2023-2024

STUDENT & PARENT/GUARDIAN HANDBOOK

Reviewed on August 2023

Creating Success Stories, One Student at a Time

SouthTech School, 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 characteristics prohibited by law. For questions contact 561-369-7042 or www.southtechschools.org

SOUTHTECH PREPARATORY CHARTER ACADEMY, INC.

MISSION STATEMENT

SouthTech Preparatory Academy's core mission is to graduate students prepared to matriculate into a career academy program of study which will prepare them for work, higher education, and productive citizenship.

GOVERNING BOARD OFFICERS	SCHOOL ADMINISTRATION	GOVERNING BOARD MEMBERS
Russell Feldman *Chairperson*	**Carla Lovett** *South Tech Schools Executive Director*	**Roger Dunson, Sr.**
Suzanne Nicolini *Vice Chairperson*	**Nicole L. Handy** *School Principal*	**Tony Robinson**
Dan Heller *Treasurer*	**Pamela Galarza** *Assistant Principal*	**James Notter**
Ayesha Edmond *Secretary*	**Elias O. Velazquez** *Director of Student Services & Assessment*	**Diane Heinz**

Reviewed on August 2023

Dear SouthTech Preparatory families,

On behalf of the staff at SouthTech Preparatory Academy, it is my honor to welcome you to the 2023-2024 school year**!** We are excited and look forward to a productive relationship. I am proud of the opportunity to work with all our SouthTech families in order to ensure success and high achievement in our students. A strong school-home partnership will guarantee great success in your child's education. We ask that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Informs you if he/she needs additional support in any area or subject
- Knows that you expect him/her to succeed in school and become career and college ready

Please consider joining our **Parent Teacher Organization (PTO)** meetings, our Board of Directors, or volunteering at the school. Check out our website for more details of dates and times of the meetings and various school events at https://www.southtechschools.org/. Your child(ren) can greatly benefit from your involvement and contributions to the school's program and operations. Together we make great things happen.

Please review this Handbook carefully with your child and sign and return the Acknowledgment form. Contact Mr. Velazquez, if you have any questions regarding the rules and expectations, his email is elias.velazquez-alvarez@pbcharterschools.org. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. We expect all of our students to follow the Bulldog Way---Be Respectful, Be Responsible and Be Ready to Learn!

The family of **SouthTech Preparatory Academy** would like to thank you for your interest, support and dedication to the development of your child. On a personal note, I want to let you know that it is an honor and a privilege to be the instructional leader of a school that is filled with high expectations, quality staff and most of all, creative students. I look forward to getting to know all of our new families. I thank you for your support and look forward to an exciting school year! Please do not hesitate to contact me with any questions, concerns or feedback. I can be reached at 561-318-8087 or Nicole.handy@pbcharterschools.org

Educationally yours,

Nicole L. Handy

Nicole L. Handy
Principal

School Calendar SY 2023-2024

SCHOOL CALENDAR 2023-2024

SOUTHTECH PREPARATORY ACADEMY

BOARD APPROVED: 1.19.23

JULY 2023

MON	TUE	WED	THU	FRI
3 School Closed	4 HOLIDAY	5 School Closed	6 School Closed	7 School Closed
10 School Closed	11 School Closed	12 School Closed	13 School Closed	14 School Closed
17 Begin 220-A, I, IS, NI	18	19	20	21 School Closed 4 Day Week
24 Begin 210-I	25	26	27	28 School Closed 4 Day Week
31				

AUGUST 2023

MON	TUE	WED	THU	FRI
	1	2 New Student Orientation 6th Gr.	3 New Student Orientation 7th & 8th Begin 191-NI	4 Pre-School Begin 196-I
7 Pre-School	8 Pre-School	9 Pre-School	10 A STUDENTS' 1ST DAY BEGIN 1ST SEMESTER BEGIN QUARTER 1	11 B
14 A	15 B	16 A	17 B Board Meeting	18 A
21B	22 A PICTURE DAY	23 B	24 A	25 B
28 A	29 B	30 A	31 B	

SEPTEMBER 2023

MON	TUE	WED	THU	FRI
				1 A
4 HOLIDAY	5 B	6 A	7 B MEET THE TEACHER PARENT NIGHT/ TITLE I	8 A
11 B	12 A	13 B	14 A Annual/Regular Board Meeting	15 B
18 A	19 B	20 A	21 B	22 A
25 HOLIDAY	26 B	27 A	28 B	29 A

OCTOBER 2023

MON	TUE	WED	THU	FRI
2 B	3 A	4 B	5 A	6 B
9 A	10 B	11 A	12 B END QUARTER 1 Board Meeting	13 No Students Teacher Work Day
16 A BEGIN QUARTER 2	17 B	18 A	19 B FALL PARENT TRAINING	20 A
23 B	24 A	25 B	26 A	27 B
30 A	31 B			

NOVEMBER 2023

MON	TUE	WED	THU	FRI
		1 No Students Teacher Work Day	2 A	3 B
6 A	7 B	8 A	9 B Board Meeting	10 A
13 B	14 A	15 B	16 A	17 B
20 HOLIDAY	21 HOLIDAY	22 HOLIDAY	23 HOLIDAY	24 HOLIDAY
27 A	28 B	29 A	30 B	

DECEMBER 2023

MON	TUE	WED	THU	FRI
				1 A
4 B	5 A	6 B	7 A Staff Luncheon Early Dismissal @ 11:30 am Board Meeting	8 B
11 A	12 B	13 A	14 B	15 A
18 B	19 A	20 B Final Exam S1 Early Dismissal	21 A Final Exam S1 Early Dismissal	22 B Make-up Final Exam S1 Early Dismissal END QUARTER 2 END 1ST SEMESTER
25 HOLIDAY	26 HOLIDAY	27 HOLIDAY	28 HOLIDAY	29 HOLIDAY

JANUARY 2024

MON	TUE	WED	THU	FRI
1 HOLIDAY	2 HOLIDAY	3 HOLIDAY	4 HOLIDAY	5 HOLIDAY
8 No Students Teacher Work Day	9 A BEGIN QUARTER 3 BEGIN 2ND SEMESTER	10 B	11 A	12 B
15 HOLIDAY	16 A	17 B	18 A Board Meeting	19 B
22 A	23 B	24 A	25 B	26 A
29 B	30 A	31 B		

FEBRUARY 2024

MON	TUE	WED	THU	FRI
			1 A	2 B
5 A	6 B	7 A	8 B Board Meeting	9 A
12 B	13 A	14 B	15 A	16 B
19 No Students Teacher Work Day College Tour	20 A College Tour	21 B	22 A	23 B
26 A	27 B	28 A SPRING PARENT TRAINING	29 B	

MARCH 2024

MON	TUE	WED	THU	FRI
				1 A
4 B	5 A	6 B	7 A Board Meeting	8 B
11 A	12 B	13 A	14 B	15 A END QUARTER 3
18 HOLIDAY	19 HOLIDAY	20 HOLIDAY	21 HOLIDAY	22 HOLIDAY
25 No Students Teacher Work Day	26 B BEGIN QUARTER 4	27 A	28 B	29 HOLIDAY

