SouthTech Academy

THE DAWNING OF NEW OPPORTUNITIES

2015-2016
Student/Parent/Guardian Handbook

The Bulldog Way

Student Name _____

Creating success stories, one student at a time

SOUTHTECH CHARTER ACADEMY, INC.

"CREATING SUCCESS STORIES....
ONE STUDENT AT A TIME"

GOVERNING BOARD OFFICERS

James Notter
Chairperson

Aram Bloom
Vice-Chairperson

Dan Heller
Treasurer

Donna Baize
Secretary

SCHOOL ADMINISTRATION

James R. Kidd
President and CEO

Ellen VanArsdale
Secondary Principal

John-Anthony "Jay" Boggess
Director of Professional Programs

Eileen Turenne
Assistant Principal

Julie Williams
Assistant Principal

Frank Feidor
Evening Program Coordinator

GOVERNING BOARD MEMBERS

James Barr
Roger Dunson Sr.
Nancy Ernst
Russ Feldman
Robert Kesten
Carl McKoy

Mission Statement

SouthTech Academy's core mission is to graduate students prepared for work, higher education, and productive citizenship.

SOUTHTECHACADEMY
THE DAWNING OF NEW OPPORTUNITIES

James R. Kidd
PRESIDENT & CHIEF EXECUTIVE OFICER

Jay Boggess
DIRECTOR-PROFESSIONAL PROGRAMS

Ellen VanArsdale
PRINCIPAL
Eileen Turenne
ASSISTANT PRINCIPAL
Julie Williams
ASSISTANT PRINCIPAL
Frank Fiedor
ADULT ED PROGRAM
COORDINATOR

gust 17, 2015

ar Parents and Students,

lcome to SouthTech Academy for the SY16 school year. I hope that your summer break was restful and t you are ready to embark on a new and exciting educational journey. Principal Myron Cost retired at the l of SY15. His leadership and love for students and staff will be greatly missed. Our new Principal is Ellen ı Arsdale. Mrs. Van Arsdale is a seasoned educator with twenty years of experience as a high school prin-ıl. She is an innovative academic leader whose prior schools made considerable gains under her leader-ı, some receiving national recognition for excellence. Mrs. Van Arsdale is joined by another new-comer to rthTech's administration. Jay Boggess has joined the team in a newly created position as the Director of 'essional Programs. He will be the Director over all Career Education courses at middle, high and adult ls. Mr. Boggess formerly enjoyed a successful career as an administrator over Career Ed courses at the ool District of Palm Beach County.

!hTech's core mission is to produce students that are work ready, college ready, and prepared for uctive citizenship. To achieve that end, the Governing Board and staff use a variety of techniques to ıate the previous school year and make whatever changes or adjustments that are considered necessary ake the school more effective in fulfilling our core mission. Many of those changes and adjustments are nunicated by the Student Handbook. In our shared effort to avoid discipline issues, maximize instructional and increase productivity in parent conferences, students and parents are urged to read the document cover to cover.

staff continually focuses on the school mantra, "Creating Success Stories...One Student at a Time". We nly one third of the success equation, however. Parents and students constitute the remaining two thirds. ıurage parents and students to accept responsibility for their respective roles in this endeavor. Students, I ırage you to take ownership of your future and apply yourself to your studies with a commitment to :ss. Parents, become highly involved in your child's development. Become involved in the school as a :eer, as a board member, or by serving on one of the committees that are so vital to every successful J. Become involved in helping us maintain a nurturing and safe school environment. Your involvement in :hild's education is central to their success in life. In time, we will jointly celebrate their graduation and he benefits of their many contributions to our society.

ı great year!

ely,

(idd, President/CEO

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Frank Fiedor
ADULT ED PROGRAM
COORDINATOR

August 17, 2015

Dear SouthTech Students and Parents,

It is my privilege to welcome new and returning students to SouthTech Academy for the 2015-2016 school year. Your application to attend SouthTech and our decision to accept you, is evidence of a mutual respect for and understanding of your unique abilities and our commitment to further develop them.

A high school diploma has always been, and continues to be, a milestone and a gateway to college, the world of work, and to life. You can earn a diploma at SouthTech by doing the following:

- Attend classes on time and every day
- Earn a minimum of 24 specific credits and maintain an overall GPA of 2.0
- Pass the Florida Standards Assessment (FSA); and/or required End of Course (EOC) exams
- Complete a minimum of 20 Community Service Hours

Beginning with the Class of 2015, students must earn one of the required credits on a virtual program

Parents, research confirms that the number one factor influencing student achievement and success is parental involvement. Our School Improvement Steering Committee (SISC) meets once a month and I welcome your participation and support for both your child's high school experience and another SouthTech success story. Please feel free to call for further information.

Students, I value your presence here and will do my best, with the assistance and assurance of SouthTech's outstanding staff, to ensure that you graduate ready for college, work, and life. Give your best in all your endeavors at SouthTech, as your attitude, will ultimately determine your future.

Sincerely,

Ellen VanArsdale
Secondary Principal

SEPTEMBER 2015

MON	TUE	WED	THU	FRI
	1	2 Progress Reports Go Home	3	4
7 HOLIDAY ALL	8	9 PARENT NIGHT/ TITLE I	10	11
14 HOLIDAY ALL	15 FACH/LTM	16	17 DTL Annual / Regular Governing Board Meeting	18 End Grading Period 1 Grades Completed
21 Begin Grading Period 2 Grade Verification	22	23 HOLIDAY ALL	24	25
28	29 Report Card Distribution	30		

OCTOBER 2015

MON	TUE	WED	THU	FRI
			1	2
5	6	7 Progress Reports Go Home	8 DTL Board Meeting	9
12 Fall Training For Parents	13 Fall Training For Parents	14	15	16 Midterm Exams
19 Midterm Exams	20 Midterm Exams Make up	21 End Grading Period 2 Grades Complete	22 Begin Grading Period 3 Grade Verification	23
26	27	28	29	30 Report Card Distribution

NOVEMBER 2015

MON	TUE	WED	THU	FRI
2	3	4	5 DTL	6
9	10	11 HOLIDAY ALL	12 Progress Reports Go Home / Board Meeting	13
	17	18	19	20
23	24	25 END HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
30				

DECEMBER 2015

MON	TUE	WED	THU	FRI
	1 End Grading Period 3 Grades Completed	2 Begin Grading Period 4 Grade Verification	3 RECRUITMENT OPEN HOUSE (Tentative)	4
7	8	9	10 DTL Board Meeting	11 Report Card Distribution
14 FACH/LTM	15 Early Dismissal	16 Progress Reports Go Home	17	18
21 HOLIDAY ALL	22 HOLIDAY ALL	23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL
28 HOLIDAY ALL	29 HOLIDAY ALL	30 HOLIDAY ALL	31 HOLIDAY ALL	

JANUARY 2016

MON	TUE	WED	THU	FRI
				1 HOLIDAY ALL
	5	6	7	8
11	12 Final Exam-Sem. 1	13 Final Exam-Sem. 1	14 DTL Board Meeting Makeup Day Final Exams-Sem.1	15 End Grading Period 4 Grades Complete End 1st Semester
18 HOLIDAY ALL	19 Begin Grading Period 5 Begin 2nd Semester	20	21	22
25	26 Report Card Distribution	27	28	29

FEBRUARY 2016

MON	TUE	WED	THU	FRI
1	2	3 Progress Reports Go Home	4	5
8	9 PARENT NIGHT/ Parent Training	10	11 DTL Board Meeting	12
15	16	17	18	19 End Grading Period 5 Grades Complete
22 Begin Grading Period 6	23	24	25 RECRUITMENT OPEN HOUSE	26
29 FSA Writing Report Card Distribution				

