



SCHOOL WIDE POLICIES

Mission Statement

South Florida School of Excellence is committed to achieve the highest standards of intellectual and personal development through a stimulating and comprehensive program. We are dedicated to developing students to be resilient, adaptable, and knowledgeable to continue their education and become interdependent, and socially responsible adults. The ethnic community, parents, administrators, students, and staff work together to create an academic, physical, emotional, and safe environment for everyone to become lifelong learners.

Vision Statement

Our vision is that children leave school with:

A Set of Moral Values - DETERMINATION – INTEGRITY - PERSEVERANCE

We will be the first place in the development and implementation of effective service programs and advocacy for people with disabilities and non-disabilities throughout the State of Florida. We will develop individual independence for post-secondary, workforce development, employment, housing and community enrichment. We value the partnership which exists between school, parents and community and the part it plays in realizing this vision.

We Believe In OUR STUDENTS

South Florida School Of Excellence believes that all students are unique and have special talents and abilities. Our staff, teachers, parents and students all share responsibility in the educational process. School is dedicated to a progressive, sequential curriculum that develops critical thinking skills, problem solving abilities, and life-long learning in a safe and nurturing environment. School's strong emphasis on character education and modeling instills positive values for students to reach their potential by providing them with a variety of opportunities to learn and succeed.

- We believe learning is enhanced through utilization of the latest technology and resources.*
- We believe community involvement and service benefits both the student and the community.*
- We believe a diverse student body teaches and models the necessity of human interdependence and one's role in a global society.*
- We believe the future of a democratic society lies in the development of the hearts and minds of its youth.*

SCHOOL WIDE POLICIES AND STUDENT BEHAVIOR CONTRACT ACKNOWLEDGEMENT

OPEN HOUSE AND QUARTERLY PORTFOLIO REVIEW

Parents are required to visit the school to review the quarterly portfolio with teachers and administrators. Visit other than the assigned day requires a prior request. Each school year, it is mandatory that parents participate in two conferences. The parent/teacher conferences can be via phone, in-person, or facetime. In addition, special needs students' conferences include: The student's "Personal Response to Intervention and Personal Learning Plan".

A). HOMEWORK AND CLASSWORK POLICY

- A1) Students MUST bring a Daily **Class Binder** with all the resources provided by teachers.
- A2) Students MUST do daily paper/electronic homework, long/short term projects, and reading logs.
- A3) Daily Homework Sheets MUST be signed by parents and returned to the teacher each day.
- A4) **Quarterly Portfolio Review and Report Card Distribution** MUST be reviewed during each Quarter Open House.
- A5) Parents and students can log in separately to GradeLink to monitor (Students' academic and behavior monitoring platform)
- A6) **Monthly Newsletter** paper/electronic versions will be provided by your child's teacher every month.
- A7) Students are responsible for completing and returning all assignments on time to the teacher. This includes making up homework when absent. Follow all expected standards of quality concerning heading, neatness, content, and directions.

GRADING SCALE/TRANSCRIPT KEY

A	(93-100)
A-	(90-92)
B+	(87-89)
B	(83-86)
B-	(80-82)
C+	(77-79)
C	(73-76)
C-	(70-72)
D+	(67-69)
D	(60-66)
F	(0-59)
INC	Incomplete
W	Withdrawal
GP	Grade In Progress
NM	No Marks

GRADE LEVEL PROMOTION

High School - Regular Education

Students must successfully complete 6 classes per grade year. Each class is worth 1 credit with 24 credits required for graduation at the end of 12th grade. This will be accomplished using a combination of instructional methods including face to face teacher instruction, Edgenuity course work, projects and various other extra-credit work throughout the school year.

Middle School - Regular Education

Students will be required to successfully complete 6 classes per year. This includes Language Arts, Mathematics, Science, Social Studies, Electives and Physical Education . This will be accomplished using a combination of instructional methods including face to face teacher instruction, Edgenuity course work, projects and various other extra-credit work throughout the school year. In addition, students will have their math and reading skills assessed throughout the school year using I-Ready and will work to improve upon those results utilizing the I-Ready curriculum

Elementary - Regular Education

Students are required to successfully complete each of the following classes throughout the school year in order to earn promotion to the next grade level: Grammar & Writing, Spelling & Vocabulary, Reading Comprehension,

Mathematics, Science, Social Studies and Physical Education. This will be completed through face to face instruction, Odysseyware online curriculum, I-Ready and other approved assessments .

