



2021-2022

**STUDENT/PARENT/GUARDIAN
HANDBOOK**

SHAPING LIVES... INSPIRING SUCCESS



GOVERNING BOARD OFFICERS	SCHOOL ADMINISTRATION	GOVERNING BOARD MEMBERS
<p data-bbox="305 1024 506 1087">Robert Kesten Chairperson</p> <p data-bbox="305 1125 506 1188">James Notter Vice Chairperson</p> <p data-bbox="331 1226 480 1289">Dan Heller Treasurer</p> <p data-bbox="289 1327 522 1390">Ayesha Edmond Secretary</p>	<p data-bbox="701 1024 922 1087">Eileen Turenne Principal</p> <p data-bbox="701 1125 922 1188">Erin Kurtz Assistant Principal</p> <p data-bbox="701 1226 922 1289">Roman Salas Assistant Principal</p>	<p data-bbox="1078 1024 1338 1058">Roger Dunson Sr.</p> <p data-bbox="1101 1096 1315 1129">Russ Feldman</p> <p data-bbox="1084 1167 1325 1201">Christina Grenga</p> <p data-bbox="1117 1239 1292 1272">Diane Heinz</p> <p data-bbox="1084 1310 1325 1344">Suzanne Nicolini</p>

Mission Statement

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

August 10, 2021

Dear Parents, Guardians, and Students,

It is my pleasure to welcome everyone to another great year at STA, where we aspire to help all Bulldogs feel connected as members of the SouthTech Family. We strive to challenge each student to grow in his or her abilities, and to become career and college ready.

To avoid discipline issues and ensure productive instructional time, it is imperative that students and parents read this handbook in its entirety. Students, take ownership of your future and apply yourself to your studies with a commitment to success. Families, get involved in your son's or daughter's education and personal development. Become active in the school as a volunteer, as a board member, or by serving on one of the committees that are so vital to every successful school.

At STA, we have excellent instructors who devote themselves to planning activities to engage our students in learning. These professionals utilize research-based best practices and analyze data to determine current skill levels and to set goals for improvement and growth. We believe that all students should graduate from high school prepared for work, higher education, and productive citizenship.

The expectation of SouthTech students is to embrace The Bulldog Way: Be respectful, responsible, and ready to learn—beginning with prompt arrival at school each and every day. Most importantly, as you embark on your learning adventure, put forth your best efforts—working cohesively with peers, taking pride in our school, and using technology with integrity.

It is truly an honor to have the opportunity to serve as Principal of SouthTech Academy. Beyond this, it is heartwarming to be part of a community in which teachers, students and parents care for each other and strive to build positive relationships that support academic, social, and career-related growth. Please feel free to contact me at (561)369-7072 or at eileen.turenne@pbcharterschools.org.

I look forward to working with you and your families during this promising school year.

In Partnership,



Eileen Turenne
Principal

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2021-2022 Bell Schedule

A/B Schedule ~ Grades 9-12

Lunch A		
Breakfast	6:30 - 6:55	25
1st Period	7:00 - 8:27	87
2nd Period	8:32 - 10:11	99
A LUNCH	10:11- 10:41	30
3rd Period	10:46 - 12:13	87
4th Period	12:18- 1:45	87

Lunch B		
Breakfast	6:30 - 6:55	25
1st Period	7:00 - 8:27	87
2nd Period	8:32 - 10:11	99
3rd Period	10:16 - 11:43	87
B LUNCH	11:43 – 12:13	30
4th Period	12:18 - 1:45	87

Printed student schedules will designate Lunch A or Lunch B.

The Bulldog Way



Respectful

Responsible

Ready to Learn

School Colors:
Red, White & Blue

Contact Information

Main Office: (561) 369-7000

Career Academies: (561) 369-7000

Clinic: (561) 364-7919

Exceptional Student Education Office: (561) 369-7009

Food Service: (561) 369-7074

School Counseling Office: (561) 369-7067

Student Services: (561) 369-7064

Bullying Hotline: (561) 364-7951

Career Academies

Auto Collision & Repair

Automotive Technology

Cosmetology

Culinary Arts

Business Management Academy

Commercial Arts Academy

Music and Sound Production

Information Technology

Medical Sciences

Digital Film and Broadcast

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.