MARCH 2016

MON	TUE	WED	THU	FRI
	1 FSA Writing	2 FSA Writing	3 FSA Writing	4 FSA Writing
7	8	9 Progress Reports Go Home	10 DTL Board Meeting	11
14	15	16	17	18
21 HOLIDAY ALL	22 HOLIDAY ALL	23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL
28 FSA	29 FSA	30 FSA End Grading Period 6 Grades Complete	31 FSA Begin Grading Period 7	

School Calendar 2015-2016

SOUTH TECH ACADEMY

APRIL 2016

MON	TUE	WED	THU	FRI
4 FSA	5 FSA	6 FSA	7 FSA Report Card Distribution	1 FSA
11 FSA	12 FSA	13 FSA Progress Reports Go Home	14 FSA DTL Board Meeting	8 FSA
18 FSA	19 FSA	20 FSA	21 FSA	15 FSA
25 FSA	26 FSA	27 FSA Midterm Exams	28 FSA Midterm Exams RECRUITMENT OPEN HOUSE	22 FSA
				29 FSA Midterm Exams Make Up

MAY 2016

MON	TUE	WED	THU	FRI
2 FSA End Grading Period 7 Grades Completed	3 FSA Begin Grading Period 8 Grade Verification	4 FSA	5 FSA	6 FSA
9 FSA	10 FSA Report Card Distribution	11 FSA Senior Exams (Tentative)	12 FSA DTL Board Meeting Senior Exams (Tentative)	13 FSA Senior Exams Completed (Tentative)
16 FSA Senior Exam Verification (Tentative)	17 FSA	18 FSA Progress Reports Go Home	19 FSA	20 FSA Senior Check Out (Tentative)
23	24	25	26	27
30 HOLIDAY	31 Final Exams - Sem. 2			

JUNE 2016

MON	TUE	WED	THU	FRI
		1 Final Exams - Sem. 2	2 DTL Grades Completed STUDENTS LAST DAY End Grading Period 8	3 Post School BTAP Grade Verification End 201-1
6	7	8 End 210-1	9 Report Cards Mailed After June 09, 2016	10 School Closed 4 Day Week
13 End 213-1	14 End 215-1	15 End 220-1, A	16	17 School Closed 4 Day Week
20	21	22 End 216-IS	23 Board Meeting	24 School Closed 4 Day Week
27	28	29	30 End 220-NI	School Closed

FSA FLORIDA STANDARDS ASSESSMENTS (No off –campus Activities, W/O Prior Admin Approval)

Employees work 10 Hr Days M-Th and Friday school is closed

40 Floating Hours for 220 NI Contract ONLY

Student Attendance Days

1	August 17, 2015	September 18, 2015	23
2	September 21, 2015	October 21, 2015	22
3	October 22, 2015	December 01, 2015	23
4	December 02, 2015	January 15, 2016	22
5	January 19, 2016	February 19, 2016	23
6	February 22, 2016	March 30, 2016	22
7	March 31, 2016	May 2, 2016	23
8	May 3, 2016	June 02, 2016	22

Report Card Distribution Dates

1	September 29, 2015
2	October 30, 2015
3	December 11, 2015
4	January 26, 2016
5	February 29, 2016
6	April 07, 2016
7	May 10, 2016
8	Mailed after June 09, 2016

Employee Contract Periods

Administration (A)	July 20, 2015	June 15, 2016	220 Days
Non-Instructional (NI)	July 27, 2015	June 30, 2016	220 Days
Instructional Support (IS)	July 20, 2015 / August 10, 2015	June 22, 2016 / June 03, 2016	219 Days / 191 Days
Instructional (I) (6 PD Holidays)	July 20, 2015 / July 20, 2015 / July 27, 2015 / July 27, 2015 / August 03, 2015 / August 11, 2015	June 15, 2016 / June 14, 2016 / June 13, 2016 / June 08, 2016 / June 03, 2016 / June 03, 2016	220 Days / 219 Days / 213 Days / 210 Days / 202 Days / 196 Days

HOLIDAYS

July 02, 2015	Independence Day		
September 07, 2015	Labor Day		
September 14, 2015	Fall Holiday		
September 22, 2015	Fall Holiday		
November 11, 2015	Veteran's Day		
November 25-27, 2015	Thanksgiving Holidays		
December 21-31, 2015	Winter Holiday		
January 1, 2016	Winter Holiday		
January 18, 2016	M. L. King's Birthday		
March 21-25, 2016	Spring Break All		
May 30, 2016	Memorial Day		

Grade 9-12 School Hours 7:00 AM to 1:45 PM

Teacher Work Days - Pre/Post School

August 10-14, 2015 (Pre-School)

June 03, 2016 (Post School)

Emergency Make-Up Days

October 23, 2015	January 04, 2016
November 16, 2015	February 15, 2016
November 25, 2015	March 28, 2016

EMD – Emergency Make-Up Days

Scheduled Meetings

Board Meeting/Workshop with Administration and Public

LTM Learning Team Meeting with Instructional Staff

BTAP Beginning Teacher Assistance Program Meeting with Administration

DTL Department Instructional Leader Meeting with Administration

FAC'M Faculty Meeting with Instr. Staff, Guidance and Administration

Recruitment Open House / Parent Night with All Employees

NOTE: Departmental Meetings of department head and instructors occur monthly and date is decided upon by the participants

NOTE: Advisory Committee Meetings of academy teachers and local business/industry volunteers occur 4 times a year and date is decided upon by the participants

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GENERAL

STUDENT SERVICES

RULES AND PROCEDURES FOR GRADING

GUIDANCE

BELL SCHEDULE FY 2015-2016

A/B Schedule ~ Grades 9-12

A LUNCH SCHEDULE

Breakfast	6:30 - 6:55	25
1st Period	7:00 - 8:30	90
2nd Period	8:35 - 10:05	90
A LUNCH	**10:05- 10:35**	**30**
3rd Period	10:40 - 12:10	90
4th Period	12:15- 1:45	90

B LUNCH SCHEDULE

Breakfast	6:30 - 6:55	25
1st Period	7:00 - 8:30	90
2nd Period	8:35 - 10:05	90
3rd Period	10:10 - 11:40	90
B LUNCH	**11:40 – 12:10**	**30**
4th Period	12:15 - 1:45	90

The Bulldog Way

Respectful,
Responsible
Ready to Learn

Students will follow either the A or B lunch schedule based upon their assigned lunch period.

Assigned Periods are found on their printed class schedules.

School Colors:
Red, White, and Blue

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School Mascot:
Bulldog

CONTACT INFORMATION

Main Office: (561) 369-7004
Career Academies: (561) 364-7982
Clinic: (561) 364-7919
Exceptional Student Education Office: (561) 364-7935
Food Service: (561) 369-7074
Guidance Office: (561) 369-7006
Student Services: (561) 364-7039

ACADEMIES:

SouthTech Academy's core mission is to graduate students prepared for work, higher education, and productive citizenship. SouthTech Academy boasts 13 academies:

1. Auto Body Repair
2. Automotive Technology
3. Cosmetology
4. Culinary Arts
5. Business Management Academy
6. Commercial Arts Academy
7. Entertainment Management
8. Information Technology
9. Marine Technology
10. Medical Sciences
11. Motorcycle Technology
12. Recording Arts
13. Veterinary Assisting

Students are allowed to make one academy change during their academic career at SouthTech Academy. Career Academy changes must be approved by administration.

PARENT INVOLVEMENT (POLICY 2.04)

Parents are strongly encouraged to play an active role in their child's education while at SouthTech Academy. The School Improvement Steering Committee (SISC) meets monthly. All parents are invited to join. For more information contact administration at (561) 369-7072.