B). CLASSROOM EXPECTATION

It is important to recognize the classroom, and certain behaviors are expected when you communicate with both your peers and your teacher.

Student:

- B1) Show respect for the teacher, yourself, and others at all times.
- B2) Respect others' property. Avoid touching or writing on anything that does not belong to you (including desks, textbooks, teacher's belongings, walls, board, etc.). Don't expect that others will clean-up your messes. Please pick-up after yourself.
- B3) Respect yourself and the rest of us by using appropriate language and wearing appropriate clothing.
- B4) Always do your own best work.
- B5) Put learning ahead of getting good grades.
- B6) Put quality ahead of just getting it done.
- B7) Cheating and copying is not tolerated.
- B8) Come prepared with all materials necessary:
- B9) An organized class binder containing all necessary materials and handouts
- B10) Loose Leaf paper, pens (blue or black), and pencils
- B11) Student actions that interfere with teaching or learning in the classroom will NOT be tolerated.
- B12) Use class time to learn. Please do not spend your time grooming, sleeping, talking, on your phone, or doing work for other classes.
- B13) Minimize classroom interruptions by arriving at class on time and not leaving the classroom during the class period.

C). ATTENDANCE POLICY

Regular and consistent school attendance is both a right and responsibility of the parent and student. South Florida School Of Excellence recognizes that consistent school attendance is essential for academic success and that all absences affect learning. According to Florida Law and Miami-Dade County requirements, 20 full-day absences during the entire school year will result in a mandatory review by the Administration. Students are required to attend school every day of the 180 days [plus the summer 5th quarter- optional]. Parents of children of compulsory school age are responsible for their child's daily school attendance. **Schools will consult with parent related service agencies that are involved in truancy, prevention, intervention, and actions.**

IMPORTANT NOTES TO CONSIDER:

- **A parent or guardian must call the school office by 9:00AM when a student will be absent.**
- **Students must be in school for the entire day to participate in and extracurricular activities. Exceptions will be made for pre-approved, scheduled appointments.**
- **Truancies - Any student who is absent from school without parental permission for more than three (3) days is considered truant. An Administrative Review and family meeting will be called.**
- **For each day a student is absent, they will have two (2) school days from the missed day to make up the missed work.**
- **Early dismissal will only be granted with a 24 hour notice and approval of the Principal or her designee.**

D). ABSENCES FROM SCHOOL

A top priority at South Florida School Of Excellence is student achievement and maximizing instructional days.

Absences are a MAJOR DISRUPTION to the learning environment and student learning.

- D1) Students, upon returning to school from being absent, are to bring a note, written in ink, signed by a parent/guardian that includes the following information to the Main Office:
Student's full name & grade or class name, day and date of absence and reason for absence
- D2) Re-admit without a note:
Students will receive a three-day grace period to provide a note. After the grace-period, students' absence will remain unexcused.
- D3) Reporting to parent/guardian regarding absences: In accordance with school policy, excessive absences and/or tardies will result in the letter to parents/guardians informing them of their child's attendance concerns.
- D4) Leaving campus without permission or authorization may result in suspension.

E). EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below.

- E1) Illness of students.
- E2) Illness of an immediate family member.
- E3) Death in the family.
- E4) Religious holidays of the student's own faith.
- E5) Required court appearance or subpoena.
- E6) Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal/designee at least five days ahead of time.
- E7) Scheduled medical or dental appointment.
- E8) Students having, or suspected of having, a communicable disease or infestation which can be transmitted is to be excluded from school and are not allowed to return to school until they no longer present a health hazard. Examples of communicable diseases and infestations include, but are not limited to, COVID-19, fleas, head lice, ringworm, impetigo, and scabies.
- E9) Students are allowed a maximum of 5 excused day's absence for each infestation of head lice.
- E10) Students on field trips and students who attend alternatives to suspension programs are NOT considered absent.

F). TARDIES FROM SCHOOL

A top priority at South Florida School Of Excellence is student achievement and maximizing instructional minutes.

Tardies are a MAJOR DISRUPTION to the learning environment and student learning. Students miss the introduction and instructions to the day's lesson. In addition, the learning stops while the tardy student settles into his/her seat.