Dates to Remember 2021-2022

Parent Nights	
Meet the Teacher & Title I Parent Meeting	September 1, 2021
College & Career Fair	September 21, 2021
Meet the Teacher & Spring Parent Training	January 26, 2022
Teacher Work Days - No School for Students	
October 15, 2021	
November 11, 2021	
January 4, 2022	
February 21, 2022	
March 21, 2022	
School Holidays	
Labor Day	September 6, 2021
Fall Holiday	September 7, 2021
Fall Holiday	September 16, 2021
Thanksgiving Week	November 22—26, 2021
Winter Break	December 23, 2021—January 3, 2022
Martin Luther King Jr. Day	January 17, 2022
Spring Break	March 14—March 18, 2022
Spring Holiday	April 15, 2022
Memorial Day	May 30, 2022
Early Release Days	
Midterms—Periods 1 & 2	October 12, 2021
Midterms—Periods 3 & 4	October 14, 2021
SouthTech Holiday Luncheon	December 9, 2021
Final Exams—Periods 1 & 2	December 20, 2021
Final Exams—Periods 3 & 4	December 21, 2021
Final Exams—Make-up Day	December 22, 2021
Midterms—Periods 1 & 2	March 9, 2022
Midterms—Periods 3 & 4	March 10, 2022
Midterms—Make-up Day	March 11, 2022
Final Exams—Periods 1 & 2	May 24, 2022
Final Exams—Periods 3 & 4	May 25, 2022
Final Exams—Make-up Day	May 26, 2022

Senior Exams	
Periods 1 & 2	May 4, 2022
Period 3 & 4	May 5, 2022
Senior Check-out	
May 13, 2022	
Last Day of School	
May 26, 2022	

Parent Involvement

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.

Emergency School Closing Procedures

The Superintendent/Deputy Superintendent 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.

Equal Opportunity and Non-Discrimination Statement

SouthTech Schools, a state-approved LEA, does not discriminate on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law in its educational programs, services or activities, or in its hiring or employment practices. Complaints regarding discrimination or harassment may be sent to: HR Manager, 6161 W. Woolbright Rd., Boynton Beach, Florida 33437; (561) 369-7042.

Message to Parents/Guardians and Students

The office will deliver messages to students on an emergency basis only. 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.

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, websites 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 School Counseling Department at (561) 369-7067 or calling Student Services at (561) at 369-7064.

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 364-7929 for more information.

Textbooks

If your classroom teacher issues textbooks, the student is responsible for those books until they are returned. On the outside cover of each book, there is a barcode, which is specifically assigned to each student 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. 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. There will be no early release after 1:15pm.

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.

Student Code of Conduct

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 Plans

Failure to comply with the **SouthTech Academy Student Code of Conduct** 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 out of school suspensions will be coded appropriately in SIS. 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 Contract:** Missing 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.
 - **Discipline Contract:** Students may be placed on a discipline contract after repeated minor level offenses. Students will be placed on discipline contracts for major level offenses.
 - **Withdrawal from SouthTech Academy:** After all interventions have been exhausted, failure to adhere to the SouthTech Academy Student Conduct and Behavior and Attendance policies 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 who then may recommend to the Palm Beach County School Board not to allow a student to attend any public school in Palm Beach County.
 - Rules and regulations will apply to all school related activities on or off campus, including school transportation. 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 performances.

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

According to SouthTech Academy's Student Code of Conduct Policy, 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 a matrix for school-wide behavior expectations.

Acceptable Use of Technology

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

Any unauthorized or inappropriate use of an electronic device will result in confiscation. 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 – Items 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: Items 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 1 day of the 5 days out of school suspension for the district approved alternative to suspension program.

2nd or Repeated Offense- Requires a 5 day out of school suspension and/or recommendation for expulsion.

Tobacco/E-Cigarette Violation

1st Offense – Must provide student with an opportunity to exchange 2 days of the 5 day out of school suspension for the district approved alternative to suspension program.

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

Repeated Offenses – Requires a 5 day out of school suspension for each offense.

Dress Code

SouthTech Academy will adhere to the following dress code policies—enforcing the following **dress code policies** as we prepare our students for future success.