OFFICE EMERGENCY PROCEDURES

The President of SouthTech Academy will close school due to dangerous weather conditions or emergencies. School closing will be announced on local radio and television and will coincide with Palm Beach County School District.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY
(Policy 3.05)

SouthTech Charter Academy, Inc. prohibits discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, marital status, or disability in all employment practices, programs, services or activities. For questions contact 561 369-7017.

MESSAGE TO PARENTS/GUARDIANS AND STUDENTS

The office will deliver messages to students on an **emergency basis only** to avoid disruption of instruction. Transportation and other non-emergency situations should be handled prior to or after school. In the event of an emergency, please call (561) 369-7000 or (561) 369-7064.

EMERGENCY SCHOOL CLOSING

The President /CEO of SouthTech Academy will close school due to dangerous weather conditions or emergencies. School closings will be announced on local radio and television stations, along with the website when possible and will coincide with the Palm Beach County School District.

EVACUATION DRILLS

Evacuation routes are posted inside each classroom. The signal to evacuate will be either a horn alarm or an announcement over the P.A. system. Students are to evacuate quickly to their designated areas, remain calm and follow directions as they are given. Teachers will check rolls at their assigned areas. Students and teachers are to return to their classroom after the all-clear signal is given.

Setting off, damaging , defacing, or in any way disturbing fire alarms or fire-fighting equipment WILL result in a mandatory ten (10) day out of school suspension and possibly legal action.

LOST OR STOLEN ITEMS

The school **CANNOT** assume responsibility for lost or stolen articles. Students are **urged not** to bring valuable items or large sums of money to school. Personal items or books found will be located in the student services or main office areas. School police or student services personnel will not disrupt classroom instruction to search for personal or unauthorized items which include cell phones, i-pods, or other electronic devices.

Closed Campus Philosophy

- Students are not permitted to leave campus without permission from administration. Violation will result in recorded absences from class or classes and additional disciplinary action.
- All **classroom areas** are off limits to students during his/her lunch period.
- Students are not permitted in the parking lot during the school day without **administrative** permission.
- If a student's vehicle is to be utilized for demonstration or practical application in the automotive labs, only the owner/student driver, with a **proper hall pass** will be permitted to transfer the vehicle from the student parking lot to the automotive lab where it **must** remain until the end of the school day and after the buses have departed.
- Any type of personal deliveries from off campus WILL NOT be permitted without prior **administrative** approval.
- Students **must** have a written hall pass to be out of class for any reason. Only one student will be released per hall pass.
- All visitors must sign-in and be cleared by the main office.

FINANCIAL RESPONSIBILITIES

At the end of each semester grades are withheld for any student who has an outstanding debt for such things as lost or damaged class textbooks, library books, broken equipment, etc. Letters of notification will be sent to parents/guardians of students owing more than $1.00. The diploma of any senior who has outstanding financial obligations at the time of graduation will be withheld until the debt is satisfied. Transcripts may also be withheld until obligations are met. **FS233.47**

NEWS COVERAGE OF SCHOOL ACTIVITIES

At various times during the course of the school year, several activities require the use of the student's photograph, video image, art work, writing, annual yearbooks, graduation programs, web sites and approved news gatherings, etc. Please note the language found within the annual Student Registration Form:

Parental Consent for Release of Student Photograph and Information

I hereby give permission for the school or District to use my child's photograph, video image, writing, voice recording, name, grade level, school name, participation in officially recognized activities and sport, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, date and place of birth, and most recent previous school attended, in annual yearbooks, graduation programs, playbills, school productions, web sites, etc. and/or similar school or District sponsored publications or in school or District approved news media interviews, releases, articles, and photographs. I also provide permission for the release by the school or District to the media and governmental entities of my child's name, grade, school name and honors my child has received for public announcement of recognition of my student's accomplishments. I understand that without checking the permission box my child's name and photograph cannot and will not be included in any publications or presentation, including a school yearbook.

PARENT CONFERENCES

Parents are encouraged and invited to confer with teachers, counselors or administration any time during the school year. It is advisable to make an appointment to do so. This can be done by calling our **guidance department at (561) 369-7006** or calling the **student services department at (561) at 369-7064**.

SOUTHTECH ACADEMY GOVERNING BOARD

The SouthTech Academy Governing Board establishes policies and governing operations of SouthTech Academy. The governing board provides opportunities for all involved to have input into SouthTech Academy's success. It also promotes and increases teamwork between school, students and parents. Please call 369-7002 for more information.

TEXTBOOKS

If your classroom teacher issues textbooks, the student is responsible for those books until they are returned. On the inside cover of each book, there is a number. It is important that you write your name in the designated area clearly and in ink, so that the book can be returned in the event it is lost. Each book is given a rating according to the condition it is in when assigned to the student. If the book is returned damaged in any way, the student will pay a fine. At the time of issuance, please report any existing damage to the teacher's attention. Questions regarding textbooks should be directed to the teacher.

VISITORS AND STUDENT PICK-UP

Parents/Guardians are always welcomed and encouraged to visit the school. Visitors who are not parent/guardians are not allowed to visit students during school hours unless it has been preapproved by administration. No student will be released to any person not on the Student Demographic Information Form STCAI (1571C). Those persons authorized to pick up a student must show proper photo identification. There will be no exceptions. Parent/guardians may alter the student contact/pick-up list only by completing in person/in writing, the additional student pick up information section of the Student Demographic Information Form. **An original signature is required.**

STUDENT SERVICES

The student services department at SouthTech academy will assist students and parents/guardians in understanding the rules and regulations in SouthTech academy's conduct and behavior policies 5.181 through 5.1891. The student services department will also implement and enforce discipline consequences.

SOUTHTECH ACADEMY STUDENT CODE OF CONDUCT (POLICY 5.18)

The educational process of SouthTech Academy is to provide a safe environment that fosters student behavior that is socially acceptable and conducive to the learning and teaching process. It is the intent of this policy to establish guidelines and consequences for the conduct and discipline of students attending SouthTech academy according to the Palm Beach County School District's discipline matrix. SouthTech Academy exercises these responsibilities:

- During the time a student is in route to and from school using A & S Transportation.
- During the time a student is attending school.
- During the time a student is physically on the property which is owned or operated under the jurisdiction of SouthTech Academy or the Palm Beach County School District.
- During the time a student is attending any function sponsored by SouthTech Academy or the Palm Beach County School District.

All students at SouthTech Academy are expected to reflect its high standards by conducting themselves in a manner that is conducive to the orderly operation of the school. Students should be in class on time and change from class to class in an orderly fashion avoiding any behavior that may cause a disruption. Students must show respect and consideration for their peers and all members of the SouthTech Academy staff, including bus drivers.

Philosophy of Discipline

SouthTech Academy student conduct and behavior policy (5.18) form the basis for SouthTech Academy's philosophy of discipline which is to encourage and develop self-control and self-discipline along with encouraging self-direction and self-development. To these ends, under supervision and in a safe and supportive environment, students are provided specific freedoms within the framework of school policies allowing them the opportunities to learn, to make choices and assume responsibility for their actions.

