SOMERSET ACADEMY

GABLES

# Somerset Grace Academy

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# Parent & Student Handbook
# 2011 – 2012

Suzette E. Ruiz
Principal

**Charter School Information**
Charter schools are non-profit, self-managed, entities that enroll Miami-Dade County public school students. They must be approved and monitored by the local school board, yet they are run independently. Charter schools are funded by state and local monies and are open to any student residing in the Miami-Dade County School District who would otherwise qualify to attend a regular elementary or middle school in Miami-Dade County.

**Mission Statement**
The mission of Somerset Grace Academy is that it is dedicated to ensuring that all students receive an equitable and high quality education.

**Our Vision**
The vision of Somerset Grace Academy is to promote a culture that maximizes student achievement and fosters the development of responsible, self-directed life-long learners in a safe and enriching environment. This vision entails putting our children first. We believe this can only be attained through the collaborative efforts of administrators, teachers, parents, and community leaders.

**School Philosophy**
Our school is a place where children will enjoy learning, teachers will enjoy teaching, and parents will be expected to be a key part of the educational process.

Our Beliefs:
- Student learning is the primary focus of our school.
- Students learn in a variety of ways and should be given the opportunity to learn with different strategies and techniques.
- Administrators, teachers, staff, parents, and community members agree to hold high goals and standards to achieve success.
- Parents and teachers are partners in the education process.
- Our school community is committed to continuous improvement to enable our students to become lifelong learners.

**School Curriculum**
Somerset Grace Academy integrates the New Generation Standards developed by Miami-Dade County Public Schools and the curriculum reflects the standards and objectives stated in the Florida Sunshine State Standards. It encompasses the core subject areas of Reading, Language Arts, Mathematics, Science, and Social Studies. In addition, we offer classes in Spanish, Art, Music and Physical Education.

****** School Hours for current enrollment of 110 students******

| | |
|---|---|
| **Kindergarten** | **8:30a.m. – 2:00 p.m.** |
| **First-Third Grade** | **8:30a.m. – 3:00 p.m.** |

***Students will be dismissed at 12:00 p.m. the first Friday of every month.***

## Drop-Off and Pick-up Procedures

Somerset Grace's primary concern is for the safety of the children. Efficiency and the mitigation of impact to the surrounding neighborhood are also operational goals. Safety, efficiency and impacts are the guiding principles of this operational management plan.

Parents are required to adhere to the pick-up and drop-off procedures as detailed in the Traffic Operations Plan (TOP) of Somerset Grace Academy.

**Students will not be released 30 minutes prior to dismissal.**
**NO EXCEPTIONS!!**

## Rainy Day Procedures

Please be patient and follow drop-off/pick-up procedures to ensure your child's safety. The use of the telephone will not be necessary.

## Attendance Policy

We expect our students to demonstrate excellent attendance. Please make every effort to have your child attend school on time.

Arrival time for students is from 8:00 a.m. to 8:25 a.m. Students must be in their seat by 8:30 a.m. Any student arriving after 8:30 a.m. will be issued a late pass and marked tardy. After ten unexcused tardies, the student will be issued a referral form that will be placed in the student's permanent record. Please be aware that whenever a student receives 3 referrals in a school year, he/she is subject to dismissal. We understand that emergencies may arise. In such cases, we will need a letter signed by the parent/guardian explaining the reason for being tardy. Parents are to contact the office if their child is going to be absent. On the day he/she returns to school, parents must send a handwritten note explaining the reason for their child's absence. A maximum of 10 handwritten notes will be accepted per school year. After 10, a referral will be issued. Students may not exceed more than 10 unexcused absences per school year. For every five unexcused absences, the student will receive a referral. **Receiving any 3 referrals a school year will impede a student from registering the following year.**

Make-up work and homework must be completed within 24 hours (per missed day) after returning to school. All assignments must be made-up or the student will be issued an incomplete. Incomplete assignments may affect the student's final grade. It is the parent's responsibility to contact the teacher regarding any missed assignments. If a student anticipates being absent for more than two consecutive days, it is the parent's responsibility to contact the school and pick-up any class work/homework from the teacher.

