prohibited substance. No student-athlete or academic/social club member will be deemed to have violated this rule if he or she can show to the satisfaction of the school Principal, Athletic Director and Head Coach, or Club Sponsor that, immediately upon becoming aware that underage drinking and/or drug use is present at a party or social gathering, he/she completely removed himself/herself from the place where the party or social gathering was held, including parking areas.

- A student-athletes’ or academic/social club members’ use, distribution and possession of alcohol (including hosting a party where alcohol is available) drugs or controlled substance, possession of drug paraphernalia, use of performance enhancing substances; use of tobacco products or any other misconduct that, if committed at school would violate the rules governing drug and alcohol use, as set forth in the Student Code of Conduct, or misuse of prescription medication, as set forth in the Student Code of Conduct. For purpose of this provision, the definition of “drugs” in the Student Code of Conduct applies.
- Felony arrest.

**Disciplinary Procedure**

Student-athletes and academic/social club members who are accused of a violation of the Student Code of Conduct shall be subject to the disciplinary procedures specified in the Student Code of Conduct. In conjunction with that disciplinary process, the principal or designee shall impose such athletic sanctions as may be appropriate under the paragraph below.

Some offenses under the Student Extra-Curricular Code of Conduct may not be subject to Student Code of Conduct discipline because the alleged offense may have occurred off-campus, after school hours or for some other reason. In those cases, the principal or the principal’s designee shall give the student-athlete or academic/social club member oral notice of the allegations and an opportunity to explain or defend the conduct. The principal or designee shall then determine whether the student-athlete or academic/social club member violated the Student Extra-Curricular Code of Conduct. If a violation is found, the principal or designee shall impose such sanctions as may be appropriate under paragraph 5 below. The sanctions and the reason for the sanctions should be communicated in writing to the student-athletes’ or academic/social clubs’ parent or guardian within twenty-four (24) hours by United States mail or hand delivery, including hand delivery in the care of the student-athlete.

The school should notify the Superintendent within twenty-four (24) hours of the Student Extra-Curricular Code of Conduct disciplinary action and the reasons therefore. The Superintendent’s designee shall review the case for compliance with the requirements of the Student Extra-Curricular Code of Conduct.
A student-athlete or academic/social club member may appeal disciplinary action imposed under the Student-Extra Curricular Code of Conduct to the principal, by scheduling a hearing. However, the pendency of the appeal shall not delay the commencement of any sanctions, including suspension from athletic contests or club events.

The rules of evidence and judicial procedure do not apply to disciplinary proceedings under the Student Extra-Curricular Code of Conduct. The decision of the principal shall be final and shall not be subject to further review.

**Responses and Sanctions**

The following are the sanctions for student-athletes and club members who are found to have violated the Student Extra-Curricular Code of Conduct. The sanctions listed shall not be construed as a promise or guarantee of any particular form of discipline. The school retains the right to take disciplinary action under this policy that is deemed to be appropriate under the individual circumstances of each case. These penalties can be assessed in addition to those assessed under the Student Code of Conduct.

All game(s) suspensions or club events will be served during the athlete’s or club member’s current-year season of participation. In the event that a sanction is assessed at the end of the current season, the sanction will be carried over into the next school year in which the student-athlete or academic/social club member participates. Student athletes and academic/social club members will begin serving sanctions immediately upon imposition. In the event a student-athlete or academic/social club member files an appeal of a disciplinary action imposed as a result of a code violation, the game(s) or club(s) suspension will be immediately served upon imposition and/or during the appeals process.

- **Minor Violation** - A coach or club sponsor shall be responsible for assessing penalties for violation of team or club attendance rules. Such penalties may range from a verbal warning to expulsion from the team or club for repeat offenses. Coaches and sponsors shall generally practice progressive discipline, depending on the facts and circumstances. A coach’s or sponsor’s decision to remove a student from a team or club will be approved by the school administrator prior to the imposition of the penalty. The coach or sponsor shall notify the parents of the imposition of any sanction including the nature of the offense and the reason(s) for the disciplinary action.