Reviewed on August 2023

APRIL 2024

MON	TUE	WED	THU	FRI
1 A	2 B	3 A	4 B	5 A
8 B	9 A	10 HOLIDAY	11 B Board Meeting	12 A
15 B	16 A	17 B	18 A	19 B
22 A	23 B	24 A	25 B	26 A
29 B	30 A			

MAY 2024

MON	TUE	WED	THU	FRI
		1 B	2 A	3 B
6 A	7 B	8 A	9 B Board Meeting	10 A
Staff Appreciation Week				
13 B	14 A	15 B	16 A	17 B 8TH GRADE DANCE Early Dismissal
20 A	21 B	22 A Early Dismissal	23 B	24 A
27 HOLIDAY	28 B Final Exam S2 Early Dismissal	29 A Final Exam S2 Early Dismissal	30 B Make-up Final Exams Early Dismissal STUDENTS LAST DAY END QUARTER 4 END 2ND SEMESTER	31 No Students Teacher Work Day End 196-I 191-NI

JUNE 2024

MON	TUE	WED	THU	FRI
3	4	5 End 210-I	6 Board Meeting	7 School Closed 4 Day Week
10	11	12	13	14 School Closed 4 Day Week End 220-A, I, IS, NI
17 School Closed	18 School Closed	19 School Closed	20 School Closed	21 School Closed
24 School Closed	25 School Closed	26 School Closed	27 School Closed	28 School Closed

Grade 6-8 Grades School Hours 8:45 AM to 3:15 PM

HOLIDAYS

Date	Holiday	A/NI	IS	I
July 04, 2023	Independence Day	X	X	X
Sep 04, 2023	Labor Day	PD	PD	PD
Sep 25, 2023	Fall Holiday	X	X	X
Nov 20-24, 2023	Thanksgiving Break	1 PD	1 PD	1 PD
Dec 25-31, 2024	Winter Break	1 PD	1 PD	1 PD
Jan 1-5, 2024	Winter Break	PD	PD	PD
Jan 15, 2024	M.L. King's Jr. Day	PD	PD	PD
Mar 18-22, 2024	Spring Break	X	X	X
Mar 23, 2024	Spring Holiday	X	X	X
Apr 10, 2024	Spring Holiday	X	X	X
May 27, 2024	Memorial Day	PD	PD	PD

Employee Contract Periods

Employee Group	Begin Date	End Date	# of Days
Administration (A)	Jul 17, 2023	Jun 14, 2024	220 Days
Non-Instructional (NI)	Jul 17, 2023 Aug 03, 2023	Jun 14, 2024 May 31, 2024	220 Days 191 Days
Instructional Support (IS)	Jul 17, 2023	Jun 14, 2024	220 Days
Instructional (I)	Jul 24 2023 Aug 04, 2023	Jun 05, 2024 May 31, 2024	210 Days 196 Days

Teacher Work Days - Pre/Post School

Oct 13, 2023	August 04-09, 2023 (Pre-School)
Nov 1, 2023	May 31, 2024 (Post School)
Jan 08, 2024	
Feb 19, 2024	
Mar 25, 2024	
May 31, 2024	

Scheduled Meetings

- Board Meeting/Workshop @ 6:00PM ~ with Administration and Public
- PLC Professional Learning Community @ 8:00 AM
- ESP Educator Support Program ~ Meeting with Administration
- Department Head Meeting @ 4:00PM ~ with Administration
- Faculty Meeting @ 4:00PM ~ with Instr. Staff, Guidance and Administration
- Recruitment Open House / Parent Night ~ times vary with All Employees

STP ~ Student Attendance Days

Period	Begins	Ends	# of Days
Q1	Aug 10,2023	Oct 12, 2023	44
Q2	Oct 16, 2023	Dec 22, 2023	44
Q3	Jan 9, 2024	Mar 15, 2024	47
Q4	Mar 26, 2024	May 30, 2024	45

STP ~ Report Card Distribution Dates

Grading Period	Distribution Dates
Q1	TBA
Q2	TBA
Q3	TBA
Q4	TBA

EMD - Emergency Make-Up Days

Emergency Make-Up days (EMD) will be at the discretion of the Executive Director in accordance with the state statute for student instructional time.

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

LAST UPDATED ON: 5/23/2023

Reviewed on August 2023

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SOUTHTECH PREPARATORY ACADEMY
STUDENT SCHEDULE

SOUTHTECH PREPARATORY ACADEMY
SY24 BELL SCHEDULE
Teacher Duty Day: 8 am - 4 pm

(A) DAY SCHEDULE

BREAKFAST	8:10 – 8:45 (35 minutes)
1ST PERIOD (SEL)	8:45 – 9:55 (70 minutes)
3RD PERIOD	10:00 -11:30 (90 minutes)
5TH PERIOD	11:35 – 1:40 (125 minutes)

1st Lunch	**Teachers:** Houtsma, R. Davis, Boggs, Martin, Gill, Duffus	11:40-12:10
2nd Lunch	**Teachers:** Choute, Joseph, Charson, Davis, Senzatimore, Madriz	12:10-12:40
3rd Lunch	**Teachers:** Brady, Miller, Galvan, Montero, Rodgers, Tyson	12:40-1:10
4th Lunch	**Teachers:** Stair, Hinson, Ramirez, Lantier, Wicker, Barnes	1:10-1:40

7TH PERIOD 1:45 – 3:15 (90 minutes)

Teachers, please pick up your students two minutes before lunch ends.

(B) DAY SCHEDULE

BREAKFAST	8:10 – 8:45 (35 minutes)
1ST PERIOD (SEL)	8:45 – 9:55 (70 minutes)
2nd PERIOD	10:00 -11:30 (90 minutes)
4TH PERIOD	11:35 – 1:40 (125 minutes)

1st Lunch	**Teachers:** Dieterich, Boggs, Miller, Cemoin, Davis, Martin	11:40-12:10
2nd Lunch	**Teachers:** Rosemarie, Muñiz, Tyson, Charson, Brady	12:10-12:40
3rd Lunch	**Teachers:** Joseph, Wicker, Hinson, Galvan, Houtsma, Gill	12:40-1:10
4th Lunch	**Teachers:** Port, Cordero, Sartor, Senzatimore, Manuel, Barnes	1:10-1:40

6TH PERIOD 1:45 – 3:15 (90 minutes)

Teachers, please pick up your students two minutes before lunch ends.

Reviewed on August 2023

GENERAL INFORMATION

SOUTHTECH PREPARATORY ACADEMY GOVERNING BOARD

The SouthTech Preparatory Academy Governing Board establishes policies and governing operations of SouthTech Preparatory Academy. The governing board provides opportunities for all involved to have input into SouthTech Preparatory Academy's success. It also promotes and increases teamwork between school, students, and parents. Please call 561-369-7002 for more information.