Please note that parents will NOT be allowed to walk their children to class or speak with teachers after 8:30 a.m. and that Somerset Academy Grace is NOT responsible for students who arrive prior to 8:00 a.m. and who are not enrolled in the morning-care program.

Students will remain with a faculty member 15 minutes after dismissal. Students who are not picked up 15 minutes after dismissal time, will be sent to the office and issued a **late charge of $1.00 per minute**. Please be aware that late charges must be paid by the last day of school in order to register your child for the coming school year.

Students will be dismissed at 12:00 p.m. on the first Friday of every month. Parents must arrange for transportation.

Students who are dismissed early (on a regular school day) must be signed out by a parent or guardian in the main office. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office. A photo ID must be shown in order to release a student from the premises. In case of an emergency, if a person not listed on the emergency contact card must pick up a student, the parent must fax a signed statement with a copy of their driver's license allowing that person to pick up their child on that specific day. It is the parent's responsibility to come to the main office and add that person to the emergency contact card for subsequent days. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office.

Students who wish to be dismissed early (on a regular school day) need to provide proof of a medical/dental appointment no later than that same school morning to their teacher or office. **Students will not be dismissed 30 minutes prior to dismissal time without a previous notice. THERE ARE NO EXCEPTIONS.** Referrals are issued to students who continuously leave early without a doctor's note (one referral for every five unexcused early dismissals).

Transportation to and from school must be provided or arranged by the parent or guardian. The school is not responsible for any transportation to and from school.

**Before and After Care**

Somerset Grace Academy has established before and after school care services to be available on campus. It is the parents'/guardians' responsibility to contract and pay for such services. Please contact the school office for detailed information on how to register for the before and after school care program at our school.

| | |
|---|---|
| Morning Care | 7:00 a.m. to 8:00 a.m. |
| After Care | 2:00 p.m. to 6:00 p.m. |

**Volunteer Requirements, Options, and Guidelines**

At Somerset Grace Academy, each family is required to complete 30 volunteer hours, per child prior to the last day of the school year. Due to mandates from Miami-Dade County Public Schools, all parents wishing to volunteer must participate in the *School Volunteer Registration Program* and must be cleared through Miami-Dade County Public Schools before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as book fairs, fundraising activities, etc. Parents must also be cleared to chaperone fieldtrips.

It is the responsibility of the parent to communicate with their child's teacher(s) to complete the hours. Notices of completed hours will be sent along with quarterly report cards to assist parents in tracking their volunteer hours. In addition, a reminder will be sent during the fourth quarter of the school year to ensure that the volunteer requirement is fulfilled. **Students whose parent/guardian does not complete the required volunteer hours will be placed on an enrollment waiting list for the following school year. Therefore, failure to complete the 30 hours per family will affect the student's registration for the following school year.**

Parents may complete hours by any of the following:

- Assist the teacher
- Be a guest speaker
- Be a room parent
- Chaperone field trips
- Tutor students
- Organize special events
- Tell/read stories
- Make educational games
- Donate classroom supplies (No cash, checks, or gift cards accepted)

Any parent/guardian who would like to volunteer in the classroom must inform the classroom teacher **prior** to volunteering. Consent from the administration must be confirmed before parents will be allowed to enter classrooms. In addition, parents/visitors must sign-in at the main office and obtain a visitor's pass. In order to ensure the safety of all of our students, **NO PARENTS/VISITORS WILL BE ALLOWED BEYONDTHE MAIN OFFICE WITHOUT A VISITOR'S PASS. NO EXCEPTIONS.**

**Dress Code/Uniforms**

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. Somerset Academy Grace reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students shall wear a school uniform daily.
**Our uniform policy is as follows:**

**Elementary School**

**Boys (K-3 Grade):**

- White with Navy Trim Polo with the school logo embroidered
- Light Blue with Navy Trim Polo with the school logo embroidered
- Navy Dickies Pants with the school logo embroidered on pocket
- Navy Dickies Shorts with the school logo embroidered on pocket