Discipline Action Plan

Failure to comply with **SouthTech Academy Student Code of Conduct (Policy 5.18)** will result in consequences that may include a combination of the following which are not sequential steps:

- **Conference with student:** Private time with students to discuss behavior interventions / solutions. This can include direct instruction in expected or desirable behaviors.
- **Parent/guardian contact:** Teachers and/or administrators will contact parents/guardians with concerns and solutions to a student's conduct and behavior.
- **Request for parent/guardian conference:** Teachers/administration or parents/guardians may request a conference to discuss student's conduct and/or behavior. In some cases, as determined by administration, a student may not be able to return to that class until a conference has taken place. That student will be sent to ISS (in school suspension) until such time that a conference is held.
- **Parent/guardian intervention:** As a result of the severity of an infraction, an administrative request may be made to the

parent/guardian that a student should not return to school without the parent/guardian accompanying him/her for an administrative conference. It is important that the parent/guardian make the conference as soon as possible. The days that a student is out shall not exceed ten days and will be considered unexcused absences.

- **In school suspension (ISS):** ISS is the temporary removal of a student from regular classes for a determined number of class period/periods or day/days in which the student will be held in one classroom for the assigned time. There will be total silence while in ISS. Students will be given academic assignments that must be completed before the student will be released from ISS. Failure to complete an assignment or the disruption of ISS, will result in additional time added to ISS or out of school suspension (OSS).

- **Lunch detention:** Disciplinary consequence in which an entire lunch period a student is assigned to the Choice/ISS room where they will silently eat lunch. Failure to report to Lunch detention will result in further disciplinary action.

- **Out of school suspension (OSS):** Extreme disciplinary consequences may require the temporary removal of a student from SouthTech Academy. This removal is not to exceed ten (10) consecutive school days per incident. P5.80(3)(K). All suspension days are considered **unexcused** absences. The administrative designee shall include any analysis of suspension in the report of school progress. D5.351(2)(e) and FS232.26 (a)(b)(c)(d).

- **Attendance or disciplinary contract:** Missing more than 5 days per half-credit course or 10 days per full credit course or a continuous disregard for classroom and/or school rules and regulations will result in a student being placed on an attendance or disciplinary contract respectively.

- **Academic contract:** SouthTech Academy requires a G.P.A of 2.0 for entrance to any of our academy programs after which, all students must maintain a minimum G.P.A. of 2.0 for continuation within the SouthTech programs of study.

- **Withdrawal from SouthTech Academy:** After all interventions have been exhausted, failure to adhere to the SouthTech Academy Student Conduct and Behavior Policy 5.18, the

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SouthTech Academy Student Attendance Policy 5.092 or the SouthTech Academy academic requirements, may result in a student being withdrawn from SouthTech Academy at the end of the semester and referred back to the student's boundary school.

- **Expulsion:** As a result of an infraction that severely violates SouthTech Academy and the Palm Beach County School District policies, a recommendation may be made to the SouthTech Academy Board along with the Palm Beach County School Board not to allow a student to attend any public school in Palm Beach County.

- Rule and regulations will apply to school transportation (buses).

Note: A good faith effort shall be made by instructors and/or administrators to employ parental involvement whenever necessary to assist in a student's negative behaviors or academic performance.

Discipline Matrix of the Palm Beach County School District (Policy 5.18)

According to SouthTech Academy's Student Code of Conduct Policy (5.18), SouthTech Academy will use and follow the codes set forth in the Palm   Beach County School District's discipline matrix to determine reasons and consequences for discipline infractions. In addition, SouthTech Academy subscribes to the School-wide Positive Behavior Support Program. SouthTech Academy has developed three (3) universal guidelines for behavior and a matrix for school-wide behavior expectations:

The Bulldog Way

Be Respectful
Be Responsible
Be Ready to Learn

Technology Acceptable Use Policy

There will be no unauthorized use of electronic devices during instructional time. If the electronic device becomes disruptive, it will be confiscated. Unauthorized use during instructional time includes, but is not limited to the following:

- Complaint of Photography without consent
- Complaint of Recording without consent
- Texting
- Social networking

Before school, during class transitions, during lunch, after school, and during school-sponsored activities, electronic devices may be used respectfully and appropriately. Inappropriate use during non-instructional time includes, but is not limited to the following:

- Complaint of Photography without consent
- Complaint of Recording without consent
- Cyberbullying
- Negative postings in social media

Whether in or outside of the classroom, any unauthorized or inappropriate use of an electronic device will result in confiscation; refusal to surrender the device will result in disciplinary action. After the first offense, students may reclaim their devices in Student Services, but NOT DURING INSTRUCTIONAL TIME. In the case of repeat offenses, a parent or guardian will be required to retrieve the device. SouthTech Academy is not responsible for lost or stolen devices.

Failure to comply with the *Technology Acceptable Use Policy* will result in the following action:

1st **offense** – Item will be confiscated and the student may retrieve the item at the end of the day.
2nd **offense** –Return of the confiscated item will require the parent/guardian to come to the Student Service Department and pick up the item.
3rd **offense** - Confiscated items will not be given back to the student or parents until the end of the semester as defined by the Palm Beach County School District Matrix.

Refusal to turn over a device to a SouthTech Academy faculty or staff member when requested will result in a referral for insubordination.

Continuous offenses: Item will be confiscated and the student will receive a referral for insubordination. Disciplinary action will be taken as outlined in the Palm Beach County School District discipline matrix.

Drug or Alcohol Violation

1st offense – Must provide students with an opportunity to exchange 5 days of the 10 days out of school suspension for the district approved alternative to suspension program.

2nd or repeated offense- Requires a 10 day out of school suspension and/or recommendation for expulsion.

Tobacco/E-Cigarette Violation

1st offense – Must provide student with an opportunity to exchange 7 days of the 10 day out of school suspension for the district approved alternative to suspension program.

2nd offense – Must provide student with an opportunity to exchange 5 days of the 10 day out of school suspension for the district approved alternative to suspension program.

Repeated offenses – Requires a 10 day out of school suspension for each offense.

Dress Code

To comply with Florida Statutes 1006.07 and 1006.15 SouthTech Academy will adhere to the following dress code policies. SouthTech Academy's primary goal is to prepare our students for success. It is well documented that the way a person behaves and performs is in direct correlation to the way that the person dresses. SouthTech Academy will be enforcing the following **dress code policies** so that we may begin to prepare our students for future success.

1. Upon entering and when on campus, students will wear the appropriate SouthTech Academy uniform. This uniform MUST be properly worn and visible at all times during the school day.

2. No outer garments are to be worn over the uniform. On extremely cold days, zippered jackets, without hoods, will be allowed.
3. Academy tops are not to fall more than (8) inches below the waist.
4. No other shirt will be visible hanging below the academy uniform shirt or top, both male and female.
5. Uniform pants will be shoe top level and not dragging the floor or tucked into socks.
6. Students are not permitted to wear pants that fall below the waist or droop too low (no exposed underwear or other indecencies will be permitted). Belt utilization is suggested. No pajama or sweat pants or pants that expose skin of any kind will be worn on campus.
7. Female students may wear dresses or skirts that fall below the fingertips when student is standing with arms to the side in a relaxed mode. No mini-shirts, Capri pants or exposed mid-riffs will be allowed.
8. Shorts may be worn only while participating in Physical Education classes along with approved Physical Education Department shirts.
9. No bandanas, caps, headbands, headscarves or other headwear deemed inappropriate by administration will be allowed.
10. Uniform shoes must have backs and closed toed. No cloth or bedroom type footwear will be permitted.
11. Wallet chains, dog collars, stud belts/bracelets or any other types of non-jewelry chains are prohibited. Safety concerns in many of the various academy laboratories, dictate the removal of most types of decorative jewelry.
12. Governmental regulations regarding sanitary concerns dictate the appropriateness of various types of body piercing and or tattoos. Refer to individual academy policies and procedures handbook for specific details.
13. SouthTech Academy reserves the right to deny any student the privilege of wearing certain colors and clothing which may be suspicious of gang association or affiliation.
14. With preapproved administrative permission, students participating in boundary school sports activities may wear a Game Day Jersey on Game Day ONLY, on top of their SouthTech Uniform Shirt. Approval is granted by filling out and

submitting a GAME DAY DRESSCODE PASS FORM to Student Services with the required documentation.