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) 318-8087.**

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 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 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 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 and updated emergency contact phone numbers.**

ADMISSION AND ENROLLMENT

SouthTech Prep Academy applications may be downloaded from the website at www.southtechschools.org, picked up at the school, or mailed out upon request in admissions (561) 318-8087. 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 Prep Academy:

- **Physical examination:** Students failing to submit this document within 30 (thirty) days will not be permitted to attend SouthTech Prep 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 schedule that can be transmitted to others may prior to 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.

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

IMMUNIZATIONS

SCHOOL HEALTH REQUIREMENTS FOR SCHOOL YEAR 2022-2023

FLORIDA ADMINISTRATIVE CODE 64D-3.011

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:

	GRADES:													
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					

Reviewed on August 2023

FLORIDA ADMINISTRATIVE CODE 64D-3.011

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

CLINIC

The clinic is located in office 127. A student must request permission from their teacher or administrator who will issue them a pass to visit the clinic. Only parents/guardians/formal designees who are **pre-approved** and listed on the **Student Demographic Information Form** 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 or a 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 obtain written permission from the parent and physician, or other authorized person on the emergency card. Parents or guardians must secure the **"Authorization of Medication"** form from the school and have it completed by the physician and parent. Completed forms must be returned to the school. The medication itself should be presented to the office 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 school personnel 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 STCAI 0335 to Mrs. Handy, the Middle School Principal **within 24 hours.**

COVID-19

We will be following all current CDC guidelines.

CAMPUS ACCESS POLICY

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.** Students are not permitted in the parking lot during the school day without staff supervision. Any type of personal deliveries from off campus WILL NOT be permitted without prior administrative approval. This includes any food items. Students must have a hall pass and wear a visible student ID badge to be out of class for any reason. Only one student will be released per hall pass. Violation will result in recorded absences from class or classes and additional disciplinary action. All visitors (parents, contractors, agency personnel, etc.) must sign-in/out at the front desk and be cleared through the main office's background security system and issued a visitor badge to be worn at all times while on campus. All employees must wear an ID badge in a visible location at all times while on campus.

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.

If you do not want your child to be included in the school photographs please contact us at 561-318-8087 or email Mr. Argueta at andy.argueta@pbcharterschools.org

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) 318-8087 or email them at patricia.colas@pbcharterschools.org or tamika.barrowes@pbcharterschools.org. Parents are encouraged and invited to confer with teachers, counselors, or administration any time during the school year.

EMERGENCY CODES

- **CODE RED:** Lockdown – No Movement
- **CODE YELLOW:** Lockdown – Limited Movement of CRISIS RESPONSE TEAM (CRT) only
- **CODE BLUE:** Evacuation (anything other than bomb threat)
- **CODE WHITE:** Bomb Threat
- An announcement will be made if you need to evacuate. Key Issue: Electrical signals may trigger explosive devices.
    - Turn off all walkie-talkies, cell phones, and radios immediately.
    - Leave all lights, fans, etc. as they are, on or off.
- **CODE GREEN:** All clear

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 ensure that emergency contact information listing the address and phone numbers where they can be reached during the day are on file and current. Please contact the office if any emergency information changes.

EMERGENCY SCHOOL CLOSING

The school principal will close school due to dangerous weather conditions or emergencies. SouthTech school closings will coincide with the Palm Beach County School District's closings unless the closing is due to a problem unique only to one or more of the SouthTech schools. Closings will be announced on local radio stations, television stations, and through automated parent calls. If District schools are announced as being closed, SouthTech schools will be closed as well.

EMERGENCY DRILLS

Evacuation routes are posted inside each classroom. The signal to evacuate will be either an alarm or an announcement over the P.A. system. Students are to quickly evacuate 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 an 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, broken 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 stored in the main office – lost and found. School personnel will not disrupt classroom instruction to search for lost personal or unauthorized items which include cell phones, I-pods, or other electronic personal items.

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 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 bring any damage to the teacher's attention. Any and all questions regarding textbooks should be directed to the teacher. Classroom sets will be distributed by number as well. Students are responsible for the condition of all assigned textbooks.

VISITORS AND STUDENT PICKUP

Parents/Guardians are always welcomed and encouraged to visit the school. Visitors who are not parents/guardians are not allowed to visit students during the school hours unless it has been pre approved by administration. **For the safety of your child(ren), no student will be released to any person not on the Registration Form PBSD 0636. 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. ***No early release after 2:30 pm.***

STUDENT SERVICES

ATTENDANCE (POLICY 5.092)

Pursuant to Florida statutes 1003.01 and SouthTech Prep Academy Policy 5.092 all students shall be required to attend school. Florida Statute 1003.24 and SouthTech Prep Academy Attendance Policy 5.092 states that it is the responsibility of parent(s)/guardian(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 Prep Academy operates on an A/B daily block that has 4 grading terms. Any student missing more than 5 days per term will put themselves in peril of not receiving full credit and MAY jeopardize their continued enrollment at SouthTech Prep Academy. Pursuant to Florida State Statute 1003.26 and SouthTech Prep Academy Policy 5.09, the Executive Director and Board of SouthTech Prep Academy has the authority to take steps to bring criminal prosecution against the parent(s)/guardian(s) of a student who has violated the State of Florida Department of Education, Palm Beach County District School System and SouthTech Prep Academy attendance policies which are the same.

Attendance Plan

Number of Days Absent	Notification
3	Parent will receive a **call from the teacher** indicating that the student has missed three days of school.
5	Parent will receive a **phone call from the school administrator or counselor** explaining that the student has missed five days of school and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with the son or daughter's counselor to discuss attendance issues.
7	A **letter** will be sent home from the school requiring that the parent meet with the principal or counselor to discuss supports that can be provided to facilitate improved attendance.
10	Student will be placed on an **attendance contract**.
11+	**Conditions listed on attendance contract** In addition, the school principal and counselor may conduct a **home visit** to the meet with the student's parents, assess barriers to school attendance, and develop a plan to improve the student's attendance.

Policy: A student can miss no more than 5 days per half credit hour course or 10 days per full credit hour course, excused or unexcused.

Tardy Policy

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 seats** ready to learn. Students who arrive within the first 15 minutes of class should be marked tardy on the teacher's chalk.

Later than 15 minutes of class

Students who arrive later than 15 minutes into the class period must report directly to Student Services or to the front desk for an Admit Slip to class. Once students have received an Admit Slip they must report directly to their class. Students with the 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 attendance. Only students who do not attend any portion of the class period should be marked absent. Below are the consequences for student tardiness.

Failure to comply with tardiness policy will result in the following action:

1st offense - A verbal warning from teacher/staff/admin.

2nd offense - Verbal warning and teacher will contact parent/guardian to notify of 2nd offense of tardiness.

3rd offense - Students will need to report to student services and the Student Services department will contact parent/guardian and administer any disciplinary action.

SEXUAL HARASSMENT (Policy 5.001)

SouthTech Prep 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 and parents 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.