**Girls (K-3 Grade):**

- White Short Sleeve Peter Pan Blouse with the school logo embroidered
- White Long Sleeve Peter Pan Blouse with the school logo embroidered
- Navy/Blue Plaid Skort
- Navy Dickies Plain Front Pants with the school logo embroidered
- Navy Dickies Bermuda Shorts with the school logo embroidered

**School mascot T-shirts will be available for sale after the first month of school and they may be worn ONLY on Fridays with the uniform bottoms or with jeans on paid *Jean Days*.**

**Shoes:** Must be dark brown closed toe shoes, white or navy sneakers WITH school logo socks; shoes must have laces or Velcro. No Skate Sneakers (Heelys), or slip-on sneakers will be permitted. No sandals, "ballerinas," open toe, or platform shoes will be permitted.

**Belts:** Dark brown, belt.

**Hair:** Hair must be neat, clean and away from the face. No hats, bandanas or headbands may be worn. Boys' haircuts must be above the collar and above the ears. They may not wear braids or pony tails or color their hair in any way. Boys' haircuts must be monitored.

**Jewelry:** Girls with pierced ears may wear modest simple earrings. More than one set of earrings on girls, large hoops, long dangling earrings, large necklaces with charms, wristbands, earrings on boys or visible piercing of other body parts are unacceptable and will not be permitted.

**Make-up:** Make-up, face paint, tattoos, colored nail polish/acrylic nails, or glitter will not be permitted (at any age).

**Cold Weather Days**

A crew-neck cardigan and v-neck sweater in navy with embroidered school logo are available at the uniform company (*All Uniform Wear*) along with a navy and white rugby sweater. No other sweaters or jackets may be worn! Please write student's name on all clothing tags.

**Dress Guidelines for all Students**

Pants cannot be rolled up at the waist to adjust the length. Pants MAY NOT be worn below the hips. All shirt tops must be tucked in. All tops must have the school logo on them.

**Students should have enough uniform tops and bottoms that laundry issues should not interfere with the uniform policy. ANY STUDENT NOT WEARING A COMPLETE SCHOOL UNIFORM, OR IN VIOLATION OF ONE OF THE ABOVE MENTIONED INFRACTIONS, WILL BE ISSUED A WARNING OR UNIFORM VIOLATION FORM AND PARENTS WILL BE CONTACTED TO BRING THE OFFICIAL UNIFORM.** After 3 uniform violations, a referral will be issued. After three referrals of any kind, the student may not be subject to register the following school year.

Please speak with your child/children regarding the importance of wearing a school uniform to avoid serious consequences. We appreciate your anticipated cooperation with our uniform policy and thank you for your assistance in helping your child/children comply with our rules.

Uniforms must be worn on the **first day of school.**

**Items not permitted in school**

Students are not permitted to bring toys or electronic devices from home into the classroom. **Any electronic device, such as cell phones, will be confiscated if visible to any staff member.** Electronic devices that are confiscated will remain in the office until a parent comes to the office to retrieve it. The school is not responsible for any inconvenience this may cause parents. **Somerset Grace Academy will not be responsible for any lost or stolen items brought to school or that have been taken away by school personnel.** Students who continue to violate this policy will be issued a referral.

**Withdrawals**
Please notify the school office of your child's withdrawal or transfer at least one day in advance. In order to process a withdrawal from the school, the parent/guardian must come into the school office and complete the necessary paperwork to process a transfer. A transfer involves notification of a change in school and the return of textbooks, library books, and payment of any/all monies owed to the school.

**Contact Information Update**
It is critical that the school office be notified of any change of address and/or telephone number **immediately**.

**Visitors**
FOR THE SAFETY OF ALL OF OUR STUDENTS, **ALL VISITORS** must report to the main office to obtain a visitor's pass. Only persons with pertinent business are permitted on school grounds. Children and family members, who are not currently enrolled at Somerset Grace Academy, will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.

**Substitute Teachers**
A substitute teacher has the same authority as a regular classroom teacher. We expect that all students demonstrate respect and cooperate fully with our substitute teachers.

**Textbooks**
Students will be issued books at the beginning of each school year. Students must immediately inform teachers about any lost or damaged books so that they can be replaced. Parents will be responsible for the cost of the replacement book. The same rule applies for lost library books.