*(Tardiness is defined as a student **NOT** being at school before 8:05 am for Special Education/8:35 am for Regular Education and **NOT** in the classroom when the class is scheduled to begin.*

Students are to be in class on time & prepared to work. Excessive tardies may result in further discipline consequences such as indoor suspension, parent conference, and/or outdoor suspension for continued defiance.

- F1) **In-School Absences:** Teachers must be notified in advance of a student's absence due to participation in a school activity or a field trip. The teacher sponsoring the activity or trip does this notification. If individual students need to be absent from a class to complete work, take a test, etc. with another teacher, a request to the teacher of record for the period must be made in advance of the absence. The student(s) will be released only with permission from that teacher.
- F2) **SFSE expects all students to attend every class every day.**
- F3) When leaving a classroom or an office during class period, students must carry an official Hall Pass signed by the teacher. **Hall passes are not to be issued during the first and the last 10 minutes of the class period.**
- F4) **5 tardies within each quarter period of time will be considered as 1 absent.**

UNEXCUSED TARDY

* After 8:00 a.m for **Special Education** and 8:30 a.m. for **Regular Education** , Report to the Attendance Office

1 st	Verbal Warning and Reminder
2 nd	Verbal Warning and Reminder
3 rd	Detention/Parent Contact Community Cleaning Service Hours If No Show = Lost of Hobby Club 2 nd No Show = 2 days Indoor Suspension
4 th – 9 th	Saturday School – Administrative /counselor intervention
10 th and above	Administrative attention for further counseling and resolution

EXCUSED TARDY

Excused tardies do not count towards the tardies listed above. Students with an excused tardy must report **directly to the attendance office.** Reasons for excused tardies are:

- Doctor's Appointment
- Court Appearance
- Car Accident
- Parent/Guardian accompanies students to the Attendance office
- Proof/Documentation must be provided upon your arrival to school in order to obtain an Excused Tardy Pass. Students with an **excused tardy (not a warning)** will be allowed to make up work missed due to the tardy.

ARRIVAL AND DISMISSAL POLICY

G). ARRIVAL

The morning arrival starts at 7:30 am thru 8:00 am for **Special Education** and 8:00 am to 8:30 am for **Regular Education**. The door will close for **Special Education** at 8: 30am and **Regular Education** at 9:00 a.m. Parents must accompany their child to the 2nd floor after their designated time of arrival. No student should be sent to the 2nd floor without an adult to check the student in for the day. If a student arrives without an adult, the student will not go to class and a parent will be called to sign the tardy student into school.

H). DISMISSAL & EARLY SIGN-OUTS

- H1) No students shall be released after **1:00pm for Special Education** and **2:00 pm for Regular Education** unless the Principal/Designee determines it is an emergency.
- H2) Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
- H3) Students' independent dismissal via bus/taxi rides must be authorized by administration

Special Education: 2:30 p.m.

Regular Education:2:30 p.m.

No dismissal will be allowed 30 minutes prior to dismissal

HOURS OF OPERATION

Student Before Care (ALL GRADES) – 7:30 am- 8:00 am

Students Arrival (**SPECIAL EDUCATION**) – 8:00 am

Students Arrival (**REGULAR EDUCATION**) – 9:00am

Students Dismissal (**SPECIAL EDUCATION**) – 2:30pm

students Dismissal (**REGULAR EDUCATION**) – 3:30pm

Student After Care (ALL GRADES) – 3:00 pm- 5:30 pm

Office Hours: 7:30 am – 4:00 pm

I). DOCUMENTATION LIMITS

No documentation will be accepted after the end of the Quarter/ grading period in which the absence occurred.

The absence must be corrected during the grading period in which it occurred. The only exception to this is if the absence occurs 3 days or less prior to the end of the grading period. If this happens, the student or parent has 1 week from the start of the grading period to correct the absence.

J). MAKE-UP WORK AFTER AN ABSENCE AND TARDY

NO WORK/QUIZZES/TESTS/HOMEWORK/ETC. MAYBE MADE UP OR TURNED IN IF AN ABSENCE OR TARDY IS UNEXCUSED! ADDITIONALLY, IF A STUDENT IS ABSENT FROM SCHOOL, HE/SHE IS NOT ALLOWED ON CAMPUS DURING SCHOOL HOURS FOR ANY REASON UNLESS CLEARED BY AN ADMINISTRATOR.