- **Level 1 Violation** - Any student-athlete or club member found to have engaged in prohibited conduct unless otherwise indicated at another Level. For a Level 1 violation, suspension from participation, probation and successful completion of educational component may be required.
• **Level 2 Violation** - Any student-athlete or academic/social club member found to have committed a second Level 1 violation while on probation or any student-athlete or academic/social club member found to have hosted a party where alcohol is served or who participates in any bullying, harassment or hazing. For a Level 2 violation, suspension from participation, probation, and successful completion of educational component may be required.

• **Level 3 Violation** - Any student-athlete or academic/social club member found to have engaged in prohibited conduct while serving a Level 2 probation or to have committed a second Level 2 violation during his/her enrollment in the District. For a Level 3 violation, loss of participation for 1 calendar year, probation and successful completion of educational component may be required.

• **Level 4 Violation** - Any student who is charged with or convicted of, a felony. Such a student-athlete or academic/social club member will be suspended from participation (includes practices, meetings, and events) until the case has been adjudicated after which a review will be conducted to determine eligibility. Level 4 also includes repeated violations while on probation.

*Drug testing may be required as part of a sanction at student or parent expense.*

• **Probation** is a stipulated period of time (1 calendar year) assessed to an athlete or academic/social club member as a consequence for violations of the Student Extra-Curricular Code of Conduct. This period of time may be extended (extended probation) until the athlete or academic/social club member has successfully fulfilled all requirements of the assessed for a violation.

• **The Educational Component** is a rehabilitative activity intended to reinforce the athlete’s and academic/social club member’s personal adherence to the policies and rules that govern the interscholastic and extra-curricular programs and is designed to educate the athlete and academic/social club member about the violation committed and its impact on reaching personal and team goals. This component will occur after school hours and will take place at the location of the provider in partnership with the school.
Please print the following forms pages and if applicable page 31, which need to be completed and returned to your child’s 1st Period Teacher by August 17, 2018. Children are required to have these forms signed to attend regular school day and before/after school day activities.
STUDENT/PARENT ACKNOWLEDGEMENT FORM

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, Jefferson 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  
(This form is Optional; see Tomura Byrd-Mathis)

Volunteer Application 2017-18

Please Print. Personal Information:

Mother/Guardian 1:

________________________________________________________________________
(Last) (First) (Middle)

List any aliases:

________________________________________________________________________
(Last) (First) (Middle)

Address: ____________________________________________
(Street Address) (Apt#) (City) (State) (Zip)

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

Self employed or Place of employment: ___________________________ Phone #: ______________
Family business?    __Yes    __ No

Father/Guardian:

________________________________________________________________________
(Last) (First) (Middle)

List any aliases:

________________________________________________________________________
(Last) (First) (Middle)

Address: ____________________________________________
(Street Address) (Apt#) (City) (State) (Zip)

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

Self employed or Place of employment: ___________________________ Phone #: ______________
Family business?    __Yes    __ No
**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  Father

Have you EVER been convicted of child abuse, incest, lewd and lascivious action, pornography, or other sexual offense?  **YES**  **NO**  **YES**  **NO**

Have you EVER been convicted of the sale or possession of drugs, drug paraphernalia, or any drug related offense?  **YES**  **NO**  **YES**  **NO**

Have you EVER been convicted of assault, battery, or other violent crimes?  **YES**  **NO**  **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**  **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:

________________________________________
(Mother/Guardian)                                      (Father/Guardian)

Required Signature:

__________________________________________
(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 for the amount of $13.00 a week.

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:** ___________________________ **Date:** ______________

**SIGNATURE:** ___________________________ **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 3:30 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 aware that all charges must be resolved in full by the last day of school. 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 extracurricular 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: ________________________________

Parent Signature: ________________________________
Middle/High School

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

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
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: _________________