**Grading and Reporting of Student Progress**
Instructional staff uses evaluative devices and techniques as needed to report individual achievement in relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on state assessment, and/or standardized testing, parent conferences, and adult/student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.

A student's academic grade reflects the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort. Specific guidelines for grading student performance and for reporting student progress are provided below and detailed in the *Student Progression Plan*. To view the plan, go to http://ehandbooks.dadeschools.net/policies/93/index.asp

**Academic Grades**
Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. The academic grades of "A," "B," "C," "D," or "F," are not related to the student's effort and conduct grades.

Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives, must be based on a teacher's careful consideration of all aspects of each student's performance during a grading period.

| KINDERGARTEN GRADES | NUMERICAL VALUE | VERBAL INTERPRETATION | GRADE POINT VALUE |
|---|---|---|---|
| E | 90-100% | Outstanding Progress | 4 |
| G | 80-89% | Above Average Progress | 3 |
| S | 70-79% | Average Progress | 2 |
| M | 60-69% | Lowest Acceptable Progress | 1 |
| U | 0-59% | Failure | 0 |

| 1st – 3rd GRADES | NUMERICAL VALUE | VERBAL INTERPRETATION | GRADE POINT VALUE |
|---|---|---|---|
| A | 90-100% | Outstanding Progress | 4 |
| B | 80-89% | Above Average Progress | 3 |
| C | 70-79% | Average Progress | 2 |
| D | 60-69% | Lowest Acceptable Progress | 1 |
| F | 0-59% | Failure | 0 |

A= 3.50 or above
B= 2.50 – 3.49
C= 1.50 – 2.49
D= 1.00 – 1.49
F= 0.99 or below

**Effort Grades**: Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher's evaluation of a student's effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude. Kindergarten students do not receive effort grades. Three numerical grades are used to reflect effort in grades 1-3:

→ An effort grade of **"1"** indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.

→ An effort grade of **"2"** indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.

→ An effort grade of **"3"** reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.

**Conduct Grades**

The school will follow Miami-Dade County Public School's *Code of Student Conduct* http://ehandbooks.dadeschools.net/policies/90/index.htm. The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student:

1. who is on the school property
2. who is in attendance at school or any school-sponsored activity
3. whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the school

**Acts of disorderly conduct may include, but are not limited to the following:**

- Classroom tardiness
- Dishonesty
- Acting in a manner that interferes with the education process
- Abusive language between or among students
- Failure to complete assignments or carry out instructions

**Possible Sanctions:**

- Verbal and Written Reprimand/ Referral/ Student Case Management Form (SCAM)
- Contact with parent
- Loss of privileges
- Detention/Work duty on campus
- In-school/Outdoor suspension

**Code of Excellence**

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible, and safe manner, they learn more and develop into responsible children whose "character counts".

The Somerset Academy Grace Code of Excellence is a school wide plan, which clearly outlines student expectations. Proper behavior is recognized and consequences are given for breaking our code.

Each parent must take an active role in supporting this plan. We want our children to learn and to be responsible citizens. It is in the children's best interest that parents and staff work together to ensure a happy, safe, and productive learning experience.

**Glossary**

Lunch Detention: eating alone

Administrative Detention: being detained in the school office (time to be determined by the administrator)

Teacher Detention: being detained by the teacher (time to be determined by the teacher)

Out of School Suspension (OSS): to take away the privilege of attending school for a certain number of days, outside of school (Work missed cannot be made up for credit.)

In School Suspension (ISS): to take away the privilege of attending class (Student remains in school and may get credit for work completed during ISS.)

Severe Clause: extremely disruptive behavior results in immediate removal from class to the principal's office

Referral: written warning given to students who have violated the code of conduct or school rule. Students who receive three referrals may be suspended for three days and will meet with the administration for possible withdrawal from school.

** Students may be issued referrals for tardies, absences, and/or severe disruptive behavior. If a student receives three referrals a school year, he/she may be subject from dismissal/withdrawal from Somerset Academy Grace. Referrals remain in a student's permanent record.*

Expulsion: withdrawal from school

Consequences: a result of one's actions

Discipline: a set of rules that develops self-control and orderliness in students by providing logical consequences for both appropriate and inappropriate behavior; the goal being a safe and orderly environment for all students.