- J1). **EXCUSED ABSENCE AND TARDIES:** Make-up work for credit and grade is allowed for ALL approved excused attendance.
- J2). **SUSPENSION:** Make-up work for credit and grade is **allowed**. It is the student's responsibility to get the missed work. All work is due on the day of return from suspension. Students are **NOT** allowed to participate in any school activities during the suspension period.
- J3). **MIDDLE AND HIGH SCHOOL STUDENTS:** Make-up work for credit and grade is allowed for all tardiness due to the legal requirements to high school and the impact on course recovery.

K). PRE-ARRANGED ABSENCES

South Florida School Of Excellence recognizes that there are times when a family emergency calls for a student to miss several days of school. **If a student must miss 5 or more days from school, it is recommended that he/she pick up a "PRE-ARRANGED ABSENCE" form from the attendance office.** The reason for the absence must be PRE-APPROVED by the administrator in charge of attendance PRIOR TO YOUR LEAVING. The process for a pre-arranged absence is as follows:

- K1) The student goes to the attendance office to inform the administrator.
- K2) If the reason is valid, the student is given the form signed by the administrator to take to the teachers to be signed.

K3) The student must return the signed form to the attendance office **PRIOR** to leaving, and if available, provide documentation in reference to the absence.

K4) **Upon returning to school**, the student must come to the attendance office to get an admit pass to give to the teacher.

K5) WHEN APPLICABLE, STUDENTS MAY BE ASKED TO PROVIDE PROOF OF TRAVEL UPON THEIR RETURN.

Pre-arranged absences are still absences, thus the same procedures for absences will apply to students who utilize the pre-arranged absence option. **FAMILY VACATIONS/REUNIONS, PLEASURE TRIPS, AND/OR ACTIVITIES ARE NOT EXCUSED.**

Parents are urged to review the school calendar ahead of time and plan family events accordingly. Pre-scheduled college/university orientations are excused. Students must bring proof of attendance. Personal visitations are not approved and must be conducted when school is not in session.

K.) MEDICATIONS

No student should take/consume any over the counter or prescription medication without parental authorization. Students cannot request to obtain medications from other students or from any employee.

L. PRE-EXISTING MEDICAL CONDITION

South Florida School Of Excellence that there are times when a pre-existing medical condition may cause a student to miss an excessive number of days from school. Should this be the case, the parent must provide (IN ADVANCE) all medical documentation to the Assistant Principal in charge of attendance. If the condition causes the student to miss an exceptional number of days from school, it is strongly recommended that alternative educational options be explored if the child meets the criteria. This is necessary to ensure that the student will receive the optimal educational experience that he/she deserves and will not run the risk of having to repeat the class due to lack of contact hours.

M. ILLEGAL/ILLCIT SUBSTANCES

Students must arrive at school with a clear mind and free of any intoxication of illegal or illicit substances.

Students must also refrain from use of any such substances during school hours. This includes at Sherbondy Park, field trips or any other official school function or activity.

N.) VAPES AND TOBACCO PRODUCTS

Students are not allowed to use and/or possess Vapes and Tobacco products while on school grounds, at Sherbondy Park, on the Bus or at any school activity.

O). STUDENTS' RIGHTS AND RESPONSIBILITIES

M1) Students have a responsibility to ask their parents to notify the school when they are absent.

M2) Students have a responsibility to ask teachers for, and to complete, make-up assignments. Two days (not including the day of return) are allowed for each day of excused absence. Previously assigned work is due the day of return.

M3) Students may make up work for any absences. Students must maintain current classroom assignments while on internal suspension and turn in work daily.

P). FIGHTING/PHYSICAL AGGRESSION

- Students shall not assault, hit, kick, punch, fight, intentionally harm or threaten to harm another person.
- Students shall not incite or instigate a fight, assault or riot. The terms "incite" and "instigate" mean to urge or direct others by words or actions to engage in a fight, assault or riot. A student commits this offense by actively urging or directing others to take part in the prohibited behavior or by causing or instigating the prohibited behavior to occur. Students committing this offense should be disciplined in the same manner as those students actually engaging in the fight, assault or riot.
- Students should avoid a fight by walking away from a threatened conflict and/or reporting the other student's threats to a teacher or other school employees. A student may, in a defensive manner, restrain the other student or block punches, kicks etc. but if the student retaliates by kicking, hitting, striking, etc. the other student, that action is considered fighting.