Failure to comply with these dress code policies will result in one of the following consequences:

- The student will be provided with a Dress Code Violation Uniform, with a signed agreement.
- The student must exchange a valuable item with the Student Services Office, such as a cell phone, in exchange for the Dress Code Violation Uniform. This item will be returned to the student when the uniform is returned to Student Services.
- If the student chooses not to exchange an item of value for the Dress Code Violations Uniform, the student will be assigned to ISS until proper attire can be obtained.
- Repeated violations will result in a referral for insubordination and require further disciplinary actions.

Gang Control Policy 5.091

SouthTech Academy has a **ZERO** tolerance policy for any type of gang related behavior/activity on campus. Any student caught participating in any type of gang related behavior/activity (including, but not limited to putting gang graffiti on walls, desks, tables, books etc.) anywhere on campus will receive the maximum punishment outlined in the Palm Beach County School District's discipline matrix.

Gang Control Description

Youth and street gang: Any organization, association or group of 3 (three) or more persons, either formal or informal, which meets both of the following criteria:
- A unique common name or common identifying signs, colors, symbols or clothing styles.
- Has member or associate who individually or collectively have/has engaged in any criminal activity.

Youth and street gang member: Any person who meets any 2 (two) of the following criteria:
- Admits to gang membership.
- Is a youth up to age 21 who is identified as a gang member by

parent/guardian.
- Is identified as a gang member by documented reliable informant.
- Resides in or frequents a particular gang's area and adopts their style of dress, uses their hand signs, symbols or tattoos and associates with other known gang members.
- Is identified as a gang member by an informant of previously untested reliability and corroborated by independent information.
- Has been arrested more than once in the company of identified gang members for offences which are consistent with usual gang activity.
- Is identified as a gang member by physical evidence such as photographs or other documentation.

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Sexual Harassment Policy 5.001

SouthTech Academy and the School District of Palm Beach County, prohibits sexual harassment activity by any student. This policy shall apply to all official activities of the school and the district. It is recognized that discrimination or harassment complaints by students may arise from actual or perceived situations and circumstances. Students are obligated to carefully examine this policy prior to filing a sexual harassment complaint. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the conduct occurred will be investigated.

For the purpose of this policy, sexual harassment shall be defined as uninvited sexual advances and other inappropriate oral, written or physical conduct of a sexual nature that when conducted substantially interferes with a student's academic performance or creates an intimidating, hostile or offensive environment. Examples of sexual harassment may include, but are not limited to:

1. Any unwanted sexually oriented physical act or advance. This includes inappropriately grabbing or touching, bumping or rubbing against someone, kissing, holding, fondling or any similar contact.
2. Verbal harassment or abuse. This includes comments regarding one's gender, body or appearance, making sexual jokes, innuendoes or stories.
3. Unwelcome demands or request for sexual activities.
4. Creating a school environment that is intimidating, hostile, abusive or offensive because of engaging in sexually oriented nonverbal conduct. This includes making obscene gestures, displaying sexually suggestive objects,

posters or other material. Written sexual remarks, suggestions and drawings are also included.

Any student that violates this policy will be disciplined according to the Palm Beach County School District's discipline matrix.

Bullying and Harassment Policy 5.002

The paramount goal of SouthTech Academy and the School Board is to ensure a safe, secure, civil and respectful learning environment. This requires the efforts of everyone in the school environment. The purpose of policy 5.002 is to assist SouthTech Academy and the School District in its goal of preventing and responding to acts of bullying or harassment and its compliance with the Jeffrey Johnson Stand Up for all Students Acts, Section 1006.147, and Florida Statutes.

For the purpose of this policy bullying and harassment will be defined as chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing gesture by an adult or student that creates an intimidating, hostile, or offensive educational environment that interferes with an individual's school performance or participation; and may involve, but not be limited to: Teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, religious or racial/ethnic harassment, public humiliation, damaging or destruction of property, placing a student in reasonable fear of harm to his or her person or property and cyber bullying, cyber stalking among others.

In compliance with the Jeffrey Johnson Stand Up for all Students Act, SouthTech Academy has read and reviewed policy 5.002 with all staff, put posters in appropriate areas throughout the school, established a designee to review, maintain and monitor any bullying/harassment incident reports and the bullying/harassment anonymous drop box.
SouthTech Academy has also established a contact number for anonymous reporting of bullying/harassment. Number: (561) 369-7017.

Any student that violates this policy will be disciplined according to the Palm Beach County School District's discipline matrix.

PARENT/STUDENT GRIEVANCE PROCEDURE (POLICY 5.19)

The Governing Board of SouthTech Academy recognizes that misunderstandings between students, parents/guardians, and school staff may occur. It is the intent of this policy to provide a means for resolving these issues:

- A key ingredient in a student's educational success is parental involvement in the student's education. This includes daily parent/student discussion and parental involvement in school activities such as Open House and Governing Board meetings.
- Parents/guardians are encouraged to arrange, by appointment, periodic conferences with their student's instructional staff to discuss student progress and needs, and resolve minor misunderstandings.

Parents or students wishing to file a formal grievance shall do the following:

1. Submit a written request to the School Principal outlining the nature of the grievance and desired resolution.
2. The Principal shall schedule a meeting with the appropriate Assistant Principal and staff member(s) involved with the issue at a convenient date and time. This shall occur within (5) five days of receiving the grievance.
3. After staff has discussed the issue, a meeting will be scheduled with the parents/guardians and /or student to resolve the situation.
4. If the issue is not resolved, the parents/guardians or student may appeal to the President for resolution. The President shall schedule a hearing with all involved parties and deliver a response within ten days of the request.
5. The parent/guardian or student, after exhausting school center remedies, may appeal the grievance to the Governing Board. The parent/guardian or student shall make a request in writing to the Governing Board Secretary requesting a Governing Board hearing. The meeting Governing Board chairman may call the governing Board to an Executive Session meeting if it is determined to be appropriate in light of statutory mandates. The Governing Board shall render a final decision on the matter by majority vote within thirty days.
6. The parents/guardians may have another adult of their choice attend any of the above sessions, with prior written notification, which includes the person's identity and role, to assist them in articulating their grievance and resolution.

The Board, President /CEO, principal and Academy staff shall respect the rights of students and parents/guardians to disagree on an issue, and seek redress without fear of reprisal.

TRANSPORTATION (POLICY 2.23)

Bus transportation for students living more than two miles from school is governed by the State and provided by **A & S Transportation** for SouthTech Academy. For information regarding bus pick-ups and drop-offs or any other transportation questions please call the **A & S Transportation at (office) 239-434-0777 or (cell) 1-239-300-8651.**

Riding the bus is a **privilege.** A student may be **suspended** from riding the bus if his/her conduct presents a safety concern.

All students riding the bus are subject to the authority and direction of the bus driver at all times while on the bus. School bus misconduct or vandalism is reported to school administrators on a student discipline referral form by the driver. Any student receiving a referral form will be subject to disciplinary action according to the Palm Beach County School District discipline matrix.

SouthTech Academy may suspend any student from riding the bus for a period not to exceed 10 (ten) days. Students and parents/guardians will be notified of such decision within 24 hours of said suspension. Repeat offenders may be subject to expulsion. A Transportation Handbook is available upon request.