- 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.
- Students may wear jackets and hoodies with zippers. Hoodies should not be worn over the head at any time. **Academies have veto power on outer garment attire and accessories.**

- 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).
- No pajamas or sweat pants.
- No pants with holes and rips.
- No mini-skirts or exposed midriffs.
- Shorts may be worn only while participating in Physical Education classes, along with approved Physical Education Department shirts.
- No full head coverings.
- Uniform shoes must have backs and be close-toed.
- No Crocs, slides or bedroom-type footwear.
- With preapproved administrative permission, students participating in boundary school sports activities may wear a Game Day Jersey on Game Day **only**.
 - Approval is granted by filling out and submitting a *Game Day Dress Code 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 required to contact their parent/guardian to request that they bring a uniform to school for them to wear or purchase a new uniform.
- If the student is not able to attain a new uniform, they will be required to stay in ISS for the remainder of the school day.
- Repeated violations will result in a referral for insubordination and require further disciplinary actions.

False Fire Alarm

Any student who pulls the fire alarm without legitimate cause will be subject to immediate disciplinary and legal action.

Student ID Badges

All students must wear their school ID badge on a lanyard around their necks at all times. Failure to wear the required student ID badge will result in disciplinary action.

Search and Seizure

Any school administrator or authorized officer may conduct a reasonable search of a student on the school premises if there is reasonable suspicion to believe that the student possesses an item of contraband. Any school administrator or authorized officer may conduct a search of students lockers and backpacks. Any confiscated property belonging to a student will be returned to the student or his/her parents by the end of the school year, except as required by law or by consideration of safety for students and staff. Student's/parents are to arrange for pick-up of the items at the designated time.

Fighting

SouthTech Academy has a zero tolerance policy for fighting. SouthTech Academy is a member of Peaceful Schools International and promotes effective forms of communication that result in positive outcomes when disagreements occur. Students will learn how to engage in restorative practices such as conflict resolution to resolve issues.

Assault and Battery on School Board Employee

Whenever any student, parent, or other person commits an assault or battery upon any elected official or employee of a school district, and the elected official or employee is on school property or is away from school property on official business, any offense will be prosecuted to the full extent of the law.

Gang Control Policy

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 Descriptors

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.

Sexual Harassment Policy

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:

- 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.
- Verbal harassment or abuse. This includes comments regarding one's gender, body or appearance, making sexual jokes, innuendoes or stories.
- Unwelcome demands or request for sexual activities.
- 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 who violates this policy will be disciplined according to the Palm Beach County School District's discipline matrix.

Bullying and Harassment Policy

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) 369-7951.

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

Parent/Student Grievance Procedure

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:

- Submit a written request to the School Principal outlining the nature of the grievance and desired resolution.
- 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.

- After staff has discussed the issue, a meeting will be scheduled with the parents/guardians and /or student to resolve the situation.
- If the issue is not resolved, the parents/guardians or student may appeal to the Superintendent/Deputy Superintendent for resolution. The Superintendent/Deputy Superintendent shall schedule a hearing with all involved parties and deliver a response within ten days of the request.
- 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.
- 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, Superintendent/Deputy Superintendent, 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

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) 1-239-434-0177 or (cell) 1-239-220-1611.**

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 – Loss of parking privileges for no less than 10 days

2nd Offense – Loss of parking privileges for no less than 30 days

3rd Offense – Loss of parking privileges for remainder of 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

Pursuant to Florida statutes 1003.01 and SouthTech Academy Policy 5.092 all students shall be required to attend school. Florida Statute 1003.24 and SouthTech Academy Attendance Policy 5.092 states that it is the responsibility of 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 than 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

General Expectations

- Students are expected to be on time for all of their classes.
- Students are tardy if they are not in classrooms when the tardy bell rings.
- Late-arriving students will be marked tardy in the SIS.
- Students who arrive late will report directly to Student Services.
- If students receive an Admit Slip, they will report directly to their scheduled class.
 - Students arriving with an Admit Slip will be allowed to participate in all instructional activities for the remainder of the class period.
- **The Student Services Team will conduct Tardy Sweeps every day for each period after the final bell.**
 - **Students found loitering in the hallways will be subject to disciplinary action.**
- Students who arrive later than 45 minutes will be assigned to ISS for the remainder of the period, unless it is an excused tardy.
- Tardy students who do not attend any portion of the class period will be marked with an I to indicate In-School Suspension in SIS.