BULLYING AND HARASSMENT (POLICY 5.002)

The STPA family has joined hands in a national campaign to stop "bullying" and cyber-bullying in our schools. The faculty and administration at SouthTech Preparatory wish to provide each and every member of our family information to recognize and prevent all forms of bullying from occurring. It is the responsibility of all to prevent this negative behavior and help assure a safe and sound learning environment. Bullying can take the form of physical harm to someone's body or

property, emotional harm to someone's self-esteem, or feeling of safety and social harm to someone's group acceptance. Bullying occurs when there is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance, **and is repeated and consecutive.**

No act that demeans or puts down another individual will be considered "fooling around." Students who are bullied are encouraged to share such experiences with a teacher, counselor, deans or administrator.

GANG CONTROL (POLICY 5.091)

SouthTech Prep 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 DEFINITIONS

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 a member or associate who individually or collectively 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 a parent/guardian.
    - Is identified as a gang member by a 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 offenses which are consistent with usual gang activity.
    - Is identified as a gang member by physical evidence such as photographs or other documentation.

HALLWAY CONDUCT/TRANSITIONS

Students should create an orderly flow of traffic in the hallways by practicing hands down, eyes forward, low speed, low volume, and walk on the right side of hallways. All students should be able to walk the halls without having embarrassing or derogatory remarks made to or directed at them. Students should not bump into, push, or jostle other students. There should be no running in the halls or loitering. There is to be no eating or drinking in the halls except in designated areas. Appropriate passes are required at all times except between classes. *No public displays of affection will be tolerated.*

INTERNET SAFETY POLICY

CIPA EDITION

Note: The following Internet Safety Policy was developed to address the basic policy compliance requirements of CIPA and NCIPA for E-rate funding. Schools and libraries adopting new or revised Internet policies may wish to expand or modify the sample policy language (as suggested in the accompanying Primer) to meet broader policy objectives and local needs. Neither the FCC nor the SLD has established specific standards for a CIPA-compliant Internet Safety Policy and neither has reviewed, much less endorsed, this sample policy.

INTRODUCTION

It is the policy of SouthTech Preparatory Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h)).

ACCESS TO INAPPROPRIATE MATERIAL:

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.

- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USAGE

- To the extent practical, steps shall be taken to promote the safety and security of users of the SouthTech Preparatory Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

- Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

ONLINE EDUCATION, SUPERVISION AND MONITORING

It shall be the responsibility of all members of the SouthTech Preparatory Academy staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Specialist or designated representatives.

(For schools only) The Technology Specialist or designated representatives will have provided age-appropriate training for students who use the SouthTech Preparatory Academy's Internet facilities. The training provided will be designed to promote the SouthTech Preparatory Academy's commitment to:

A. The standards and acceptable use of Internet services as set forth in the SouthTech Preparatory Academy's Internet Safety Policy.
B. Student safety with regard to:
   - safety on the Internet;
   - appropriate behavior while online, on social networking Web sites, and in chat rooms; and
   - cyber bullying awareness and response.
C. Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

   Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

INTERNET SAFETY POLICY ADOPTION

This Internet Safety Policy was adopted by the Board of SouthTech Preparatory Academy at a public meeting, following normal public notice on June 23, 2016.

CIPA definitions of terms: **MINOR.** The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS**. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
   i) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
   ii) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact*, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
   iii) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

PARENT/STUDENT GRIEVANCE PROCEDURE SOUTHTECH PREP ACADEMY BOARD (POLICY 5.19)

1. The Governing Board of SouthTech Prep 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 regular parent/student discussion and parental involvement in school activities such as Open House, Parent Night Trainings and Governing Board meetings.
- Parents/guardians are encouraged to arrange (by appointment) periodic conferences with their students' teachers to discuss student progress and needs, and resolve minor misunderstandings.

2. 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 Executive Director for resolution. The Executive Director 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 all 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 chairperson 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.
- **Students are prohibited from accessing social media platforms, except when expressly directed by a teacher for an educational purpose. Additionally, the use of TikTok, and any successor platforms, is prohibited on school grounds.**

The Board, Executive Director , Principal and STP 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 South Tech Schools. For information regarding bus pick-ups and drop-offs or any other transportation questions, please email Ms. Walker at johntia.walker@pbcharterschool.org. **Riding the bus is a Privilege.** Students may be suspended from riding the bus if their conduct presents a safety concern. All students riding the bus are subject to the authority and discipline of the bus driver at all times while on the bus. School bus misconduct or vandalism is reported to school administrators on 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 Prep Academy may suspend any student from riding the bus for a period not to exceed ten (10) days. **Repeat offenders may be expelled from bus privileges.** Students and parents/guardians will be notified of such a decision within 24 hours of said suspension. If a student is suspended from the bus, the bus driver will not allow the student to enter the bus.

BUS RULES

Occasionally, a bus is delayed in picking up students. Students should wait a reasonable time and then contact the school or our Transportation Coordinator to see if the bus is on route. Students are required to ride their assigned bus. The school bus driver is in charge of the bus and the passengers. The driver is responsible for the safety of students and for their conduct on the bus. Riders are subject to the authority of the bus driver and may be suspended from riding the bus for violation of bus rules. Riding the bus is a privilege that can be denied if a pupil's behavior creates a problem on the school bus or at the bus stop. **Safety is the number one consideration.** In addition to the disciplinary rules stated in this handbook, the following rules must be observed:

- Students are expected to respect their neighbors and the property of their neighbors while waiting for the bus or while in route to or from the bus stop. Students are expected to behave in a way that promotes safety and good manners. Students must stand off the roadway while waiting for the bus.
- Students preparing to board the bus should cross the roadway immediately in front of the bus, BUT NOT UNTIL THE BUS DRIVER HAS GIVEN THE SIGNAL TO CROSS AND IT IS SAFE TO DO SO.
- Students riding buses must arrive at the bus stop on time; the bus cannot wait for those who are tardy.
- Students must remain in their seats at all times when the bus is in motion.
- All riders must keep their arms and heads inside the bus at all times. Nothing may be thrown from the bus.
- Riders should not engage in unnecessary conversation with the driver because this creates a dangerous situation. Students are to observe classroom conduct, except for ordinary conversation.
- Students must treat the bus property respectfully and carefully. Vandalism will not be tolerated.
- Eating, drinking, smoking or vaping on the bus is absolutely forbidden. Smoking or vaping and possession of tobacco products/e-cigarettes and vaping products is prohibited at the bus stop or while waiting for the bus.
- The driver has the right to assign students to certain seats if necessary in order to promote order and safety on the bus.
- Students must get on and off the bus at their assigned school bus stop. No one is entitled to ride any bus other than the one to which assigned.
- Parents/adults other than official personnel are not to board or approach the bus for any reason without prior approval from administration.

If a student's bus privileges are suspended, the student's parents are responsible to ensure that the student is attending school.

SPORTS (POLICY 2.05)

SouthTech Prep Academy does not offer any interscholastic sports activities. SouthTech's charter agreement with Palm Beach County 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 Prep Academy does offer after school intramural sports activities as well as various clubs and other activities in which students may participate.