ACADEMIC INTEGRITY POLICY

South Florida School Of Excellence is dedicated to developing the academic potential of every student. We are committed to promoting ethical conduct appropriate as a responsible member of the community. **Cheating and plagiarism** are serious violations that undermine learning, hamper competence, and tear down ethical behavior. This conduct prohibits both teachers and students from knowing a student's true academic ability; furthermore, it breaks down the trust that is so vital to any community.

Cheat: "To violate rules and regulations. To act in a dishonest way".

Cheating includes but not limited to the following:

- Using any unauthorized aid during an exam or any teacher-given assessment.
- Giving or receiving answers during a test as well as securing answers from others.
- Accessing, without permission, a test before it is given.
- Using summaries or other aids to substitute for assigned reading.
- Using a computer to find answers.
- Directly copying assignments from other students (including homework).
- Giving the impression that the notes of one student are your own.

Plagiarism is defined as "the act of representing the work, words, images, data or ideas of others as your own without properly citing the source."

Examples of plagiarism include but are not limited to:

- Copying the words or ideas of others from the internet, books, magazine articles and other sources.
- Paraphrasing a source without proper citation.
- Copying or paraphrasing the words or ideas of other students, parents, siblings, or other family members and friends.
- Copying or representing the academic work of others including any assignment as if it were your own.
- Submitting purchased papers as your own.

STUDENT INTERNET USAGE POLICY

To protect the due process rights of students and establish necessary controls, these guidelines define appropriate educational and ethical uses of the Internet, identify student responsibilities, and outline procedures for enforcing the behavior on the Internet and handling violations. SFSE online learning policy is adopted to keep all our students in a safe learning environment. The intent of the policy is to answer and give guidance to all SFSE students and parents.

The following must be adhere to:

- The Internet is to be used for educational purposes ONLY. Students will not engage in non-educational activities such as playing games, watching videos, using social media, listening to music, texting, or taking personal calls.
- Users should be polite and use appropriate language.
- Users need to follow the current policies and behavior standards of SFSE
- Users should respect the equipment and other resources, the network time, and the privacy of others.
- Users should not give out anyone's name, school, or email address, including their own.
- The use of another person's login and passwords is not allowed.

Unacceptable uses of the network include:

- Illegal activities (including copyright infringement)
- Wasting or misusing technology resources
- Commercial activity
- Account theft (using someone else's account without permission).
- Offensive, demeaning, defamatory, harassing, or disruptive messages are prohibited.
- Users should not access information on the Internet that would be considered controversial or inappropriate if brought to school in any other format, including pictures or articles of an adult nature.

If a student misuses the Internet at school or encourages another student to misuse the Internet at school, SFSE staff have the right and responsibility to take immediate action against the misuse and may suspend student access privileges.

BULLYING AND HARASSMENT POLICY

South Florida School of Excellence is committed to providing a safe learning environment for all students. To this end, SFSE is dedicated to erasing bullying and harassment in its schools by providing awareness, prevention, and

education in promoting a school atmosphere in which bullying, harassment, and intimidation will **NOT be accepted by students, school employees, visitors, or volunteers.**

BULLYING means systematically and chronically, inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation that includes a noted power differential.

Bullying may involve but is not limited to Teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, sexual harassment, religious or racial harassment, public humiliation, destruction of property, cyberstalking, and cyberbullying.

HARASSMENT: means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee

CYBERSTALKING: is defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

CYBERBULLYING: is defined as the willful and repeated harassment and intimidation of an individual through the use of electronic mail or electronic communication with the intent to coerce, intimidate, harass, or cause substantial emotional distress to a person. Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or another person who formally or informally makes a report of bullying, orally, or in writing.

Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including indoor/outdoor suspension or expulsion.

SCHOOL CHROMEBOOK, TABLET, TEXTBOOK POLICY

Students are responsible for the school Chromebook, Tablet, Textbooks checked out to them:

CHROMEBOOK/TABLET: During the first few weeks of the start of school year, each student will be assigned one Chromebook or tablet device to use during the school year in SCHOOL ONLY. Students are required to use the Chromebook assigned to them ONLY and every day to return to the class teacher before leaving home. Students should not bring the chromebook out of the assigned classroom. Please note that the condition for which these Chromebook/Tablets were given to your student is the condition we expect to receive them back. **Parents will be held liable for the full value of the lost or damaged Chromebook/Tablet.**

TEXTBOOKS: Textbooks and workbooks will be distributed to all students during the first week of school. Please ensure that care is given to all textbooks. At the end of the year all **textbooks MUST be returned in the condition given. Parents will hold liable for the full value of the Textbook.**

WORKBOOK/NOTEBOOK: Please do **NOT** destroy or throw out the workbook/Notebook. These must also be returned for grading purposes to issue report cards.