Disrespect: to be rude or discourteous to another person

Respect: to be courteous to those around you, to show consideration

**Somerset Grace Academy Code of Excellence**

- Be honest
- Be kind
- Be respectful
- Be patient
- Be proud
- Be courteous
- Mistakes are okay, as long as you learn from them.

Students who break the code of conduct will receive the following consequences:

**Classroom Consequences:**

- 1st consequence: Verbal Warning
- 2nd consequence: Time out/ Loss of privilege
- 3rd consequence: Parent contacted/ Referral note sent home

**Administrative Consequences:**

- 4th consequence: Student is sent to the principal, parent is called, and Administrative Detention is given.
- 5th consequence: In School Suspension (ISS)/ Referral sent home.

**Severe Clause**: Fighting, Profanity, Disrespect, Sexually explicit behavior, Destruction

of property.
Disruptive behavior will result in issuing a referral and an administrative review for possible immediate suspension from school (OSS). Parent will be called to pick up student from school.

Somerset Academy Grace students are expected to show respect for themselves, for other students, and for their teachers. Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be generally corrected when home and school work together.

Teachers and students must foster a mutual respect for one another. Teachers will never use corporal punishment or offensive language toward a student. According to the Code of Student Conduct, methods of positive reinforcement/rewards and/or loss of privileges are utilized. Administration will make the final decision on disciplinary actions.

## REPORTING STUDENT PROGRESS K-3

**Progress Reports:** Individual Progress Reports are issued mid-quarter and are a progress report of each child on an individual basis. Please study your child's progress with him/her. Please feel free to consult your child's teacher regarding his/her school progress. Report cards are issued the same days as identified in the Miami-Dade County School Calendar.

### Grading Periods:

| Grading Period | Dates | Days in Grading Period |
|---|---|---|
| 1st | 8/22/11 to 10/27/11 | 47 |
| 2nd | 10/31/11 to 1/20/12 | 45 |
| 3rd | 1/24/12 to 3/29/12 | 41 |
| 4th | 4/2/12 to 6/7/12 | 47 |

**Home Learning Assignments**
Home Learning Assignments are a very important part of learning since they reinforce concepts that have been learned. Somerset Grace Academy's policy is to assign homework EVERY night. This keeps the academic flow and a means of involving parents aligned with our curriculum goals.

To improve the effects of Home Learning Assignments:

- Provide your child with a quiet place which is conducive to studying and to learning.
- Show an interest in your child's home learning assignments by providing assistance and reviewing completed work.
- Do not complete the home learning assignments for your child. If your child is having difficulty, try to help them with their assignment and notify the teacher.
- Read with or to your children daily.

Student responsibilities for completing home learning activities:

1. Students are responsible for recording and completing all Home Learning assignments independently. Parents may provide assistance, but students must

complete the work on their own.

2. Home Learning assignments should be done in a quiet place with good lighting and minimal disturbances.

3. If there is a problem in understanding how to complete Home Learning assignments, students are to do the best job possible. If a student does not understand the assignment(s), they are encouraged to bring it in the next day and ask the teacher for assistance. In this case, the homework should be completed that evening along with the regular Home Learning assignments.

4. A daily calendar can be used to keep track of home learning assignments for each night.

5. If a student is having difficulty in managing their time for homework, ask the teacher for assistance with homework time management.

**Classroom Placement**

Our administrative staff reviews each student's scores and performance evaluations in order to provide students with the best possible learning environment. We also consider a student's individual personality, development, and character in our final decisions. **We are not in any way obligated to honor any special requests for classroom placements. In addition, we reserve the right to change student classroom assignments as we see fit.** Somerset Academy Grace consists of multi-age education. Be aware that students will be placed in a multi-age (mixed grade) classroom as determined by the administration of the school.

**Parent to School Communication**

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs.