Managed by Student Services

- Students who accumulate unexcused tardies will receive administrative consequences as follows:
 - Three (3) unexcused tardies, in one or more classes, will result in one (1) lunch detention and parent contact.
 - Six (6) unexcused tardies, in one or more classes, will result in one (1) period of In-School Suspension (ISS) from their Academy class.
 - Nine (9) unexcused tardies, in one or more classes, will result in one (1) written referral to ISS and a referral to the School-Based Team for an attendance contract and specific, targeted interventions.

Multiple Documented Offenses

- Student Services 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 jeopardize their continued enrollment at SouthTech Academy.

Procedures for Leaving Campus

- Only parents/guardians/formal designees that are **pre-approved** and listed **in the SIS** may sign out and pick up a student.
- Early dismissal will not be permitted between 1:15PM and 1:45PM.
- 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.
- The main office will process **all** release of students.
- Written notes or phone calls **will not** be an accepted method for the release of any student.
- School Personnel will verify identity and custody issues before releasing a student to parents, guardians, or formal designees.

Wellness Promotion

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

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. To participate in any club, athletics or school-related activity a student must:

- Have a minimum of a 2.0 GPA
- Not be on a Discipline Contract
- Not be on an Attendance Contract
- Not have accumulated more than 15 tardies in one semester

Students who have below a 2.0 cumulative GPA or are on an attendance contract or discipline contract will not be excused from class to participate in campus-wide activities.

- Beginning in the second semester, seniors must have met all graduation requirements—including community service and state assessments, along with having earned at least one Industry Certification.

Pledge of Allegiance

According to s.1003.44F.S., Patriotic Programs, upon written request by the parent/guardian, a student may be excused from reciting the pledge, including standing and placing the right hand over the heart. Students that have not been excused via written request by the parent/guardian; must show full respect to the flag.

Posting of Advertisements, Signs or Messages

Prior to any advertisements, signs or messages being posted at SouthTech Academy, understand that administrative approval is required. To obtain administrative approval, follow these steps:

- Email the proposed sign, poster, or photo thereof to Administration.
- Await approval from a member of the Administrative Team.
- Once approval has been secured, proceed to post signage.

In the event that any signage is posted without approval from Administration, it will be removed.

Student Residence Enrollment Requirements

- 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 in most of 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, or 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 Policy 5.74. 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.southtechschools.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, no more than one year old and 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))

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 contagious.

(P-5.06) and (F.S. § 1003.22(1))

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.

Immunization School Health Requirements

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:	GRADES:													
	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.

Clinic

The clinic is located on the northwest side of campus, and is staffed by a registered nurse who screens each student who 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 who are **pre-approved** and listed in the **SIS** may sign out and pick-up an ill student via the Main Office. If pre-approved designee is not reached, then the student will remain in the clinic or return to class.

Medication Needs

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 an accident report to Mrs. Buchholz within 24 hours.

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

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 **main office**. 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 main office. 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 Statutes, SouthTech will provide onsite evaluation for illness or injury and release to a law enforcement officer as necessary:

- Administration 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.
- Administration 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. Any student in jeopardy of failing may receive daily or weekly progress reports issued to the parents.

Student Information System

Parents will be able to view student grades through the Student Information System (SIS).

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. Students are required to make-up all work missed for all absences. 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.

Cheating/Plagiarism

Students are expected to maintain values of personal integrity and honesty. Cheating is not acceptable behavior. Any work submitted by a student must represent his/her own effort. In the case of material borrowed from another source, the work submitted must include clear and appropriate attribution. Any student who is apprehended cheating or deliberately plagiarizing will be subject to disciplinary action. Grade-related consequences will be determined by Classroom Instructors as stated in syllabi.

Credits

Attendance is crucial to earning credit for courses taken. Florida Statutes mandate a 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 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 quarters and, (2) passing the semester final examination or (3) passing both of the quarters. Students may earn one credit per semester for each course successfully completed.