PARKING AND DRIVING ON CAMPUS

Parking on school property is a **privilege** that carries responsibilities.
  - Students must produce a **valid Florida's Operators Driver's License, the vehicle registration, proof of auto insurance and a SouthTech Academy Parking Application signed by the parent/guardian** and **student** in order to apply for a parking mirror tag.

- Upon approval, the parking tag will cost $30.00. If a parking tag is lost or misplaced, the student may purchase a duplicate tag for $5.00.
- Decals are to be suspended from the mirror and **MUST** be displayed at all times while the vehicle is on campus.
- Decals may not be transferred from person to person or vehicle to vehicle.
- Students must drive with care and obey all State of Florida traffic laws.
- The on-campus speed limit is 15 MPH and will be enforced.
- Students may not return to their car during school day (including lunch) unless authorized by **administration**.
- No loitering is allowed in the parking lot before, during (including lunch), or after school. Students must depart the student parking lot **immediately** upon arriving to school.
- All students are to park in the north parking lot unless notified by School Police or administration.
- Students that are habitually late **MAY** have their parking privileges suspended or revoked.
- Any student taking another student off campus without proper authorization will result in:

  1st offense – Immediate loss of parking privileges for no less than (10) days.

  2nd offense – Immediate loss of parking privileges for (30) days.

  3rd offense – Immediate loss of parking privileges for balance of the school year.
- Speeding, reckless operation, use of air-horns, continuous beeping of horns, playing loud music upon entering, leaving or parking on campus is subject to disciplinary action up to and including revocation of parking privileges and/or the vehicle may be towed at the owner's expense.

ATTENDANCE (Policy 5.092)

ırsuant to Florida statutes 1003.01 and SouthTech Academy Policy 5.092 all ıdents shall be required to attend school. Florida Statue 1003.24 and SouthTech ademy Attendance Policy 5.092 states that it is the responsibility of

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parent(s)/guardians(s) to insure their children attend school on a regular basis. "Regular basis", according to statute and policy means attending school every day including every period.

SouthTech academy operates on a 4x4 block that has 4 grading terms. Any student missing more tha**n 5 days per half credit course or 10 days per full credit course**, whether excused or unexcused, will put themselves in peril of not receiving full credit and **MAY** jeopardize their continued enrollment at SouthTech Academy.

Pursuant to Florida State Statute 1003.26 and SouthTech Academy **policy 5.09**, the Chief Administrative Officer and Board of SouthTech Academy has the authority to take steps to bring **criminal prosecution** against the parent(s)/guardians(s) of a student that has violated the State of Florida Department of Education, Palm Beach County District School System and SouthTech Academy attendance policies which are the same.

To implement the provisions of state laws and rules requiring School Districts to verify the enrollment and attendance of students for the purpose of granting or denying driving privileges, the names of students who are in violation of the enrollment and attendance requirements for being licensed to drive in the State of Florida will be submitted by the principal or designee to the Department of Highway and Motor Vehicles (DHSMV) with recommendations to suspend such student's driving privileges.

Parents/guardians of students, who need to miss school due to religious holidays, should notify **Student Services Department** in writing prior to the date(s) requested for approval of the student to be excused from school on said day(s).

Students with prior approval via a (Temporary Learning Elsewhere) Field Trip Permission Form STCAI 1571 are allowed 2-1/2 days per year in grades 11 and 12 (for a total of 5 days) to visit colleges. Local colleges (Palm Beach State College, FAU, and Palm Beach Atlantic College) are not included. Proof of visitation must be returned to the **Student Services Department** for the missed days to be excused within 24 hours of the student's return to school.

Excused and Unexcused Absences

The parent(s)/guardians(s) and student understand that Florida State Law requires that all students attend school each day without exception unless there is a legal excuse for being absent.

After 5 days absent per half-credit course and 10 days absent per full-credit course, excused or unexcused, a student MAY be placed on an attendance contract.

Pursuant to SouthTech Academy Policy 5.09, it is the responsibility of the parent(s)/guardian(s) to justify an absence within **24 hours** of the student's return to school. The justification will be evaluated based on the adopted School Board definition of "excused" absences which are: 1. Student illness, 2. Medical appointment, 3. Death in the family, 4. Religious holidays or services recognized by all members of the faith, 5. Subpoena by law enforcement agency or mandatory court appearance, 6. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal or Principal's designee.

It is SouthTech Academy and The Palm Beach County School District's policy that the school responds in a timely manner to excused or unexcused absences. To this effect the Palm Beach County School District, through automatic dial, attempts to contact the parent/guardian within 24 hours of a student's absence.

Tardies

Managed by the Classroom Teacher

(Within the First 15 Minutes of Class)

- Students are expected to be on time to all of their classes as tardiness disrupts the learning process for the student and the teaching process for the instructor.
- Students are considered tardy to class if they are not in their seat ready to learn when the tardy bell rings.
- Students who arrive to class within the first 15 minutes of the class period should report directly to class and sign the SouthTech Academy Classroom Tardy Log located in the teacher's classroom.
  - o Students who have an excused tardy should attach documentation to the tardy log. Students with an excused tardy should not receive an

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academic penalty for their tardiness.
  - o Students who have an unexcused tardy will be subject to an academic penalty at the discretion of the teacher.
- Students who arrive within the first 15 minutes of class should be marked tardy on the teacher's roll book and in GradeQuick.

(Later than 15 Minutes)

- Students who arrive later than 15 minutes into the class period must report directly to Student Services for an Admit Slip to class. Once students have received an Admit Slip they must report directly to their class. Students with an Admit Slip must be allowed to participate in all instructional activities for the remainder of the class period.
- Students will still be considered tardy on the teacher's roll book and in GradeQuick.
- Only students who do not attend any portion of the class period should be marked absent on the roll book or in GradeQuick.

(Weekly)

- Signing in to the tardy log is the sole responsibility of the student. The teacher is under no obligation to stop instruction for a tardy student. The student should sign in to the log and promptly join the classroom activities.
- Teachers are requested to turn in their daily logs to the Student Services Department at the end of each week.

Managed by Student Services

- The Student Services Department will record all weekly tardy logs.
- Students who accumulate unexcused tardies will receive administrative consequences as follows
  - o Three (3) unexcused tardies, in one or more classes, will result in one (1) lunch detention and parent contact.
  - o Six (6) unexcused tardies, in one or more classes, will result in one (1) additional lunch detention and a parent conference.
  - o Nine (9) unexcused tardies, in one or more classes, will result in one (1)

written referral to In School Suspension (ISS) and a referral to the School-Based Team for an attendance contract and specific, targeted interventions.

SwPBS Team: For multiple documented offenses

- The SwPBS Team will develop a formalized intervention plan, which includes an attendance contract, for all students who become truant.
- Students who violate the terms of their attendance contracts negatively impact their academic performance and ultimately jeopardize their continued enrollment at SouthTech Academy.

PROCEDURES ON LEAVING CAMPUS

- Only parents/guardians/formal designees that are **pre-approved** and listed on the **Student Demographic Information Form** STCAI **1571c** may sign out and pick up a student.
- Parents/guardians/formal designees **MUST** provide some form of picture identification i.e., driver's license to main office personnel to sign out a student regardless of the students age.
- Parents/guardians/formal designees **MUST** complete the sign out log located in the main office.
- **ALL** releases of students will be processed through the main office
- Written notes or phone calls **WILL NOT** be an accepted method for the release of any student.
- School Administration will verify identity and custody issues before releasing a student to parents, guardians, or formal designees.
- **Only an Administrator can approve the release of students.**

WELLNESS PROMOTION (POLICY 5.003)

SouthTech Academy policy 5.003 follows the School District's wellness promotion policy 1.11 which is intended to fulfill the requirement under Public Law 108-265 State statute 204 (204) (42 U.S.C. statute 1751 Note) that promotes student health and reduction of childhood obesity, as well as to promote wellness for employees.