STUDENT CODE OF CONDUCT

- Students shall refrain from using inappropriate language and behavior (swearing, teasing, backtalk, disrespect but not limited too).
- Students must refrain from bringing onto school grounds anything that may endanger the general safety of others. These include, but are not limited to knives, matches, lighters, fireworks, glass bottles, squirt guns, water bottles, skateboards, guns and/or weapons, etc. Such articles will be confiscated and may not be returned. Bringing them on to school grounds may result in disciplinary action.
- Fighting on school grounds or in buildings will not be permitted. Students involved in an assault will be disciplined for fighting.
- Students shall not exhibit disobedience of school authority by temporary absences (skipping) from classes or non-attendance of classes will be subject to disciplinary measures.
- Students shall comply with the directions of all school personnel and shall always exhibit respectful and appropriate behavior toward school personnel and volunteers.
Consequences for these infractions include detention, suspension of up to 10 days, or immediate expulsion from the school.

CELL PHONES:

- Cell Phone usage while at school is NOT permitted. They become a distraction and can be used for academic dishonesty, unauthorized photography and a precursor to fighting and aggressive behavior. Cell Phones will be collected every morning by administration staff members. If any student uses a cell phone while on campus, the

cell phone will be confiscated, requiring a parent/guardian to pick it up and sign for it in the office. Repeat offenders may be subject to indoor suspension and/or further disciplinary action.

SCHOOL WIDE DISCIPLINE:

- 1st Referral** – Office referral + parent contact + conference with student + warning + letter of apology to person offended
- 2nd Referral** – Office referral + parent contact + conference with student + loss of privilege (hobby club, reward field trips, or other school activities)
- 3rd Referral** – Office referral + parent contact + conference with student + in-school suspension (lunch/P.E.)
- 4th Referral** – Office referral + parent contact + conference with student + out of school suspension

BEHAVIORS THAT MAY RESULT IN CRIMINAL PENALTIES

- Illegal use, possession, or sale of controlled substances while on school grounds or attending a school function;
- Use of a wireless communication device in the commission of a crime;
- Possession of a firearm or weapon while on school grounds, school bus or school function
- Violation of Sexual Harassment Policy
- Making a threat or false report involving destructive devices or explosives directed against the school, school staff, property, transportation or a school activity.

STUDENT BEHAVIOR CONTRACT (Grades: Pre-K3 through 12th)

I KNOW THAT I HAVE A RIGHT TO:

Be in a positive atmosphere of compassion, truth, and justice within the home/school settings which allows me to learn and grow in a safe and nurturing environment and will:

- Receive help to develop capabilities, talents, self-understanding, and a feeling of self-worth.
- Be encouraged to become an independent life-long learner and collaborate with others to develop knowledge, skills as well as new ideas.
- Grow in honesty, integrity, individual responsibility, and tolerance.
- Take part in physical, organized, and creative art activities when I follow the school guidelines.
- Know what proper behavior is and what inappropriate behaviors result in disciplinary actions.

I AGREE TO:

- Arrive at school on time daily- **Special Education: 8:00 a.m., Regular Education 9:00a.m.**
- Attend each class at start time -- ready to begin work.
- Be prepared with appropriate school materials and assignments for every course.
- Refrain from bringing disruptive possessions such as cell phones to school.
- Refrain from physical contact (both genders).
- Take responsibility for my personal belongings.
- Respect the property of others.
- Respect the property of my school by appropriately using school technology and refraining from vandalism.
- Use appropriate language (avoid using racial slurs).
- Show respect to my peers.
- Show respect to all teachers and staff members.
- Cooperate when a teacher or staff member makes a request.
- Resolve conflicts or disagreements peacefully and avoid fighting inside or outside the school.
- Dress appropriately and follow the school's uniform policy:
 - Monday through Thursday – Orange, Red, Yellow polo shirts and Black pants or shorts
 - Friday - Hobby club t-shirts with any colored jeans