STUDENT SERVICES DEPARTMENT

The student services department at SouthTech Prep Academy will assist students and parents/guardians in understanding the rules and regulations in SouthTech Prep 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
(Policy 5.18)

The educational process of SouthTech Prep 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 Prep Academy in accordance with The School District of Palm Beach County's Discipline Matrix.

SouthTech Preparatory Academy exercises these responsibilities during the times:

- **a student is in route to and from school using SouthTech Schools or The School District of Palm Beach County (School District) provided transportation.**
- **a student is attending school.**
- **a student is physically on the property that is owned or operated under the jurisdiction of SouthTech Schools or the School District.**
- **a student is attending any function sponsored by SouthTech Schools or the School District.**

All students at SouthTech Prep 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 disruptions. Students must show respect and consideration for their peers and all members of the SouthTech Prep's staff, including bus drivers.

TECHNOLOGY ACCEPTABLE USE POLICY

DIGITAL CITIZENSHIP POLICY

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 time. In the case of repeat offenses, a parent or guardian will be required to retrieve the device.

Unauthorized use of cell phone or other technology includes, but is not limited to:

- Complaint of photography without consent
- Complaint of recording without consent
- Texting
- Social networking
- Listening to Music
- Cyberbullying
- Negative posting on social media

If cell phones are heard in any way (vibrating) or seen they will be confiscated. This applies to headphones ,smartwatches and other hearing devices.

Failure to comply with the Digital Citizenship Policy will result in the following action:

- ***1st offense - Return of the confiscated item will require the parent/guardian to come to the main office and pick up the item. The cell phone will be held in Student Services during the school day and returned at the end of the school day.***
- ***2nd offense - The cell phone will be held in Student Services for one week and will be returned to the parent or guardian after the week is over.***
- ***3rd offense - Confiscated items will not be given back to the student or parents until the end of the semester.***

Refusal to turn over a device to a SouthTech Prep 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. Items will be confiscated and returned to students at the end of the school year.

The school will not be responsible for confiscated items lost, stolen or damaged.

OUTSIDE OF SCHOOL TECHNOLOGY VIOLATION

Any cyberbullying, or technology harassment, that takes place off campus and is reported to Student Services or any other staff member shall be addressed by the parent/guardian. Student Services will advise the parent, but is not responsible for taking action UNLESS the incident is disruptive to the learning environment.

Tier II Interventions

INTERVENTIONS LEVEL 1

LEVEL 1 behaviors are any acts that disrupt the routine and order at school (in or out of the classroom), during extracurricular activities, or while waiting for or riding school-provided transportation.	Teachers are primarily responsible for implementing a minimum of two (2) **Level 1** corrective interventions; however, administrators are available for consultation and will address behaviors that are referred by transportation staff.
Behaviors	**Corrective Interventions**
☐ Disruptive Behavior ☐ Dress Code Violation ☐ Tardy ☐ Inappropriate Display of Affection ☐ Inappropriate Language/Gestures ☐ Lying/Misrepresentation/ Forgery(minor) ☐ Noncompliance/Defiance ☐ Skipping Class ☐ Unauthorized Items ☐ Unsafe Act without Intent to Harm ☐ Failure to comply with class/school rules ☐ Confrontation ☐ Eating or Drinking in classroom/bus ☐ Failing to Sit in the Seat Assigned by transportation professional and/or Attendant ☐ Repeated Rude Behavior towards Bus driver or Attendant ☐ Other Level 1 Behaviors	☐ Check-In/Check-Out ☐ Classroom Incentives ☐ Confiscation of Non-threatening Item ☐ In-Class Time-Out/Thinking Space+ ☐ Informal and/or Preventative Mentoring ☐ Life Skills Learning Programs ☐ Loss or Suspension of Privileges ☐ Model Expected Behaviors ☐ Parent/Guardian Contact ☐ Preferential Seating ☐ Proximity Control ☐ Redirection ☐ Reflective Assignment ☐ Reinforcement of Appropriate Behaviors ☐ Remind Prior to Transitions ☐ Reteach Rules and Behavior Expectations ☐ Role Playing Practices ☐ Safety Strategies/Plan ☐ Social Skill Teaching ☐ Student Teacher Conference ☐ Teach Rules and Expectations, and Model Behavior ☐ Teacher Facilitated Detention ☐ Verbal and/or Written Apology ☐ Verbal Warning ☐ Other Corrective Interventions
Notes	
➢ Teachers must implement at least two (2) interventions from the list above per behavior before continuation to Level 2. ➢ Parent outreach via phone must be attempted in good faith to discuss student concerns. ➢ All contacts and corrective interventions must be documented in the student information system	

INTERVENTIONS LEVEL 2

LEVEL 2 behaviors are more serious and may be repeated events that impact the learning environment and/or well-being of self or others.	Administrators or designees are responsible for implementing **Level 2** corrective interventions, **in addition to Level 1** interventions.
Behaviors	**Corrective Interventions**
☐ Cheating/Plagiarism ☐ Bullying/Cyber Bullying ☐ Disrespectful Actions and/or Language ☐ Failure to Follow Rules/Directions ☐ Habitual Tardiness ☐ Inappropriate Physical Contact/ Scuffling ☐ Lying/Misrepresentation/Forgery ☐ Open Defiance/Insubordination ☐ Minor Cell Phone Misuse (Follow Technology acceptable use policy) ☐ Repeated or Escalated Dress Code Violation ☐ Physical Aggression ☐ Repeated Disruption ☐ Repeated Inappropriate Language/Gestures ☐ Repeated Teasing & Taunting ☐ Skipping Class ☐ Disrupting, Distracting, or Disobeying a STPA staff member ☐ Getting Out of Seat While the Bus is in Motion ☐ Other Level 2 Behaviors	☐ Check-In/Check-Out ☐ Conflict Resolution ☐ Community Service Hours ☐ Confiscation of item/s ☐ Detention (before or after school) ☐ In School Alternative/ Suspension ☐ Lunch Detention ☐ Life Skills Learning Programs ☐ Loss of Extra Curricular Activity (During school hours) ☐ Mental Health Referral ☐ Mentoring ☐ Parent/Guardian Conference ☐ Peer Mediation ☐ Restitution (replacing an item, repairing harm) ☐ School Counselor Referral ☐ Stay-away agreement ☐ Temporary Loss of Extracurricular Participatory Privileges ☐ Verbal or Written Warning on Bus ☐ Other Corrective Interventions
Notes	
➢ Parent/guardian notification is required for all Level 2 behaviors and interventions. ➢ Parent outreach via phone must be attempted in good faith to discuss student concerns. ➢ All contacts and corrective interventions must be documented in the student information system.	