STUDENT ACTIVITIES (POLICY 2.05)

SouthTech Academy does not offer any interscholastic sports activities. SouthTech's charter agreement with Palm Beach County School District specifies that any SouthTech student in good standing may participate in interscholastic sports or other FHSAA activities at their boundary school. In addition, pursuant to SouthTech Academy policy 2.05, SouthTech Academy does offer after school intramural sports activities as well as various clubs and other activities in which students may participate. A partial listing of clubs offered on campus can be found below. Additional clubs may be added or deleted based on student interest during the school year:

- Anime/Manga Club
- Bulldog Book Club
- DECA
- Drama Club
- Environmental Club
- GSA
- Life Seekers Christian Club
- National Honor Society
- Safe Schools Ambassadors
- Senior Class Sponsors
- Student Government
- Tutoring
- Yearbook

STUDENT RESIDENCE ENROLLMENT REQUIREMENTS (POLICY 5.011)

- Residence and/or address shall mean the home location where the student and a parent (if applicable) are primarily living. Residence does not refer to citizenship or a proof of residence that would require a permanent resident card (green card) or any immigration documentation. Primary residence and/or address means the home in which the student and a parent (if applicable) lives most the time.

- "Parent" is defined as either or both biological or adoptive parent(s) of the student, the student's legal guardian, a person in a parental relationship to the student, o r a person exercising supervisory authority over the student in place of the parent, pursuant to Fla. Stat. § 1000.21(5).
- The school selection, enrollment and placement of students experiencing homelessness and unaccompanied youth are governed by the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and School Board Policy5.74. Policy 5.74 shall be referred to when enrolling students experiencing homelessness, unaccompanied youth and students awaiting placement in foster care.
- Parents are required to immediately notify the school in writing of a student's change in address.

ADMISSION AND ENROLLMENT

SouthTech Academy applications may be downloaded from the website at www.southtechacademy.org , picked up at the school or mailed out upon request via the Admissions Office. (561-369-7006)

Please be advised that all students new to the county must present proof of a physical exam not more than one year old within 30 (thirty) days of registration. The following information needs to be submitted to SouthTech Academy:

- **Physical examination:** Students failing to submit this document within 30 (thirty) days will not be permitted to attend SouthTech Academy.
- **Immunization:** Students must produce documentation on the prescribed Florida blue DR 680 form of appropriate immunizations. **No shots, No school, No kidding!**
  Proof of Birth: Birth certificate, baptism certificate, insurance policy that has been in force for two years or more, passport, or school record.

HEALTH REQUIREMENTS FOR SCHOOL ATTENDANCE
Communicable Diseases Immunizations

(P-5.322) and (F.S. § 1003.22(9))   (P-5.06) and (F.S. § 1003.22(1))

Students having or suspected of having a communicable disease or infestation which can be transmitted to others may be excluded from school, based on the decision of the Department of Health, and not allowed to return unless they have been successfully treated and/or present a note from a physician indicating that they are no longer

A Certificate of Immunization (DH 680) indicating compliance with the current required schedule of immunizations must be presented prior to enrollment in school absent exemption. Students who are homeless may be eligible for a 30 day exemption.

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Immunization School Health Requirements for 2015-2016

Prior to entry, attendance, or transfer to Florida schools (kindergarten through 12th grade), each child shall have on file a Florida Certification of Immunization, DH 680, documenting the following:

VACCINE TYPES:	PK	K	1	2	3	4	5	6	7	8	9	10	11	12
DTAP/DT SERIES	x	x	x	x	x	x	x	x	x	x	x	x	x	x
TDAP BOOSTER									x	x	x	x	x	
TDAP OR TD BOOSTER														x
POLIO SERIES	x	x	x	x	x	x	x	x	x	x	x	x	x	x
MMR (2 DOSES)	x	x	x	x	x	x	x	x	x	x	x	x	x	x
HEPATITIS B SERIES	x	x	x	x	x	x	x	x	x	x	x	x	x	x
VARICELLA (2 DOSES)		x	x	x	x	x	x							
VARICELLA (1 DOSE)	x							x	x	x	x	x	x	x
* PHYSICAL EXAMINATION	x	x							x					

Florida Administrative Code § 64D-3.011

A physical examination is required for all students new to the District and SouthTech Academy. (P-5.06 (A)).

Clinic

The clinic is located on the northwest side of campus in building 22 North and is staffed by a registered nurse who screens each student that comes into the clinic

to determine the seriousness of his /her illness. The clinic is intended for first aid and emergency use only. A student must request permission from their teacher who will contact a student services representative to escort said student to the clinic. Only parents/guardians/formal designees that are **pre-approved** and listed on the **Student Demographic Information Form STCAI 1571c** may sign out and pick-up an ill student via the Main Office. Should the student, nurse or school administration be unable to reach the parents/guardians/formal designee, the student must remain in the clinic or return to class.

Medication Needs (Policy 5.321)

A student under the care of a physician and needing to take medication must clear its use by obtaining written permission from the parent and physician, or other authorized person on the emergency card. Students must secure the **"Authorization of Medication"** form from the school nurse and have it completed by the physician and parent. Completed forms must be returned to the school nurse. The medication itself should be presented to the nurse in the original container issued from the pharmacy. The school nurse or designee will monitor the administration of the medicine. **The school cannot issue any over-the counter drugs** to any student and can comply only with the above-listed procedure. Parents must notify school administration if a student has a special medical condition or need. If a parent requests that prescription medication be given to their child, a doctor's written authorization and the original prescription containers should provide dosage and storage instructions. Prescriptions will be refilled as needed by the parent.

Students are not allowed to carry any medication on campus at any time.

Accidents and Injuries

As conditions warrant, students injured on school premises will be evaluated by the school nurse and depending on the severity of the injury they will be taken to the school clinic, or if needed, with the permission of the parent/guardian, transported to an area hospital. In any and all cases, the parent/guardian will be notified. The supervising teacher or staff member WILL submit within 24 hours, an accident report STCAI 0335 to Ms. Collins the school Business Manager and Mr. Ost the Secondary Principal.

Emergency Information

The capability to contact parents during emergency situations is essential. Students cannot receive emergency non-life threatening medical care without parental/guardian approval. Parents must fill out an emergency card listing the address and phone numbers where they can be reached during the day. This card MUST be returned to main office at SouthTech Academy.

Accident Insurance

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Applications for accident insurance are available to the students at the beginning of each school year. These forms regarding coverage and benefits can be obtained from the **guidance department.** The responsibility for arranging insurance and filing claims lies with the student and/or parent/guardian. The insurance does not cover interscholastic sports or its practice sessions. Before students are allowed to compete on a school team, they must show proof of special insurance coverage.

Voluntary Student Accident Insurance

A voluntary student accident insurance program is available. Application forms regarding coverage and benefits can be obtained from the guidance department. Student insurance coverage is **strongly recommended** for all students. Health Science students **must** purchase specialized insurance.

Onsite Evaluation for Illness or Injury

In accordance with s. 381.0056, Florida Statues, SouthTech will provide onsite evaluation for illness or injury and release to a law enforcement officer as necessary:

- The school principal, or his or her designee, will notify a student's parent or guardian if the student is removed from school, school transportation or school-sponsored activity for an involuntary examination under the Baker Act.
- The school principal, or his or her designee, may delay notification by up to 24 hours if there is suspected abuse, abandonment or neglect and the delay has been deemed to be in the student's best interest.
- Delay in notification may occur only after a report of suspected abuse, abandonment or neglect is submitted to the Department of Children and Families' central abuse hotline.