- Dress down day will occasionally be announced – shorts above knee length, sleeveless or low-neck shirts are not allowed)
- Socks and Velcro/laced shoes of any color. (High heels, backless shoes, open-toed shoes, skate shoes, and roller shoes are not permitted.)
- Clothing and jewelry shall be safe and free of writing, pictures, or any other signs which are crude, vulgar, profane, or sexually suggestive. Clothing must not advocate racial, ethnic, or religious prejudice or the use of drugs or alcohol.
- Hats, bandannas, or head coverings of any type are not allowed.
- Hair shall be clean and neatly groomed and not disruptive to the educational process. Students may not spray their hair with any coloring that would drip when wet.
- When not in school, always use social media appropriately by doing the following.
 - Being cautious about disclosing personal details.
 - Refraining from discriminating against others based on gender, age, race (or racial slurs), nationality, disability religion, or socioeconomic standing sexual orientation.
 - Showing proper consideration for others' privacy.
 - Avoiding things which are considered likely to offend or provoke others.
 - Being smart about protecting myself and my privacy by remembering that what I publish will be around for a long time.
 - Respecting the social media pages and pictures of others.
 - Always use appropriate language when commenting on my social media account or on the social media accounts of others.
 - Avoiding rude, vulgar, sexually suggestive, obscene, or pornographic content.
 - Avoiding content that violates or promotes the violation of school rules.
 - Thinking about the negative consequences of misusing social media.
- Refrain from bringing alcohol, controlled substances, illegal drugs, explosive devices, weapons, or pellet guns to school.
- Refrain from committing arson.
- Refrain from verbal threats or other bomb threats.
- Keep my parents/guardians informed by making sure I give them any school-related information sent home.
- Follow all rules in the Discipline Code.

SCHOOL UNIFORM POLICY

DRESS CODE: Monday through Friday

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the school administration to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal shall be subject to appropriate disciplinary measures including suspension.

Uniform shirts are to be purchased from the Ibiley Store located at 4359 W 16th Avenue in Hialeah. When you arrive at the store, inform the clerks that you are purchasing school uniforms for South Florida School of Excellence.

Uniform shirts are gray with the school logo. Black pants or shorts must be worn with the shirt. Students are to wear black sneakers/shoes, closed toe and with black socks.

SINGLE POINT ENTRY FOR THE SAFETY AND SECURITY OF OUR STUDENTS AND FACULTY

ELEVATOR/STAIRCASE POLICY

The school is located on the 2nd floor of the building. All students coming in for school and dismissed from school must use the staircase when entering and leaving the building. Students are not permitted to use the elevator when entering or leaving the school.

ARRIVAL-DISMISSAL GUIDELINES

Parents should drop students off in the morning behind the building (**DOOR ON THE SOUTH SIDE OF BUILDING**). All late arrivals [after 8:30am for **Special Education** and 9:00 am for **Regular Education** the parent must accompany the student to the 2nd floor for late check-in. It is very important that this procedure is followed not only to ensure correct attendance records, but to ensure that your child is not walking through the building unsupervised.

DESIGNATED PICK-UP AREAS

Pre-k-3 through 12th grades – All use Southside door of the building
Older siblings report to their younger sibling's car pick-up area or Bus

WALKERS

School is **NOT** responsible for Walkers' surety of reporting home. They are not allowed to cut through traffic. Walkers need to use the sidewalk and cross by the Crossing Guard.

BEFORE CARE:

Do **NOT** drop off your children prior to 7:30 a.m. unless they are enrolled in Morning **care**. Do **NOT** drop off children in the roadway.

SCHOOL WIDE POLICIES AND STUDENT BEHAVIOR CONTRACT ACKNOWLEDGEMENT
(Keep the above pages for your record and return this page to your child's teacher)

Student Last, First Name: _____ Grade: _____

Program (Please Check): Regular Education Special Education

Home Address: _____

Parent Full Name (Print): _____

Parent: Mother's Contact Cell Phone: _____

Email (Print Only): _____

Parent: Father's Contact Cell Phone: _____

Email (Print Only): _____

STUDENT:

I have read, and I understand the SCHOOL WIDE POLICY AND STUDENT BEHAVIOR CONTRACT of South Florida School Of Excellence. I agree to comply with all the above

Student signature _____ Date _____

PARENT:

I have read, and I understand and support South Florida School Of Excellence. I represent that my child has read the SCHOOL WIDE POLICY AND STUDENT BEHAVIOR CONTRACT and has agreed to comply with all of them. It is understood that the signature of this acknowledgement of one parent or guardian implies the consent of the other.

Parent signature _____ Date _____