INTERVENTIONS LEVEL 3

LEVEL 3 reflect a need for more intensive intervention responses given the severity of impact in the school environment, to property damage, or to engagement of self/others.	Administrators or designees are responsible for implementing **Level 3** corrective interventions, **in addition to Level 1 and 2** interventions.
Behaviors	**Corrective Interventions**
☐ Abusive Language/Profanity/Gestures ☐ Alcohol Possession/Use/Sale/Storage/ Distribution ☐ Bullying (including cyberbullying)* ☐ Contraband ☐ Drug Possession/Use/Sale/Storage/ Distribution ☐ Failure to Serve Consequence ☐ False Accusations Against Classmate(s) or Staff ☐ Fighting /Physical attack/ Physical Agression ☐ Forgery ☐ Gambling ☐ Harassment* ☐ Major Cell Phone or other Wireless Communication Device (WCD) Violation (See Cell Phone Guidelines on pg. 20) ☐ Major Violation of Student Network and Internet Responsible Use and Safety Policy ☐ Possession of Over-the-Counter/Prescription Medication ☐ Sexual Harassment/Sexual Cyberharassment* ☐ Theft ☐ Threat ☐ Tobacco/E-Cigarettes/Vaping (refer to Tobacco/E-Cigarette Violation in handbook) ☐ Trespassing* ☐ Use/Possession of Combustibles ☐ Vandalism/Property Damage < $999 ☐ Weapons Possession ☐ Placing Head, Arms, or Legs Outside the Window of the Bus While Parked or in Motion	☐ Behavior Contract ☐ Behavior Plan ☐ Check and Connect ☐ Check-In/Check-Out ☐ Class or Schedule Change ☐ Community Service ☐ Civil Citation if Applicable for Infraction-Issued by Law Enforcement ☐ Confiscation of item ☐ Conflict Resolution ☐ Crisis Assessment and Intervention (As Appropriate) ☐ Detention (Before or After School) ☐ Extended Detention+ (ex. Saturday School) ☐ Expulsion ☐ Individual Student Safety/Supervision Plan ☐ Law Enforcement Consultation ☐ Loss Of Privilege ☐ Life Skills Learning Programs ☐ Mental Health Referral ☐ Out of School suspension ☐ Parent Contact ☐ Parent Shadowing ☐ Report to Law Enforcement ☐ School Counselor Referral ☐ School Police Contact ☐ Stay Away Agreement ☐ Bus Suspension

Notes

- Parent/guardian notification is required for all Level 3 behaviors and interventions.
- Administrators must lead investigations, make referrals to individual problem-solving teams and for mental health services
- [b]Given the significant risk for nicotine addiction among e-cigarette users, interventions for vaping/e cigarette/nicotine **must include** an evidence-based/research-informed intervention designed to address their behavior violation.
- All contacts and corrective interventions must be documented in the student information system .

INTERVENTIONS LEVEL 4

Level 4 behaviors are most significant and represent gross misconduct for which the most significant **interventions of last resort** are reserved, including out-of-school suspension and expulsion.	Administrators or designees are responsible for implementing **Level 4** corrective interventions, **in addition to Levels 1 – 3** interventions.
Behaviors	**Corrective Interventions**
☐ Aggravated Battery*	☐ Conflict Resolution
☐ Alcohol Distribution/Purchase/Sale*	☐ Law Enforcement Consultation
☐ Arson*	☐ Life Skills Learning Programs
☐ Burglary*	☐ Loss or Suspension of Privileges
☐ Bomb Threat*	☐ Mental Health Referral
☐ Criminal Mischief (Vandalism) >$1000*	☐ Out of School Suspension
☐ Disruption on Campus or Bus --- Major*	☐ Referral to Substance Abuse Council
☐ Drug Distribution/Purchase/Sale (excluding alcohol)*	☐ Report to Law Enforcement
☐ Fighting*	☐ Suspension Expulsion Review Team (SERT) Referral for Consideration for Alternative School-based Program and/or Expulsion
☐ Gang-related Activity	☐ Bus Suspension
☐ Grand Theft (> $750)*	☐ Other Corrective Interventions
☐ Hazing*	
☐ Homicide*	
☐ Kidnapping*	
☐ Off-campus Felony Arrest with Petition Filed by State Attorney	
☐ Other Major*	
☐ Production, Possession and/or Distribution of Obscene/ Inappropriate Materials	
☐ Robbery*	
☐ Sexual Assault* or Sexual Battery*/Violence	
☐ Sexual Offense/Misconduct (other)* Including Sexting	
☐ Simple Battery*	
☐ Teen Dating Violence or Abuse	
☐ Threat/Intimidation* (must investigate)	
☐ Under the Influence of Alcohol/Drugs	
☐ Violation of Stipulated Order That Was Provided in Place of Expulsion	
☐ Weapons Possession*	
☐ Unsafe behavior on a school bus which could lead to harm	

Notes

- The school must refer the student to mental health services identified by the school district if a student brings a firearm or weapon and/or makes a substantive threat or false report.
- Parent/guardian consultation is required for all Level 4 behaviors and interventions.
- All contacts and corrective interventions must be documented in the student information system

DISCIPLINE
ACTION PLAN

Failure to comply with **SouthTech Prep 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 student 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 In-School Suspension (ISS) 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 or to shadow the student during class. It is important that the parent/guardian schedule the conference as soon as possible. The time 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 class period(s) or day(s) that 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 an out of school suspension (OSS).
- **LUNCH DETENTION:** Students spend an entire lunch period assigned to the ISS room where they will silently eat lunch and complete an assignment. Failure to report to lunch detention will result in further disciplinary action.
- **AFTER SCHOOL DETENTION:** Students spend part nof the evening (3:30-5:30) assigned to the ISS room where they will silently complete an assignment. Failure to report to after school 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 Prep 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 five (5) days during a semester

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.

- **WITHDRAWAL FROM SOUTHTECH PREP ACADEMY:** After all interventions have been exhausted, failure to adhere to the SouthTech Prep Academy Student Conduct and Behavior Policy 5.18, the SouthTech Prep Academy Student Attendance Policy 5.092 or the SouthTech Prep Academy academic requirements, may result in a student being withdrawn from SouthTech Prep Academy immediately or 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 Prep 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.
- **Rules and regulations will also apply to school transportation (buses). 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 and/or academic performances.**

DISCIPLINE MATRIX OF THE SCHOOL DISTRICT OF PALM BEACH COUNTY

According to SouthTech Prep Academy's Student Code of Conduct Policy 5.18, SouthTech Prep 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 Prep Academy subscribes to the Positive Behavior Interventions & Support program. *SouthTech Prep Academy has developed three universal guidelines for behavior and a matrix for school wide behavior expectations:*

BE RESPECTFUL

BE RESPONSIBLE

BE READY TO LEARN.

DISCIPLINE PHILOSOPHY

SouthTech Prep Academy Student Conduct and Behavior Policy 5.18 forms the basis for SouthTech Prep Academy's philosophy of discipline which is to encourage and develop self-control and self-discipline along with encouraging self-direction and self-development. Accordingly, 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.

WELLNESS PROMOTION (POLICY 5.003)

SouthTech Prep 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.

ACADEMIC PROCEDURES

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 form which is obtained from their **Guidance Counselor** in order to have the 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.

CHALK.COM

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

REMIND

Administration uses the Remind software to inform students and parents of events, student attendance, and emergencies on campus in text message format. Students and Parent enrollment is MANDATORY. To enroll please follow the directions provided below.

remind

Don't miss important updates from STPA's Principal Mrs. Handy

Text the message @82e2h to the phone number 81010.