Exemptions

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 the class for the grading term.

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 is very constructive to learning.

3 = Student's behavior is generally supportive of learning.

2 = Student's behavior is detrimental to his/her own learning.

1 = Student's behavior is detrimental to his/her own learning and to the learning of others.

School Counseling

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.
 - Items excluded from community service are: donations, service to benefit for-profit businesses, and court mandated community

service. A student who does not have access to community service opportunities will be provided opportunities on campus.

- Beginning with the Class of 2015, students must earn one of the required credits in a virtual program (economics at STA).

Required Subjects

- English/Language Arts – 4 credits
- Mathematics – 4 credits (Must include Algebra 1 and Geometry. One credit from middle school may be utilized)
- Science – 3 credits (Must include biology and physical science)
- Social Studies – 3 credits (World History, U.S. History, American Government and Economics with Financial Literacy)
- Physical Education - 1 credit (**must** include ½ credit of personal fitness and ½ credit of physical education activity elective.
- Fine and/or Performing Arts – 1 credit
- Electives – 8 credits

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 [\(561\) 369-7067](tel:5613697067).

Diplomas

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 FSA/EOC and/or did not maintained a 2.0 cumulative grade point average.

Diploma Designations

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

Scholar Designation:

- 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

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).

Scholarships

SouthTech Academies School Counseling Department/Career Center provides information regarding a variety of scholarship opportunities. It is in the student's best interest to look at this information early in his/her high school career so that plans can be made accordingly. To that end, a list of scholarship opportunities from local and national organizations is located in the in the School Counseling Google Classroom. We encourage students to utilize our resources to find ways of furthering their secondary educational pursuits, and to secure employment based on the skills learned at SouthTech Academy. See your School Counselor or Vocational Instructor 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 **MUST** be completed in order for a student to withdraw or transfer from SouthTech Academy:
- Parent/guardian must accompany student to the School counseling 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 PBSO 0756 and obtain all the required signatures.
- Return the completed withdrawal form to the School counseling Department.

Student Records

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 data processor's office. Copies of education records shall be provided upon request according to Florida Statutes.

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 school counseling office. Electronic transcripts are free of charge. Paper transcripts are \$3.00. See the transcript request form for exemptions and instructions.

Career and Technical Education (CTE): Cooperative Education

Students in the Cooperative Education Program are permitted to earn credits while working off campus in a position related to their program of study (academy). Students who fail to follow the attendance policy, do not become employed or don't accept employment opportunities offered, will be dropped from this work study 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).

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.

SOUTHTECH ACADEMY PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT 2020-2021

Student's Rules and Regulation of Operations

Your signature means you have received this booklet and understand the rules, protocols and expectations of **SouthTech Academy** Students.

Students, parents/guardians, teachers, counselors, administrators, custodians, and office staff all have important roles to play at **SouthTech Academy**. With so many people working together, problems may occur from time to time. Rules have been made to address these problems and rules need to be followed with fidelity.

The **Student/Parent/Guardian Handbook** lists the rules for students at **SouthTech Academy**. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and for any vehicle authorized for the transporting of students. **Please read them.**

Since **parents/guardians** can be held **responsible** for the **actions of their children**, it is important that they are aware of the **rules** and **consequences** if the **rules are broken**. Parents/guardians need to become actively involved in the education of their children and have the responsibility to provide the school with the current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities. Parents/guardians should take special notice of the student services section that includes the attendance, dress code, tardies, utilization of cell phones and other electronic devices and gang relationship policies.

SouthTech Academy must have proof that every student and every parent/guardian has received, read and understand **the SouthTech Academy Student/Parent/Guardian Handbook**. Student's and parents'/guardians' signatures indicate an understanding of an agreement to adhere to all SouthTech Academy policies and procedures while utilizing school provided transportation, attending all school learning activities or school sponsored extra-curricular activities.
Your signature indicates that you have received this booklet and acknowledge the rules.

PRINT NAME/ PARENT/GUARDIAN SIGNATURE
 DATE

PRINT NAME/ STUDENT SIGNATURE
 DATE

PARENT EMERGENCY PHONE NUMBER

GRADE