Please notify us immediately if:

1. Your child has developed a communicable disease.
2. You will be out of town
3. Your telephone number (home or work) has changed.
4. You wish to change or add to the emergency contact numbers we are to use.
5. **IF THERE IS ANY CHANGE IN TRANSPORTATION.** We will not allow a child to deviate from their regular departure routine without written or verbal verification. If there is a change in the person who is to pick up your child we require the name of that person in writing.

**Parent to Teacher Communication**

**Conferences with individual teachers must be arranged by contacting the teacher.** Please make appointments for conferences before or after school hours. Teachers may also be available during their breaks; however you must make an appointment during this time.

PLEASE DO NOT ENGAGE IN PARENT CONFERENCES DURING ARRIVAL/DISMISSAL OF STUDENTS, IN THE HALLWAYS OR DURING

CLASSROOM TIME.

Always attempt to resolve issues/conflicts with the teacher before coming to administration. Most issues can be resolved when you have open and honest communication with your child's teacher. Order of contact to resolve an issue is:

Teacher → Assistant Principal → Principal

**Authorization for Medication**

Miami-Dade County School Board policy "prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form must be signed by the child's physician and/or parent(s)." In order for medication to be administered to your child, we must have an *Authorization for Medication Form*. This form is available in the office and must be kept on record. These forms must be completed by a pediatrician or a family doctor. Medication must be in its original container labeled with the following information: the child's name, dosage, name of the drug, physician's name, and the name and phone number of the pharmacy that filled the prescription. **Rigid guidelines are followed in administering medication.**

**Accidents/Illnesses**

Parents will be notified immediately in case of illness or an accident. In the event that a parent cannot be located, the person(s) named on the emergency contact cards will be contacted. **It is your responsibility to make sure that these numbers are current and accurate**. Please notify the office immediately of any accident or injury which occurred during arrival or departure from school. Children who are ill should remain at home to minimize the risk of passing the illness onto others. Please notify us of any contagious illness your child has so we may alert other parents. In addition, please notify the school of any chronic condition your child may have.

**Field Trips**

All trips planned by the school are for specific educational purposes. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. Students going on a field trip must assume the responsibility for any necessary fee. Please keep in mind that once the field trip has been paid, the school will not issue a refund. If a hardship exists where a student cannot afford the cost of the field trip, please notify the teacher. Parent chaperones must not bring siblings along, as they are not covered by insurance. All parents attending field trips must be cleared through the Volunteer Safety Program

Students will not be released to **anyone** during a field trip for **any reason**. Authorized persons who wish to have a student released early must report to the main office to sign out the child and wait for the child to return with their class from the field trip.

**Financial Obligations**

All late charges, fees and/or monies owed must be paid by the last day of the school year. Financial obligation notices will be sent as reminders throughout the school year. **Outstanding balances not paid by the last day of the school year will result in students being placed on a waiting list for the following year.**

**Internet Use Policy**

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the school. Students must always get permission from their

teachers prior to using the Internet. In addition, the school prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

**Lost and Found**
A lost and found area will be designated in the main office. To minimize the quality of lost and found articles, we ask that you please write your child's name on everything he/she brings to school.

**Use of Student Photographs or Videotape**
Photographs or video of classroom activities will be taken throughout the year and may be published on our web site, public newspapers, and in any advertising the school may have. Please note that your child's full name may be posted on such mediums when he/she is recognized for accomplishments or participation in events. If you object to this use, please contact the main office upon registration.

SOMERSET ACADEMY
GABLES

Somerset Grace Academy

**PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER:**

I have read the Somerset Grace Academy Parent/Student Handbook, including uniform

policy and the M-DCPS Student Code of Conduct and agree to cooperate with all of the policies contained therein.

As a parent I understand the importance of the M-DCPS Code of Student Conduct, which can be accessed at: http://www.dadeschools.net/handbook/Code/index.htm and is available in the school's main office. The Code of Student Conduct was reviewed and referenced by me at the time of registration, along with the Parent/Student Handbook, and I agree to abide by all of its contents.

Name of Student :_____

Teacher: _____ Grade: _____

_____

(Signature of Parent/ Guardian) (Date)

_____

(Signature of Student) (Date)