OR

If you're having trouble with that you can text @82e2h to the phone number (614) 450–1491.

OR

You can download the app by using the link Rmd.at/82e2h on a web browser.

GRADING PERIOD AND REPORT CARD DISTRIBUTION

Report cards are generated every 9 weeks. The report card will reflect the academic status and attendance for each student. Progress reports will be issued to each student approximately 4-1/2 weeks into each 9 week marking period. Any student in jeopardy of failing may receive daily or weekly progress reports issued to the parents.

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. Students must complete all work within one day for each day 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 academic contract.

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 59%)
- W = Withdrawn
- I = Incomplete

STUDENT CONDUCT GRADING

- 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

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).

WITHDRAWALS AND TRANSFERS FROM SCHOOL

The following MUST be completed in order for a student to withdraw or transfer from SouthTech Prep Academy:

- Parents/guardians must accompany the student to the Guidance Office and authorize the withdrawal.
- Turn in all books and clear all financial obligations.
- Complete the required withdrawal form.
- Return the completed withdrawal form to the Guidance Department

STUDENT EXPECTATIONS

DRESS CODE

- Upon entering and when on campus, students must wear the appropriate SouthTech Prep uniform. This uniform MUST be properly worn and visible at all times during the school day.
- No unapproved outer garments are to be worn over the uniform. Students may wear the STPA cardigan or jacket, any other brand of jacket/hoodie **may not be worn**. No sweaters or jackets with hoodies are allowed in school.

- Uniform bottoms must be uniform styled (shorts,skirts,capris, pants). Students are not allowed to wear leggings , sweatpants or jeans.
- **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). Pants that expose skin of any kind may not be worn on campus.**
- Female students may wear uniform skirts or shorts that fall below the fingertips when the student is standing with arms to the side in a relaxed mode. No pencil skirts will be allowed. No exposed midriffs will be allowed.
- **Bandanas, caps, headbands, headscarves or other headwear deemed inappropriate by administration will not be allowed.**
- Uniform shoes must have backs and be closed-toed. **No Crocs** or cloth or bedroom type footwear will be permitted. No sandals or flip flops.
- Wallet chains, dog collars, stud belts/bracelets or any other types of non-jewelry chains are prohibited.
- SouthTech Preparatory reserves the right to deny any student the privilege of wearing certain colors and clothing which may be disruptive to the educational process.
- **Students can carry a small personal bag, with or without a handle or strap and no larger than the size of a hand.**

DRESS CODE VIOLATIONS

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

Violation of dress code students will result in parent contact to notify about the uniform violation and ask to drop off proper clothing.

- Students that are not compliant with dress code will wait in the Student Services office until proper attire can be obtained.
- **Repeated violations will result in a referral for insubordination and require further disciplinary actions.**

ID BADGE POLICY

Students must wear their SouthTech Prep ID badge at all times while on campus. Badges are to be worn around the neck on a lanyard or clipped to the student's front collar. Failure to wear your ID badge is a violation of school policy. *Replacement Badges are available in Student Services for $5*.

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

1st offense - A verbal warning from teacher/staff/admin.

2nd offense - Teacher/Staff will call the parent to notify them about the ID violation.

3rd offense - Lunch detention will be administered

EXCUSED AND UNEXCUSED ABSENCES

The parent(s)/guardian(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 10 days absent, excused or unexcused, a student may be placed on an attendance contract. Pursuant to SouthTech Preparatory 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 South Tech Prep 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 School District of Palm Beach County, through automatic dial, attempts to contact the parent/guardian within 24 hours of a student's absence.

SKATEBOARDS, ROLLER BLADES, SCOOTERS, SPORTS EQUIPMENT

Skateboards, roller blades, sports equipment and/or scooters are not permitted on school grounds without pre-approval from administration and they must be kept in the Student Services Department during the school day.

Extracurricular Activities

It is a privilege for students to participate in extracurricular activities, like *Gradventure, 8th grade dance, Rock-n-Roll Festival, Dress Down days*, etc. However, students who do not follow the school rules and the Bulldog Way will lose these privileges.

SouthTech Preparatory Academy's Voice Levels

Level 0	**No Conversation** (No talking, no sound)
Level 1	**Whisper** (Only the person next to you can hear you)
Level 2	**Talking Voice – Quiet Conversation** (Only the person next to you can hear you)
Level 3	**Presentation Voice** (Everyone in the room should be able to hear you)
Level 4	**Outside Voice** (You can be heard across the pavilion, cheering at a pep rally, etc.)

Reviewed on August 2023

UNIVERSAL ATTENTION SIGNAL

The Bulldog Way

Raise your right hand in the air – with your palm facing out.

Voice Level 0

Setting	**Signal**
Classroom	“Paws up”
Lab/Shop Environment	“Paws up”
Large Group	Paws Up 3-2-1

Reviewed on August 2023

PROCEDURES FOR MISCONDUCT

ASSAULT OR BATTERY UPON DISTRICT 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, the offense will be prosecuted to the full extent of the law.

CHEATING/PLAGIARISM

Students are expected to maintain values of personal integrity and honesty. Cheating is not acceptable behavior. Any work submitted by students must represent their 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, including, but not limited to, failing grade for work submitted.

COLLECTING/SOLICITING MONEY

Students or staff may not solicit funds unless the principal has first given permission. Students are to refrain from borrowing money from other students. **ABSOLUTELY NOTHING IS TO BE SOLD ON CAMPUS OR ON THE BUSES UNLESS SCHOOL SPONSORED.**

DISRUPTIVE ITEMS

Items that are disruptive to the learning environment are prohibited. Perfumes, lotions, makeup, hairspray, deodorants, etc. may not be applied in the classroom or hallways. Exploding or noisemaker items such as poppers, snappers and other items are strictly prohibited. Water guns, laser guns, stink bombs, laser pens, fidget spinners, slime and other disruptive “toys” have no place in the school environment. These types of disruptive items will be confiscated.

DRUG/INTOXICANTS AND ALCOHOL VIOLATIONS

The possession, purchasing, consumption, use or distribution of drugs, including intoxicating beverages, is illegal and is prohibited anywhere on school property. Any involvement in drug- related activity is prohibited. This includes all school activities and functions on and off school grounds. Offenses could result in exclusion or expulsion from school. Anyone deemed being under the influence of drugs/intoxicants to any degree is subject to disciplinary action. “Under the influence” is defined as

having consumed any amount of an alcoholic beverage or having taken any amount of an illegal drug. (Sips and "one hits" counts). The possession of drug paraphernalia is prohibited (e.g. rolling papers, bongs, commercial inhalants (Wite Out, air cans etc.).

- **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 offense –** Requires a 10 day out of school suspension and/or recommendation for expulsion.