RULES AND PROCEDURES FOR GRADING

Grading Period and Report Card Distribution

Report cards are generated every 4-1/2 weeks. The report card will reflect the academic status and attendance for each student. Progress reports will be issued to each student approximately 2-1/2 weeks into each 4-1/2 week marking period. Any student in jeopardy of failing may receive daily or weekly progress reports issued to the parents.

Edline

For those parents/guardians that have access to a computer, you may check the progress of your child at any time by using Edline. Guidelines on how to access this information is available on the website (www.southtechacademy.org).

General Rules for Grading

Grading shall be based on the quality of work done. A student's attendance, daily preparation and promptness in completing assignments must be consistent and congruent with the grades given. All students will receive a daily grade. Students who have not completed all assigned work shall receive an incomplete (I) for that grading period. Students are required to make-up all work missed for all absences, whether excused or unexcused. A student must complete all work within one day for each day he/she is absent from class, not counting the day of return. Students who fail to make-up work will be assigned a zero for all assigned work missed on a daily basis which could result in failure of the class and loss of credit. Repeated failure or refusal to make-up work will result in disciplinary action and placement upon a student performance contract.

Credits

Attendance is crucial to earning credit for courses taken. Florida Statutes mandate minimum of 120 hours of attendance for one credit to be awarded. On the block schedule utilized by SouthTech Academy, perfect attendance provides 123.0

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hours of instruction available to students. Three absences place the student below the required hours of attendance. An alternative to meeting hours-of-attendance requirements is to demonstrate mastery of the course content. Mastery is defined as: (1) passing at least one of the two nine-week marking periods and, (2) passing the semester final examination or (3) passing both of the nine-week marking periods. Students may earn one credit per semester for each course successfully completed.

Exemptions (Policy D8.05)

Graduating seniors can be exempt from final exams both semesters provided they have not received a failing grade for any grading term and do not have more than 3 absences in **any** class for the grading term. If a senior wishes a higher grade during the second semester of his/her senior year, the final exam may be taken.

Grading Scale

- A = Outstanding progress (90%-100%)
- B = Above average progress (80%-89%)
- C = Average progress (70%-79%)
- D = Lowest acceptable progress (60%-69%)
- F = Failure (below 60%)
- N = No credit due to excessive absences and failure of the final
- W = Withdrawn
- I = Incomplete
- E = Senior exempt from final exam

Student Behavior Evaluation

- 4 = Student's behavior very constructive to learning
- 3 = Student's behavior generally supportive of learning
- 2 = Student's behavior detrimental to his/her own learning
- 1 = Student's behavior detrimental to his/her own learning and to the learning of others

SOUTHTECH ACADEMY GUIDANCE

Graduation Requirements

The typical student will successfully complete eight credits or units per year. A minimum of twenty four credits earned in grades 9-12 are required for graduation. In order to graduate from SouthTech Academy with a regular diploma, the student must meet the following requirements:

- Pass the Florida Standards Assessment (FSA) or Florida Comprehensive Assessment Test and/or the End of Course (EOC) exams as determined by the Florida Department of Education.
- Maintain a cumulative GPA of 2.0 on a 4.0 scale.
- Complete 20 hours of community service.
- Beginning with the Class of 2015, students must earn one of the required credits in a virtual program.

Required Subjects

- English/Language Arts – 4 credits
- Mathematics – 4 credits (One credit from middle school can be utilized)
- Science – 3 credits
- Social Studies – 3 credits
- Physical Education - 1 credit (**MUST** include ½ credit of personalfitness and ½ credit of physical education activity elective.
- Fine and/or Performing Arts – 1 credit
- Electives – 8 credits

Cooperative Education

:udents in the Cooperative Education Program are permitted to earn credits while ɔrking off campus in a position related to their program of study (academy). udents who fail to follow the attendance policy, do not become employed or ɪn't accept employment opportunities offered, will be dropped from this work ɹdy program. Time cards documenting the number of hours worked must be

maintained and turned into the cooperative education coordinator on a weekly basis. The coordinator can be reached at (369-7012).

Dual Enrollment

Students must have a 3.0 unweighted grade point average and college ready test scores in order to dual enroll at Palm Beach State College. For more information contact your school counselor at (561) 369-7006.

Diplomas

There are **2** kinds of diplomas available to students at **SouthTech Academy**. They are as follows:

- **Standard Diploma** – Awarded to students who meet all criteria established by **SouthTech Academy, The Palm Beach County School District** and **The Florida State Department of Education.**
- **Certificate of Completion** – Awarded to students who meet all credit criteria established by **SouthTech Academy, The Palm Beach County School District** and **The Florida State Department of Education**, but did not pass the **FCAT** and/or did not maintained a **2.0 cumulative grade point average**.

Diploma Designations

Scholar Designation:

In addition to meeting the 24-credit standard high school diploma requirements, a student must:

- Earn 1 credit in Algebra II (must pass EOC)
- Pass the Geometry EOC
- Earn 1 credit in statistics or an equally rigorous mathematics course;
- Pass the Biology I EOC
- Earn 1 credit in chemistry or physics
- Earn 1 credit in a course equally rigorous to chemistry or physics
- Pass the U.S. History EOC
- Earn 2 credits in the same world language
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course

A student is exempt from the Biology I or U.S. History assessment if the student is enrolled in an AP, IB or AICE Biology I or U.S. History course and the student takes the respective AP, IB or AICE assessment; and earns the minimum score to earn college credit.

Merit Designation:

- Meet the standard high school diploma requirements
- Attain one or more industry certifications from the list established (per section 1003.492, Florida Statutes).

Certificates

Vocational Certificate of Completion – Awarded to students who complete a vocational job preparatory program as outlined in the **Department of Adult, Vocational and Community Education** guidelines.

Scholarships

SouthTech Academies Guidance Department/Career Center provides information regarding a variety of scholarship opportunities. It is in the student's best interest look at this information early in his/her high school career so that plans can be made accordingly. Located in the SouthTech guidance office is a list of scholarship opportunities from local and national organizations. We encourage students to use resources to investigate ways to enable them not only to find ways of furthering their secondary educational pursuits, but to also find employment based the skills learned here at **SouthTech Academy**. See your School **Counselor**, **Vocational Instructor** or **Career Specialist** for more information.

Class or Schedule Change

A student wishing to withdraw from a class or have a schedule change must request a schedule change and complete a STCAI 0797 form which is obtained from their **School Counselor** in order to have their request considered. Students must continue to attend all classes until they are officially withdrawn or until their schedule has been officially changed. Schedule changes MUST be justified and will be approved on a limited basis. Unless special circumstances exist, schedule changes after the second week of a class will not be approved.

Withdrawals and Transfers from School

- The following <u>MUST</u> be completed in order for a student to withdraw or transfer from SouthTech Academy:
- Parent/guardian must accompany student to the Guidance Office and authorize the student's withdrawal.
- Turn in all books and clear financial obligations.
- Complete the required exit interview/survey.
- Complete the withdrawal Form PBSD 0756 and obtain all the required signatures.
- Return the completed withdrawal form to the Guidance Department.

Student Records (Policy 5.50)

Parents and/or students eighteen years of age or older shall have the right to inspect, review and obtain copies of any and all official records, files and data directly related to the student. These records may be obtained through the guidance office. Copies of education records shall be provided upon request according to Florida Statutes.**D.5.05 (Public Law 93380).**

Transcripts

An official compilation of credits for release to other schools or organizations is called a transcript. Arrangements for transcripts can be made through the main office. The first transcript provided after graduation is free. There will be a $3.00 charge for any additional transcript requests.