EATING/DRINKING IN INAPPROPRIATE AREAS

All food and beverages must be consumed in designated areas only and all trash must be properly disposed of. No food or beverages should be consumed in the hallways or in classrooms unless it is an approved class activity. At no time should open cans of beverages be carried through the halls. Everyone's cooperation is needed to maintain a clean, trash-free campus. Food or drinks may not be consumed in the hallways. ***No gum chewing in class or on campus at any time.*** ***Students cannot bring or have food delivered from fast food restaurants. They can eat from our school cafeteria or bring their own food from home.***

FALSE FIRE ALARM

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

FIGHTING

SouthTech Preparatory Academy has a zero tolerance policy for fighting. SouthTech Preparatory 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.

Every individual has the right to be free from fear of attack, bullying, assault or intimidation. Actions on the part of any person which infringe this basic individual right will not be tolerated. Wherever possible, the administration will try to determine who started the fight and whether the fight was a "fight or a scuffle." The person starting the fight may receive the greater punishment. All students who actively participate in a fight regardless of who "threw the first punch" are subject to disciplinary action. Any student who has reason to believe a fight may occur should seek immediate help from an administrator, counselor or teacher as a preventative step. Students who promote or instigate violent activity will also be held responsible and accountable. Everyone must learn ways other than violence to handle individual differences. ***This applies on school grounds, school buses, bus stops, on the way to or from the bus or anywhere where students are wearing South Tech Prep Academy uniform.***

INSUBORDINATION

Insubordination is defined as defying the authority of a school official or acting in a manner,

which connotes such defiance. When a school official makes a reasonable request of any student, compliance is imperative. Students are expected to identify themselves immediately upon request. Failure to do so shall constitute insubordination.

LEAVING SCHOOL GROUNDS

Students must remain on campus unless a student is officially excused to leave school, by the principal/designee, and parent/guardian. There are no exceptions.

REPORTING TO ADMINISTRATOR

If students are sent for by an administrator or are sent to an administrator's office by any staff member at any time, they should have the appropriate hall pass and report immediately to the appropriate office. Students should remain in the office until seen by an administrator or given permission to leave. Students should never have "no place" to be. If in doubt, students should report to the main office.

REPORTING TO THE CLINIC/GUIDANCE OFFICE/STUDENT SERVICES

Students must have an appropriate hall pass to report to the clinic, guidance office and student services office. Students must check in with a staff member and obtain a note for re-admittance to class when leaving.

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 illegal substance, object, or anything that is prohibited as defined by School Policy. Any school administrator or authorized officer may conduct a search of every part of the physical plant of the school to include student 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.

THEFT

The taking of anything or the attempt to take anything without the owner's consent is prohibited. Materials improperly removed from the media center or classroom fall into this category.

THREATS

No word, action, gesture or deed that threatens violence towards a student or member of the

school staff (even if “joking”) will be tolerated. Students are expected to report such threats immediately to the Dean, an administrator, counsel, or teacher.

TOBACCO/E-CIGARETTE VIOLATIONS

The possession, purchasing, consumption, use or distribution of tobacco, including e-cigarettes, etc., is illegal and is prohibited anywhere on school property. Any involvement in tobacco-related activity is prohibited. This includes all school activities and functions on and off school grounds.

- **1st offense –** Must provide students with an opportunity to exchange 3 days of the 5 days out of school suspension for the district approved alternative to suspension program.
- **2nd offense –** Must provide students with an opportunity to exchange 3 days of the 5 days out of school suspension for the district approved alternative to suspension program.

Repeated offenses – 10 days out of school suspension for each offense.
Tobacco products include but are not limited to: cigarettes, e-cigarettes, vapes, chewing tobacco, cigars, Juuls, and snuff.

UNAUTHORIZED AREAS

Areas designated for staff (e.g. staff lounge) or other unsupervised classrooms, spaces, offices or storage areas are “off limits” to students, unless given written permission by a staff member.

UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY

Students may not be in possession of any school property (e.g. hall passes, grade books, keys) without the permission of a staff member.

VERBAL ABUSE

Verbal abuse is defined as intimidating, insulting or in another manner abusing a member of the school community, including, though not limited to, students and staff members.

VIOLENCE

No word, action, gesture or deed that threatens violence (even if “joking”) will be tolerated. Students are expected to report such threats immediately to the Dean, an administrator, counselor or teacher.

WEAPONS

Students, who bring, possess, use or are in any way responsible for the presence of a weapon or any item intended to be used as an offensive or defensive weapon on school grounds, at school-related activities or on a school bus are subject to strong disciplinary action.

SOUTHTECH PREPARATORY ACADEMY PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT 2022-2023

Student's Rules and Regulation of Operations

Your signature means you have received this booklet and know what the rules are.

Students, parents/guardians, teachers, counselors, administrators, custodians, and office staff all have important roles to play at SouthTech Preparatory 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 Preparatory 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 Preparatory Academy must have proof that every student and every parent/guardian has received, read and understands the SouthTech Preparatory Academy Student/Parent/Guardian Handbook. Student's and parents'/guardians' signatures indicate an understanding of an agreement to obey all SouthTech Preparatory Academy policies and procedures while utilizing school provided transportation, attending all school learning activities or school sponsored extracurricular 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

Reviewed on August 2023

Parent emergency phone number: _____

SOUTHTECH SCHOOLS

STUDENT TECHNOLOGY ACCOUNTABILITY CONTRACT

SouthTech Schools Student Contract for [1]Mobile Devices to be used in Classrooms

I understand that my family is financially responsible for up to the full cost of the Mobile Devices if damage occurs to the [1]Mobile Devices due to accident, negligence, or intentional misuse.
I will follow all guidelines for computer care to prevent any damage to the [1]Mobile Devices.
I understand that the school owns the computer and has the right to search the computer at any time both directly and remotely if they believe that inappropriate use is taking place or has taken place.
Only I am permitted to use the [1]Mobile Devices assigned to me.
I will always carry the [1]Mobile Devices with the lid closed using two hands.
I will always use my [1]Mobile Devices in a safe place sitting down.
I will keep food and beverages away from my Mobile Devices to reduce the risk of damage.
I will not disassemble any part of my [1]Mobile Devices or attempt any repairs.
I will not bang, slam, or hit the [1]Mobil Devices.
I will use the [1]Mobile Devices for educational purposes that are appropriate and meet SouthTech Schools rules and expectations.
I will not place decorations (such as stickers, markers, etc.) on the [1]Mobile Devices.
I will practice digital responsibility on the internet.
I will not remove the [1]Mobile Devices from the classroom.
I will report damage of the [1]Mobile Devices to my teacher immediately or risk losing my [1]Mobile Devices privileges.
I will sign off the [1]Mobile Devices before dismissal and return it to its proper place in the cart.

I agree to the stipulations set forth in the above contract.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name: (please print): _____

Parent/Guardian Signature: _____ Date: _____

Please fill in the best way to contact the student's parent/guardian:

Email: _____

Phone number: _____

[1]**Mobile Devices:** Laptops, Chromebooks, iPads, Tablets

SouthTech Schools prohibits discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status, pregnancy, or disability in all employment practices, programs, services or activities. For questions contact 561-369-7042.